

# Academic Regulations for Degree Students

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## 3.1 Program Regulations

### 3.1.1 Academic Nomenclature

For a list of common definitions and terms of the University, please consult the Glossary section of this Calendar.

### 3.1.2 Regulations Governing a Student's Program

Curriculum and regulations are subject to change as the University updates and improves its undergraduate programs. 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:

**3.1.2.1** When a degree student is admitted to the University, the regulations and program requirements for their credential are those in effect at the time of admission. If a student changes program elements in a calendar year subsequent to the term of admission, their program will be governed by the calendar requirements in effect when the change is approved. The general academic regulations governing the student, however, will continue to be those in effect at the time of admission to the University.

**3.1.2.2** If, in subsequent years, the student is readmitted to the same or another program, the academic regulations of the University and the program requirements in effect at the time of readmission will govern the student.

**3.1.2.3** As curricular or regulatory changes are introduced in subsequent years, in-program students may choose to complete their studies under the new academic regulations of the University and/or new program requirements. Students who wish to change their calendar year to that which is currently in effect should contact the Registrar's Office.

**3.1.2.4** Notwithstanding 3.1.2.1, 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.

**3.1.2.5** The online version of the Calendar is the official version. Changes approved after the publication date will be posted on the Calendar website.

### 3.1.3 Absence from the University

Normally, a student is considered to be present at the University in a term in which they have remained registered in a course until after the last day for withdrawal with a full fee adjustment. A student who is not present

at the University is considered to be absent from the University.

Degree students who have not been present at the University for more than nine consecutive terms must apply for readmission through Admission Services.

Students who have completed the requirements for the degree and program in which they are registered will be automatically considered for graduation after three consecutive terms of absence from the University.

### 3.1.4 Voluntary Withdrawal from a Program

Undergraduate students who wish to voluntarily withdraw from their program, without academic penalty, may do so by contacting the Registrar's Office prior to the deadline to withdraw from courses (see Academic Year). The notation "Voluntary Withdrawal from Program" will appear on the official transcript.

### 3.1.5 Types of Programs

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

#### Honours Programs

Honours programs require a minimum of 20.0 credits, and demand a higher academic standard than non-honours programs.

#### Non-Honours Programs

Non-honours programs require 15.0 or 20.0 credits. Major programs require 20.0 credits.

#### Engineering and Design programs

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 assume a credit load of at least 2.5 credits per term of study. Some programs within the Faculty of Engineering and Design have time limits for completion.

All of the above programs may include additional elements.

See also Section 2.1.4 Credit Load.

### 3.1.6 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. These programs with a defined Major calculate a Major CGPA in addition to the 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. The minimum number of credits for a concentration or specialization at the undergraduate level is 3.5 credits.

### Stream

A Stream is a Pathway within an undergraduate program, constituted by at least 1.5 credits of courses that facilitate focus on a particular area of study within the program.

### 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.

### 3.1.7 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 regularly and as final grades are received.

### 3.1.8 Undeclared Students

Degree students are considered "Undeclared" if they have been admitted to a degree but have not yet selected and been accepted into a program within that degree. The status "Undeclared" is available only in the B.A. and B.Sc. degrees. See the Undeclared program section of this Calendar for recommended registration information. Normally, Undeclared students are required to be eligible to enter a program within their degree upon or before completing 3.5 credits. Undeclared students should consult Academic Advising Centre for guidance in planning their studies prior to registration.

### 3.1.9 Changes of Degree and Program

#### Minimum CGPA requirements for Change of Program Element

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

- students who wish to change to a different program within the same degree;
- students who wish to add, drop, or change a Concentration, Specialization, or Minor.

**Table 1: Minimum CGPAs Required in New Program Element**

Program Credits Completed	Honours	15 Credit Non-Honours	20 Credit Non-Honours
0.0 to 5.5	Overall 4.00	Overall 4.00	Overall 4.00
5.75 to 10.0	Overall 4.00, Major 5.50	Overall 4.00, Major 3.00	Overall 4.00, Major 3.50
10.25 to 15.0	Overall 4.00, Major 6.00	Overall 4.00, Major 4.00	Overall 4.00, Major 3.50
15.25 or more	Overall 5.00, Major 6.50	N/A	Overall 4.00, Major 4.00

Not all program combinations are possible. Additional requirements may apply to certain program elements; please consult with the specific units for the options available.

