

Academic Performance Evaluation

7.1 Academic Performance Evaluation for Degree Students

Academic Performance Evaluation as described in this section applies to Degree and Certificate Students. The corresponding process for Special Students is described in Section 9, below.

Note: in addition to the regulations listed below, a number of programs specify additional requirements that must be fulfilled. Consult 7.5 below for additional information regarding: B.A.S., B.Com., B.Hum., B.I.B., B.I.D., B.I.T. B.J., B.J.Hum., B.Math., B.Mus., B.P.A.P.M., B.Sc. Double Hons. Mathematics and Physics, B.S.W.

The Academic Performance Evaluation is the annual assessment of the student's status in his or her degree. The first evaluation is made, at the end of the winter term, for all students who have completed at least 4.0 credits at Carleton University or on the University of Ottawa Exchange once all final grades are available. Subsequent evaluations occur at the end of the winter term following the completion of a minimum of 4.0 additional credits. A completed course is any course registration, including repeated courses, that results in a grade or notation other than WDN, IP, CTN, AUD or DNC. The basis of the evaluation is the student's Overall CGPA, Major CGPA and, where appropriate, Core CGPA. For students in combined programs Major CGPAs are calculated for each major where possible. The evaluation is made by comparing CGPAs to the minima required by the student's degree at the time of the evaluation. The possible outcomes of an Academic Performance Evaluation are: Good Standing, Academic Warning, Suspension, Continue in Alternate, Continue in General, Dismissed from Program, or Debarment .

The status Good Standing signifies that a Performance Evaluation has found that the student fully meets the academic standards prescribed for the student's program and is eligible to continue in that degree.

The status Academic Warning signifies that the student's performance with respect to the academic standards of the degree is deficient. The student may continue in the degree but must clear the Academic Warning by achieving a Good Standing assessment at the next Academic Performance Evaluation.

The status Suspension signifies that the student must leave his or her degree for at least one year. See also Section 7.1.1 and Section 7.3. Suspension occurs if at least one of the following conditions applies:

- the student has an Overall CGPA that is less than 1.00;
- while on Academic Warning, the student has failed to achieve a Good Standing assessment at the next Academic Performance Evaluation;
- the student has exceeded the maximum allowable number of discredits for the program;

- the student was Admitted with Additional Requirements and has failed to satisfy those requirements.

The status Continue in General is applied at an academic performance evaluation (APE) if the student (i) is in an Honours B.A., B.C.S., B.Cog. Sc., B.Co.M.S., B.G.In.S., B.H. Sc., B.Sc., or B.Math. program, (ii) would be suspended at this APE due to a low CGPA, and (iii) meets or exceeds the minimum requirements for Good Standing in a general program. The student will have his or her program changed to the corresponding or other general program within the same degree and may apply to change this program within the degree, as long as the student would be in Good Standing in the subsequent program.

The statuses Continue in Alternate (CA) and Dismissed from Program (DP) indicate that the student's performance has fallen below a minimum standard for the program and in consequence the student is removed from the program, and is not readmissible to this program. These APE statuses are restricted to some professional and limited enrolment programs where there is high demand for the program and limited space in its required courses. The degrees and programs that use these statuses are: B.Eng., B.Hum., B.J., B.J.Hum., B.Com., B.I.B., B.I.D., B.P.A.P.M. The status CA or DP is assigned if any of the conditions for Suspension apply, in addition to any conditions set by the program. The status CA is assigned if, in addition, the student's Overall CGPA is at least 1.00. A student with status CA is eligible to continue at the university and may apply through Admissions Services for admission to another degree or to Special studies. The status DP is assigned if the Overall CGPA is less than 1.00. A student with status DP may apply for admission to Special studies only.

If a student satisfies the conditions for Suspended, Dismissed from Program or Ineligible to Return (no longer in use) at a performance evaluation in the student's current degree and the student has a previous decision of Suspended, Dismissed from Program or Ineligible to Return on the record in this or another degree or Special studies, then the student will be removed from the current degree with the standing Debarred. A Debarred student is not eligible for any studies at the university for at least three years. See Section 7.3, Readmission after Suspension or Debarment.