#### Co-op Option

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

#### **Application through Admissions Services**

The following situations require students to reapply for admission through Admissions Services:

- currently registered students who wish, or who are required, to change their degree;
- students who have been *Required to Withdraw for Two Terms (WT)* or *Required to Withdraw for Two Years (WY)* and wish to return to their original program after the required absence from studies at Carleton University (see Section 3.2.3 of the *Academic Regulations of the University*);
- students who, after completing an undergraduate degree, wish to complete an additional undergraduate degree or certificate;
- students who have left the university and wish to return to a different degree;
- students who have attended another post-secondary institution (except on a letter of permission or exchange program), and wish to transfer obtained credits to their Carleton credential;
- Special Students who wish to be formally admitted to Carleton University (see Section 15 of the *General Admissions Requirements and Procedures*); and
- students who have been away from the university for nine or more consecutive terms.

### **3.1.10 Course Categories and Courses Set Aside**

#### **3.1.10.1 Course Categories**

The requirements for some programs may include specific named categories of courses. These categories are defined either in the main regulations section of the calendar or within the program description. Students should refer to the regulations and course categories for their program for details.

#### **3.1.10.2 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. courses considered equivalent to courses taken later in time;
3. courses precluded for credit by courses taken later in time;
4. courses placed in this category by committee decision.

### **3.1.11 Maximum Number of Program Elements**

In addition to the student's Major(s), the maximum allowed combined number of Minors, Concentrations and Specializations for any student is two. Note that this restriction does not apply to the Co-op Option, *Mention : français* or Streams.

### **3.1.12 Combined Honours Programs**

In some cases, combined honours programs are defined with a single unified major which incorporates the credits from both disciplines. In other cases, requirements are established separately by each discipline and combined according to the registration of the student in a particular combined honours pattern (for example, B.A. Honours). In the latter case, when a particular course satisfies the requirements for both majors, the course will be used to fulfil the requirements for one major and a different course at the same level will be required to satisfy the other major.

### **3.1.13 Simultaneous and Subsequent Degrees**

1. A student who has graduated with a Carleton University degree in a particular program will not be subsequently admitted to the same degree and program. Specifically, students who have graduated with a:
  - a. B.A., B.A.S., B.Cog. Sci., B.Co.M.S., B. Econ., B.Math., or B.Sc. degree may apply subsequently for admission to the same degree if they apply for a different major or, if they graduated with a 15.0 credit degree or Major degree, they apply for an Honours degree with the same major.
  - b. B.Eng. or B.I.T. degree may apply subsequently for admission to the same degree only if they apply for a significantly different program. A program with distinct streams constitutes a single program for this rule.
  - c. B.Com., B.C.S., B.G.In.S., B.H.Sc., B.Hum., B.J., B.J.Hum., B.I.B., B.I.D., B.M.P.D., B.Mus., B.P.A.P.M., or B.S.W. may not apply subsequently for admission to the same degree.
  - d. B.J., B.Hum. may not apply to the B.J.Hum., and B.J.Hum. may not apply to B.J. or B.Hum.
2. A student who has graduated with a Carleton University degree that includes a minor will not be subsequently admitted to the same minor.
3. A student who has successfully completed a post-secondary credential will not be admitted to the B.A. or B.Sc. in Open Studies.
4. A student who has successfully completed a university degree in a given discipline will not be admitted to a minor in the same discipline in conjunction with subsequent degree studies.

5. A student will only be admitted to one degree and program at a time. The student's record will show only one active degree and program in any given term. Note that certain Certificates and Diplomas do allow concurrent degree studies.
6. A Carleton University degree student is not allowed simultaneously to be registered in degree studies at another post-secondary institution without the permission of Carleton University.

### 3.1.14 Restrictions on Credit for Certain Courses

Some courses may not be used for credit in certain programs. Restrictions may be listed in the course descriptions, the academic regulations for certain degree programs, and/or in this section.

1. Co-operative Education (Co-op) work term and report courses do not count for credit in any degree.
2. B.A. students in Economics and B.Econ. students will not receive credit for MATH courses below the 1000-level.
3. Students in the B.Mus. degree will not receive credit for MUSI 1106 or MUSI 1107.
4. Students in the B.Com. or the B.I.B. degree will not receive credit for BIT 2001, BIT 2002, or any 0000-level mathematics course.
5. Students in the B.Com. degree will not receive credit for BUSI 3602 or COMP 1001.
6. Students admitted with advanced standing to the B.Com., B.C.S., B.Eng., B.G.In.S., B.Hum., B.I.B., B.I.T., or B.P.A.P.M. degree will not receive credit on admission for courses with a grade below C- taken earlier.
7. For courses excluded from the B.Sc. see the Academic Regulations for the Bachelor of Science Degree section of this Calendar. For courses excluded from the B.Math. see the Mathematics programs section of this Calendar.

## 3.2 Academic Progression

### 3.2.1 Academic Continuation Evaluation for Degree Students

The Academic Continuation Evaluation as described in this section applies to Degree Students. The corresponding process for Special Students is described in Section 6.6 of this Calendar.

Note: in addition to the regulations listed below, some programs specify additional requirements that must be fulfilled. Consult specific program pages in this Calendar for additional information regarding: B.A.S., B.Eng., B.Hum., B.I.B., B.I.D., B.J., B.J.Hum., B.M.P.D., B.Mus., B.P.A.P.M., and B.S.W.

The Academic Continuation Evaluation (ACE) is the end-of-term assessment of a student's status in their degree. The first evaluation is made once 5.5 or more credits have been completed at Carleton University and/or through the University of Ottawa Exchange, and all final grades in a specific term are available. Subsequent evaluations occur at the end of each term provided a course has been completed. A completed course is any course registration,

including repeated courses, that results in a grade or notation other than WDN, IP, CTN, or AUD. Courses that result in a notation of SAT or UNS do not count towards the CGPA. Courses in the category of Courses Set Aside on the Academic Audit will not count toward the evaluation unless taken while on *Academic Warning (AW)*, at which time they will be used in the term GPA calculation.

The basis of the evaluation is the student's Overall CGPA. The evaluation is made by comparing the Overall CGPA to the minimum required by the student's program in the specific credit range. The possible outcomes of an Academic Continuation Evaluation (ACE) are as follows:

*Eligible to Continue (EC)*, *Academic Warning (AW)*, *Required to Withdraw for Two Terms (WT)*, *Eligible to Continue in Non-Honours (CN)*, *Continue in Alternate (CA)*, *Dismissed from Program (DP)*, or *Required to Withdraw for Two Years (WY)*.

The status *Eligible to Continue (EC)* signifies that the student's Overall CGPA meets the minimum required for continuation in the program.

The status *Academic Warning (AW)* signifies that the student's Overall CGPA with respect to the academic standards of the program is deficient. The student may continue in the degree but must achieve a term GPA equivalent to the Overall CGPA at the next ACE, required in their program and credit range. In order to clear *Academic Warning (AW)*, the student must raise their Overall CGPA to the minimum required. Some programs include additional assessments which may also lead to the status *Academic Warning (AW)*; see Section 3.2.7 for information. Clearing *Academic Warning (AW)* may take a student more than one term. *Academic Warning (AW)* does not appear on the official transcript.

The status *Required to Withdraw for Two Terms (WT)* signifies that the student must leave their degree for at least two academic terms. See also Section 3.2.3. *Required to Withdraw for Two Terms (WT)* 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 (AW)*, the student has failed to achieve the minimum required term GPA;
- the student was Admitted with Additional Requirements and has failed to satisfy those requirements.

The status *Eligible to Continue in Non-Honours (CN)* is applied at an Academic Continuation Evaluation (ACE) if the student:

- is in an Honours B.A., B.C.S., B.Cog.Sc., B.Co.M.S., B.Econ., B.G.In.S., B.H.Sc., B.Sc., or B.Math. program;
- would be *Required to Withdraw for Two Terms (WT)* at this ACE due to a low overall CGPA, and;
- meets or exceeds the minimum requirements for *Eligible to Continue in Non-Honours (CN)*.