7.1.1 Discredits

If a course registration in any term results in a student exceeding the allowed number of discredits for the program, then the student will be Suspended, Continue in Alternate, Dismissed from Program, or Debarred as of the end of that term. This action is part of the Academic Performance Evaluation at the end of the winter term, but is not part of a general Academic Performance Evaluation after the summer or fall terms.

7.1.2 Three Failures of a Course (Engineering)

A student in the Bachelor of Engineering degree must leave the degree with the status Continue in Alternate or Dismissed from Program if the student fails one course on three occasions.

7.2 Assessment in Concentrations, Specializations and Minors

In conjunction with the Academic Performance Evaluation, additional averages are calculated for program elements. A CGPA is calculated over the courses contributing to any minor, concentration, specialization. These CGPA results are available for decisions on satisfactory or unsatisfactory performance in the program element. Students with a CGPA that is below the minimum required for a Concentration, Specialization or Minor may be removed from that Concentration, Specialization or Minor.

7.3 Readmission after Suspension or Debarment

Suspension is from a particular degree, not from the University altogether. Upon receiving notice of *Suspension* from one degree, students may apply immediately as Special students (non-degree students), or seek admission, through Admissions Services, to other degrees at the University for which they are eligible. In some circumstances, a student may be admitted on *Academic Warning*.

Students who have been Suspended will be inadmissible to their original degree for one year. Students who have been suspended and wish subsequently to be re-admitted to their original degree must petition through Admission Services, providing an explanation of the circumstances leading up to the *Suspension*, what has occurred during the period of suspension, and the student's new academic goals. See also 4.9.1 (d) for certain special cases.

Debarment is from all studies at the University. After debarment, students wishing to be considered for readmission to a degree program must wait three years and then make an appeal to the Faculty Committee on Admissions and Studies. On readmission after debarment, students may be required to complete certain specific courses and to forfeit certain previously completed credits in order to provide a reasonable expectation of success. The CGPA will be based upon successful and unsuccessful credits accepted upon readmission.

Students returning to the University after suspension or debarment will not have their CGPA re-started. At the point of re-admission, they may be allowed up to 2.0 credits of additional discredits.

7.4 Minimum CGPA Requirements

The standard CGPA requirements used in the Academic Performance Evaluation are presented in Table 1. The minimum required CGPA increases with the number of program credits (see Note 1) at the time of the Academic Performance Evaluation. Students with a CGPA close to the minimum at their first assessment will have to improve their academic grades significantly in order to maintain the Good Standing status through to graduation.

The Standard Minimum CGPA Requirements for Minors, Concentrations, and Specializations are presented in Table 2. These are not used in the Academic Performance Evaluation but may be used to determine whether a student can continue in a particular minor, concentration or specialization.

Table 1: Minimum CGPA Requirements for Good Standing Status

Program credits completed	Honours	Architecture (Design), B.I.D. programs	Engineering programs	15.0 credit General	20.0 credit Major, B.I.T.
0.0 to 5.0	Overall 4.00	Overall 3.00	Overall 4.00	Overall 3.00	Overall 3.00
5.5 to 10.0	Overall 4.50 Major 5.50	Overall 3.50	Overall 4.50	Overall 3.50 Major 3.50	Overall 3.50 Major 3.50
10.5 to 15.0	Overall 5.00 Major 6.00	Overall 3.50	Overall 5.00	Overall 4.00 Major 4.00	Overall 3.50 Major 3.50
15.5 or more	Overall 5.00 Major 6.50	Overall 4.00	Overall 5.00		Overall 4.00 Major 4.00
Graduation	Overall 5.00 Major 6.50	Overall 4.00	Overall 5.00	Overall 4.00 Major 4.00	Overall 4.00 Major 4.00

Note:

1. The Program Credits are the course credits earned by 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. The program credits include credits obtained through transfer, advanced standing, letters of permission or exchange. The program credits do not include courses from which the student has withdrawn.
2. Certain Honours programs may have different minimum Overall or Major CGPA requirements from those indicated above.

Table 2: Standard Minimum Requirements for Minors, Concentrations and Specializations

Program credits completed	All students in Hons. programs	All students in Architecture, B.I.D.	All students in Engineering	All students in Major programs, B.I.T.	All students in General
0.0 to 5.0	5.00	3.00	4.00	3.00	3.00
5.5 to 10.0	5.50	3.50	4.50	3.50	3.50
10.5 to 15.0	6.00	3.50	4.50	3.50	4.00
15.5 or more	6.50	4.00	5.00	4.00	

7.5 Additional Information Concerning Academic Performance Evaluation for Some Degrees

The standard regulations for Academic Performance Evaluation are modified for certain degrees and programs as presented in this section.

Bachelor of Architectural Studies

B.A.S. Conservation and Sustainability B.A.S. Urbanism

These programs follow the academic performance evaluation regulations governing Honours programs as described within sections 7.1 - 7.4 of the Academic Regulations of the University.

B.A.S. Design

The B.A.S. Design follows the academic performance evaluation regulations for Engineering and Design programs as described in section 7.0 of the Academic Regulations of the University.

B.A.S. - all

The following additions and amendments apply to all B.A.S. programs:

1. Students are assessed at each Academic Performance Evaluation using the Core minimum as described below.
2. Good Standing requires a minimum grade of C- in each Design Core course.
3. The Design Core consists of the following courses:

B.A.S. Design

ARCS 1005 [0.5]	Drawing
ARCS 1105 [1.0]	Studio 1
ARCS 2105 [1.5]	Studio 2
ARCS 2106 [1.5]	Studio 3
ARCS 3105 [1.5]	Studio 4
ARCS 3107 [1.0]	Studio 5
ARCS 4105 [1.5]	Studio 6
ARCS 4107 [1.0]	Studio 7

B.A.S. Urbanism

ARCS 1005 [0.5]	Drawing
ARCS 1105 [1.0]	Studio 1
ARCU 3501 [0.5]	Fundamentals of Urbanism
ARCU 3303 [1.0]	Urbanism in Practice 1: Urbanism in the Core
ARCU 3304 [1.0]	Urbanism in Practice 2: Urbanism on the Periphery
ARCU 4304 [1.0]	Urbanism in Practice 4: Global Perspectives
ARCU 4304 [1.0]	Urbanism in Practice 4: Global Perspectives

B.A.S. Conservation and Sustainability

ARCS 1005 [0.5]	Drawing
ARCS 1105 [1.0]	Studio 1
ARCC 3501 [0.5]	Fundamentals of Conservation and Sustainability
ARCC 3301 [1.0]	Conservation in Practice 1: Historical Analysis and Adaptive Re-use
ARCC 3302 [1.0]	Conservation in Practice 2
ARCC 4301 [1.5]	Conservation in Practice 3

4. B.A.S. students continue either in Good Standing or on Academic Warning.

5. Students whose academic performance evaluation results in Suspension must leave the B.A.S. degree. Application for readmission to all B.A.S. programs may be made after one year.

Bachelor of Commerce

Students in B.Com. are Honours students.

Students may not continue into 3000-level or higher BUSI courses unless the following two minimum requirements are met:

1. Successful completion of BUSI 1800
2. Successful completion of BUSI 1402

B.Com. students are in *Good Standing* (GS) if they meet the minimum requirement schedule provided in Regulation 7.4.

A B.Com. student not in *Good Standing* (GS) due to a deficiency of 1.0 grade point or less in one or both, Overall and Major CGPA requirements, is on Academic Warning (AW).

A B.Com. student is required to leave the program with the status *Continue in Alternate* (CA) or the status *Dismissed from Program* (DP) if:

1. they are not in *Good Standing* due to a deficiency of more than 1.0 grade point in both of Overall and Major CGPA requirements, at any Academic Performance Evaluation, or
2. the student was on *Academic Warning* and does not achieve *Good Standing* at the next Academic Performance Evaluation.

Academic Performance Evaluation for Bachelor of Humanities

Bachelor of Humanities students are evaluated on the basis of their Overall CGPA and their Core CGPA.

Students are in *Good Standing* if the Overall CGPA at least 7.00 and the Core CGPA at least 7.00.