The student's program will be changed to the corresponding non-honours program. The student may apply to change this program within the degree, as long as

they would be *Eligible to Continue* (EC) 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 and, in consequence, the student is removed from—and cannot be readmitted to—that same program. These ACE statuses are restricted to some professional and limited-enrolment programs where there is high demand and limited space in its required courses. The degrees and programs that use these statuses are: B.Com., B.Eng., B.Hum., B.I.B., B.I.D., B.J., B.J.Hum., B.Mus., and B.P.A.P.M. The statuses *Continue in Alternate* (CA) or *Dismissed from Program* (DP) are assigned if any of the conditions for *Required to Withdraw for Two Terms* (WT) apply, in addition to any conditions set by the program. The status *Continue in Alternate* (CA) is assigned if the student's overall CGPA is at least 1.00. A student with status *Continue in Alternate* (CA) is permitted to continue at the University, and may apply through Admissions Services for admission to another degree or through the Registrar's Office to Special studies. The status *Dismissed from Program* (DP) is assigned if the Overall CGPA is less than 1.00. A student with status *Dismissed from Program* (DP) may apply for admission to Special studies only.

If a student receives a status of *Required to Withdraw for Two Terms* (WT) or *Dismissed from Program* (DP) at an Academic Continuation Evaluation (ACE) in the student's current degree, and they have a previous decision of *Required to Withdraw for Two Terms* (WT) or *Dismissed from Program* (DP) on record in this degree, another degree, or Special studies, then the student will be removed from the current degree with the standing *Required to Withdraw for Two Years* (WY). A student with the status *Required to Withdraw for Two Years* (WY) is not eligible for any studies at the University—including Special studies—for at least two calendar years. See Section 3.2.3.

### 3.2.2 Three Attempts of a Course (Engineering)

A student in the Bachelor of Engineering degree may attempt a course no more than three times. An attempt shall include courses in which the student has earned a final letter grade, SAT, or UNS.

Some required courses for Engineering degrees have a prerequisite requirement that a minimum grade be achieved in one or more prerequisite courses. If, for any course required for their engineering degree, a student has not earned the required prerequisite grade necessary for that course **by their third attempt** of the prerequisite course, the student will not be permitted to register in the required course, they can not meet the requirements to graduate, and must leave the degree with the status *Continue in Alternate* (CA) or *Dismissed from Program* (DP).

If **on the third attempt** of a course the student does not achieve a passing grade, the student cannot meet the requirements to graduate (see the Bachelor of Engineering regulations) and must leave the degree with the status

*Continue in Alternate* (CA) or *Dismissed from Program* (DP).

### 3.2.3 Readmission after being Ineligible to Continue

*Required to Withdraw for Two Terms* (WT), *Required to Withdraw for Two Years* (WY), *Continue in Alternate* (CA), and *Dismissed from Program* (DP) are Academic Continuation Evaluation decisions applied to a particular degree.

- Students who have been *Required to Withdraw for Two Terms* (WT) will be inadmissible to their original degree for a minimum of two terms, and may apply immediately to Special studies or seek admission through Admissions Services to other degrees at the University for which they are eligible.
- Students with a decision of *Continue in Alternate* (CA) may apply immediately as Special students, or seek admission through Admissions Services to other degrees at the University for which they are eligible.
- Students with the decision of *Dismissed from Program* (DP) will be inadmissible to any program for a minimum of two terms and may only study as a Special student.
- Students with the decision of *Continue in Alternate* (CA) or *Dismissed from Program* (DP) will not be permitted to re-apply to their original degree and should choose an alternate degree program to complete their studies.

Students who have been *Required to Withdraw for Two Terms* (WT) 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 withdrawal, what has occurred during the period of withdrawal, and the student's new academic goals. See also Section 3.1.9.

*Required to Withdraw for Two Years* (WY) applies to all studies at the University including Special studies. After a WY decision, students wishing to be considered for readmission to a degree program must wait two years and then make an appeal to the Faculty Committee on Admissions and Studies. When being considered for readmission after a WY decision, students may be required to complete certain specific courses in order to demonstrate a reasonable expectation of success. The CGPA will be based upon successful and unsuccessful credits attempted upon readmission.

### 3.2.4 The Cumulative Grade Point Average

The Cumulative Grade Point Average (CGPA) is the key assessment tool for graduation and/or eligibility to continue in a degree program. The CGPA is the ratio of the grade points earned on a set of courses to the total credit value of these courses. In calculating the CGPA, the grade points contributed by each course are multiplied by the credit value of the course. For example, A+ is equal to 12.00 grade points. For a 0.5 credit course, it is equal to 6.00 grade points (12/2). The CGPA is truncated to two decimal places (with no rounding).

The overall CGPA includes all courses that satisfy requirements of the student's program or would have satisfied such requirements if a passing grade had been obtained. In particular, an F grade is included in the calculation until it is removed through course repetition or replacement. When a course is repeated, the best grade is used. Some exceptions for those in the Bachelor of Engineering apply (<https://calendar.carleton.ca/undergrad/undergradprograms/engineering/#regulationstext>). All Carleton credits counting toward advanced standing in the degree program are included in the CGPA calculation. All credits obtained through the University of Ottawa Exchange agreement are included in the CGPA calculation.

Courses Extra to the Degree (ETD), No Credit for the Degree (NCD), Satisfactory (SAT), Withdrawn (WDN), Unsatisfactory (UNS), or Forfeit are not included in the calculation of the CGPA.

A CGPA calculated for a program component, such as Major or Core, is calculated in the same way using only the courses in the program element.

### 3.2.4.1 Term Grade Point Average

The Term Grade Point Average (GPA) is the ration of the grade points earned on a course or set of courses to the total credit value attempted in an individual term. The Term GPA is calculated on all courses attempted in the term, regardless of whether said courses can be used to satisfy the student's program requirements. Accordingly, these courses can include, but are not limited to: program credits, courses set aside, courses excess to the degree, repeated courses.

### 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 minimum CGPA requirements for continuation in these program elements; consult the specific program requirements for information.

### 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 Engineering	n/a	Overall 4.00	Overall 4.00	Overall 4.00
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 in Program Elements for information about continuation in Concentrations, Specializations, and Minors.

### 3.2.7 Additional Information Concerning Academic Continuation Evaluation for Some Degrees

The standard regulations for Academic Continuation Evaluation are modified for certain degrees. Please see the particular degree for more information.

- Bachelor of Architectural Studies
- Bachelor of Humanities

- Bachelor of Industrial Design
- Bachelor of International Business
- Bachelor of Journalism
- Bachelor of Journalism and Humanities
- Bachelor of Media Production and Design
- Bachelor of Music
- Bachelor of Public Affairs and Policy Management
- Bachelor of Social Work

### 3.3 Academic Petitions and Appeals

#### 3.3.1 Undergraduate Academic Petitions

The Senate of the University establishes academic rules, regulations and deadlines which are designed to ensure that academic standards are upheld and that all students are treated fairly and equitably. However, the University does understand that extenuating circumstances beyond a student's control can occur and adversely affect a student's ability to meet academic obligations. In those instances, a student may submit a petition, which is a formal request for accommodation with regard to normal rules, regulations and deadlines of the University. The following procedures are concerned with academic regulations and admission decisions. There is a separate review and appeal process for reconsideration of grades in term work and final examinations (see Sections 3.3.4 and 3.3.5 below). Concerns related to the offering of a particular course are within the jurisdiction of the Dean of the Faculty offering the course.

There are two types of circumstances that might warrant a request for an exception to published rules, regulations or deadlines. One type of petition concerns personal circumstances such as illness, unanticipated occupational commitments, or other unanticipated serious events. The second type concerns whether a rule or regulation has been properly or fairly applied to a student's record.

A student seeking accommodation with respect to an academic regulation, rule or deadline submits a petition in writing to the Registrar's Office. Unless subject to an earlier deadline, petitions must be submitted by the following deadlines:

January 30

- for petitions arising from the fall term

June 30

- for petitions arising from the winter term

September 30

- for petitions arising from the summer session

Students can obtain from the Registrar's Office the required Academic Petition form, information about the procedures to be followed, and details regarding the documentation needed to support a petition. Students seeking reconsideration of an admission decision must submit an application in writing to the Admission Services Office.

#### 3.3.2 Undergraduate Appeals

An appeal is the process by which a student may challenge, in writing, the decision on a petition. Students may initiate an appeal by submitting an Academic Appeal

Form to the Registrar's Office. Such appeals must be submitted within 14 days of receiving the decision on the original petition. It is the student's responsibility to ensure that the appeal submission is complete and includes all relevant matters which the committee should consider in rendering its decision. The Senate Undergraduate Studies Committee makes the final decision on an appeal.