A student who is not in *Good Standing* but has Overall CGPA at least 6.00 and Core CGPA at least 6.00 is on *Academic Warning*.

A student is required to leave the program with the status *Continue in Alternate* (CA) or the status *Dismissed from Program* (DP) if:

1. the student was on *Academic Warning* and does not achieve *Good Standing* at the next Academic Performance Evaluation,
or
2. the student has Overall CGPA less than 6.00 or Core CGPA less than 6.00 at any Academic Performance Evaluation.

A student who has completed the first year of the B.Hum. may apply to transfer to the second year of the B.J.Hum. Transfers into higher years will not be considered.

Transfer from B.Hum. to B.J.Hum.

A student who has completed the first year of the B.Hum. in Good Standing may apply to transfer into the second year of the B.J. Hum. and will be accepted at the discretion of the School of Journalism and the College of Humanities, and must normally have an overall CGPA of 10.00 (A-) or higher. Transfers into higher years will not be considered.

The Humanities Core

HUMS 1000, HUMS 2000, HUMS 3000, HUMS 4000

Bachelor of Industrial Design

1. Students in the Bachelor of Industrial Design degree are assessed at each Academic Performance Evaluation using their Overall CGPA and the Industrial Design Core courses. (The Industrial Design program does not distinguish a set of courses forming a Major).

The following evaluation criteria apply:

1. students are subject to an evaluation at the end of the winter term if they have completed 4.0 credits since admission or since the preceding evaluation;
2. in addition, students will receive an evaluation of their Industrial Design Core courses at the end of each Winter term as long as they have completed a Core course in the preceding summer, fall or winter terms.

Industrial Design Core Courses

IDES 1300 Projects IA, IDES 1301 Projects IB, IDES 2300 Projects IIA, IDES 2302 Projects IIB, IDES 3300 [1.0] Projects IIIA, IDES 3302 Projects IIIB, IDES 4301 Minor Projects A, IDES 4302 Minor Projects B

1. *Good Standing* - *Good Standing* requires a grade of C- or better in each of the Industrial Design Core courses as well as an Overall CGPA at or above the minimum given in Table 1 of Section 7.4.
2. *Academic Warning* - Students who are not assigned the status *Good Standing* or *Ineligible to Return* will be on *Academic Warning*. The following conditions apply:
 - a. a student who is on *Academic Warning* due to a grade less than C- in a Core course, but with an Overall CGPA high enough for *Good Standing* will be given permission to repeat this Core course and must achieve a grade of C- or better before the next evaluation.
 - b. a student who is on *Academic Warning* due to an Overall CGPA less than the minimum required for *Good Standing*, and who also has a grade less than C- in a Core course must raise both the Overall CGPA and pass the Core course with a grade of C- or better before the next evaluation. This student must first raise his or her Overall CGPA to a level sufficient to achieve *Good Standing*, if an evaluation were made, before permission will be given to re-register in the Core course.
3. *Continue in Alternate* or *Dismissed from Program* - Students satisfying any of the following conditions must leave the Industrial Design program with the status *Continue in Alternate* (CA) or *Dismissed from Program* (DP):
 - a. have an Overall CGPA that is less than 1.00,
 - b. have failed to achieve a *Good Standing* assessment at the next Academic Performance Evaluation while on *Academic Warning*,
 - c. have exceeded the maximum allowable number of discredits for the program,
 - d. have failed to satisfy any additional course requirements received on admission,
 - e. have received a grade of less than C- in the same Core course twice,

- f. have not completed the program within seven years.

Bachelor of International Business

Students in B.I.B. are Honours students.

B.I.B. Students are in *Good Standing* (GS) if they meet the minimum requirement schedule provided below:

The B.I.B. defines a Language Core consisting of the required 4.0 credits in the language of specialization.

Good Standing in BIB requires:

At the first APE:

- Overall CGPA at least 4.50
- Major CGPA at least 6.00
- Language Core CGPA at least 6.00

At all subsequent APEs and at graduation:

- Overall CGPA at least 5.00
- Major CGPA at least 6.50
- Language Core CGPA at least 6.50

A B.I.B. student who is not in *Good Standing* (GS) due to a deficiency of 1.0 grade point or less in any of the Overall, Major, or Language Core CGPA requirements, is on Academic Warning .

A B.I.B. student is required to leave the program with either the status *Continue in Alternate* (CA) or the status *Dismissed from Program* (DP) if:

- They are not in *Good Standing* (GS) due to a deficiency of more than one grade point in all of the Overall, Major or Language Core CGPA requirements at any Academic Performance Evaluation, or
- The student is on *Academic Warning* and does not achieve *Good Standing* at the next Academic Performance Evaluation.

Bachelor of Journalism

A student who is not in *Good Standing* in the Bachelor of Journalism degree must leave the program with the status *Continue in Alternate* (CA) or the status *Dismissed from Program* (DP) .

Continuation to Second Year

Continuation in *Good Standing* after the first Academic Performance Evaluation will be guaranteed only to first year Journalism students taking JOUR 1001 and JOUR 1002, who achieve at least a B in one of the courses and at least a B+ in the other, as well as an Overall CGPA of at least 8.00 in first year on a minimum of 5.0 full credits. The School also maintains a number of places in second year for students who wish to transfer from Carleton or elsewhere. Normally, offers are made to students with an overall CGPA equivalent to 10.00 (A-) or better.

Continuation in *Good Standing* at subsequent Academic Performance Evaluations requires the standard minimum Major CGPA of 6.50 and Overall CGPA of at least 5.00.

Transfer from B.J. to B.J. Hum.

A student who has completed the first year of the B.J. in Good Standing may apply to transfer into the second year of the B.J. Hum. and will be accepted at the discretion of the School of Journalism and the College of Humanities, and must normally have an overall CGPA of 10.00 (A-) or higher. Transfers into higher years will not be considered.

General Prerequisite

Students may not continue into 3000-level or higher courses unless the following three minimum requirements are met:

1. at least C standing in JOUR 2201;
2. a CGPA of at least 6.50 over the courses JOUR 1001, JOUR 1002, JOUR 2201, JOUR 2202 and JOUR 2501;
3. an Overall CGPA of at least 5.00.

Bachelor of Journalism and Humanities

The Bachelor of Journalism and Humanities degree distinguishes between a student's Overall CGPA and their Core Humanities CGPA.

The Core Humanities CGPA is calculated on the basis of the following four courses: HUMS 1000, HUMS 2000, HUMS 3000, HUMS 4000.

Continuation Regulations

Continuation in Good Standing after the first Academic Performance Evaluation will be guaranteed only to first year Bachelor of Journalism and Humanities students who:

1. achieve a B or higher in one of JOUR 1001 and JOUR 1002 and a B+ or higher in the other;
2. and an Overall CGPA of 8.00 or higher in first year on 5.0 full credits, which must be completed within the first fall/winter session of enrolment within the program, and
3. achieve a CGPA of 7.00 or higher in their Humanities Core.

A student is required to leave the program with the status Continue in Alternate (CA) or the status Dismissed from Program (DP) if he or she fails to continue in Good Standing.

A number of places in second year are available for students who wish to transfer from Carleton or elsewhere. Normally, offers are made to students with an overall CGPA equivalent to 10.0 (A-) or higher.

Continuation in Good Standing at subsequent Academic Performance Evaluations requires the completion of a minimum of 4.0 additional credits towards their degree, an Overall CGPA of 7.00 or higher and a Core Humanities CGPA of 7.00 or higher.

After their first Academic Performance Evaluation, a student who is not in Good Standing but has an Overall CGPA of 6.00 or higher and Core CGPA of 6.00 or higher is on Academic Warning.

A student is required to leave the program with the status Continue in Alternate (CA) or the status Dismissed from Program (DP) if:

1. the student was on Academic Warning and does not achieve Good Standing at the next Academic Performance Evaluation,
OR
2. the student has an Overall CGPA of less than 6.00 or a Humanities Core CGPA of less than 6.00 at any Academic Performance Evaluation.

In exceptional circumstances (usually financial need or sickness), the School of Journalism and the College of the Humanities may also permit students to take a leave of absence for one year while remaining registered in the program.

General Prerequisite

Students may not continue into 3000-level or higher Journalism courses unless the following two minimum requirements are met:

1. a grade of C or higher in JOUR 2201
2. a CGPA of at least 6.50 over the courses JOUR 1001, JOUR 1002, JOUR 2201, JOUR 2205, and JOUR 2501

Transferring from the B.J.Hum. to the B.J. or B.Hum.

A student who wishes to transfer from the B.J.Hum. to the B.J. or the B.Hum. may apply through Admissions and will be accepted if, upon entry to the new program, they would be in Good Standing.

A student who fails any A.P.E. and who is consequently on Academic Warning or who must leave the program with Continue in Alternate (CA) may transfer into the B.J. or the B.Hum. only if they would be in Good Standing upon entry into their new degree.

Bachelor of Mathematics

The standard procedures for Academic Performance Evaluation are followed with the following additions:

Good Standing at any Academic Performance Evaluation requires that the CGPA over the following courses be at least 7.00 for Honours programs and at least 5.00 for General programs:

MATH 1007 [0.5]	Elementary Calculus I
or MATH 1004 [0.5]	Calculus for Engineering or Physics
MATH 1107 [0.5]	Linear Algebra I
or MATH 1104 [0.5]	Linear Algebra for Engineering or Science
MATH 2007 [0.5]	Elementary Calculus II
or MATH 1005 [0.5]	Differential Equations and Infinite Series for Engineering or Physics
MATH 2107 [0.5]	Linear Algebra II

Bachelor of Music

Academic Performance Evaluation for B.Mus. Students

For purposes of Academic Performance Evaluation, students in the Bachelor of Music program are subject to the standard rules for Honours students with the following additions:

- Bachelor of Music Students will receive an evaluation of their Performance Core courses at the end of each Winter term as long as they have completed a

Performance Core course in the preceding summer, fall, or winter terms.

- Bachelor of Music students who fail to obtain a grade of C+ or higher in any two consecutive performance courses or in any two consecutive attempts at the same performance course must leave the program with the status Suspension (SU).
- Good Standing in Bachelor of Music requires that the Performance CGPA be at least 6.0.

The performance CGPA is the cumulative grade point average calculated over all courses in the Performance Core in the same manner as other CGPA calculations. The courses in the Performance Core are:

MUSI 1900 [0.5]	Performance I
MUSI 1901 [0.5]	Performance II
MUSI 2900 [0.5]	Performance III
MUSI 2901 [0.5]	Performance IV
MUSI 3900 [0.5]	Performance V
MUSI 3901 [0.5]	Performance VI

Bachelor of Public Affairs and Policy Management

Students in the B.P.A.P.M. are subject to the standard Academic Performance Evaluation (APE) process with the following additions and amendments:

1. Students are in *Good Standing* at the first APE if they have a Major CGPA of at least 7.0 and an Overall CGPA of at least 7.0. A student who is not in *Good Standing* but has a Major CGPA of at least 6.0 and an Overall CGPA of at least 6.0 is on *Academic Warning*. Students with a Major CGPA of less than 6.0 or an Overall CGPA of less than 6.0 are required to leave the program with the status of *Continue in Alternate (CA)* or the status *Dismissed from Program (DP)*.
2. Students are in *Good Standing* at any subsequent APE and at graduation if they have a Major CGPA of at least 6.5 and an Overall CGPA of at least 6.5.
3. Students who do not receive *Good Standing* at any subsequent Academic Performance Evaluation will be required to withdraw from the program with the status *Continue in Alternate (CA)* or the status *Dismissed from Program (DP)*.

Bachelor of Social Work

Students in the Bachelor of Social Work program are assessed by the standard process of Academic Performance Evaluation, with the following exception.

Good Standing requires:

1. If the number of credits included in the Overall CGPA is at most 15.0, the Overall CGPA is at least 6.00 and the Major CGPA is at least 6.00.
2. If the number of credits included in the Overall CGPA is at least 15.5, the Overall CGPA is at least 6.00 and the Major CGPA is at least 6.50.