#### 3.3.3 Procedural Review

Students may request a procedural review of decisions made by the Senate Undergraduate Studies Committee. The review is initiated by a communication, in writing, to the Clerk of Senate. Procedural review is restricted to confirmation by the Clerk that (i) proper procedures have been followed as set out in the appropriate approved policy, (ii) that issues of bias have been properly addressed, and (iii) that the decision reached is within the scope of the delegated authority and is consistent with previous practice. A procedural review will not change the decision of an appeal. However, the Clerk will decide whether proper procedures have been followed and establish if any further actions are required.

#### 3.3.4 Informal Appeal of Grade

There may be a number of circumstances in which students will have questions regarding their grades. These questions may be about understanding the grading scheme; about the grade awarded for a specific piece of work, including work that has not been returned; or about the determination of the final grade. Wherever possible, both during the term and after, concerns about the grading of student work should be settled informally between the student and the instructor. As a result of this informal appeal process the original grade may be raised, lowered or left unchanged.

Students have the right to have questions regarding their grades addressed and to view all material, including material that has not been returned such as final examinations. In some cases, the original submitted work will remain in the possession of the University and the viewing of this work may be supervised. In cases where a student has concerns regarding the determination of their final grade, the student will be provided with a list of their grades on all components of the course and a description of how their final grade was calculated.

Students should initiate this process within seven working days of the day on which the official grade in question was made available. The informal appeal process should address the concern within 15 working days of the day on which the grade was made available through Carleton Central.

#### 3.3.5 Formal Appeal of Grade

A student may submit a formal appeal of grade when the informal appeal process has not addressed their concerns. The appeal must be submitted to the Registrar's Office with required supporting documentation, normally within 20 working days of the day on which the grade was made available to the student, or the informal appeal process was completed (if applicable). The resolution of an appeal of grade is the responsibility of the Dean of the Faculty

offering the course. The appeal must be specific to one or more graded components of the course and/or the calculation of the final grade.

On receiving a formal appeal from the Registrar's Office, the Faculty Dean may decide not to proceed with the appeal if, in the opinion of the Dean, reasonable grounds have not been established as a basis for the appeal. Circumstances which may result in a decision not to proceed may include, for example, cases where the Dean determines that the informal process has adequately addressed the student's concerns or where the Dean determines that a reasonable expectation of error or bias in the original grade has not been established. If the Dean decides not to proceed with the appeal, the student will be informed of the reasons for the decision.

In proceeding with an appeal, the Dean may assign reassessment of the work to one or more qualified readers other than the instructor. In this case, the identity of the reader(s) will not be made known to the appellant and the identity of the appellant will not be made known to the reader(s). After due consultation, the Dean, as chief academic officer of the Faculty, will assign the grade. The decision of the Dean is final. As a result of this formal appeal process the original grade may be raised, lowered or left unchanged. The student will be given a concise explanation of the decision.

### **3.4 Graduation Requirements**

#### **2.2.2/3.4.1 Minimum Number of Residency Credits**

To be eligible for graduation with a Carleton degree, certificate or diploma, each student must present a certain number of credits earned at Carleton University which have not been presented to fulfil any degree that has been previously awarded, including a degree or degrees at Carleton University. These are referred to as residency credits. Courses taken under the University of Ottawa Exchange Agreement do not count as residency credits.

All degree students must present a minimum of 5.0 residency credits at graduation, with the following exceptions:

The minimum number of residency credits for students in the Dual Degree, B.Eng., B.I.D., B.I.T., and B.A.S. Design non-Honours program is half of the total number of credits required for the program. The residency requirement for B.A.S. Honours is the standard minimum of 5.0 residency credits at graduation.

To obtain a minor, a student must present at least 2.0 residency credits counting toward that minor.

To obtain an undergraduate certificate from Carleton University, students must present residency credits including a minimum of 4.0 credits taken at Carleton. The residency for certificates taken concurrently with a Carleton degree may be satisfied with credits used also to satisfy the degree residency requirement.

To obtain a post-baccalaureate diploma from Carleton University, students must present residency credits including a minimum of 3.0 credits taken at Carleton.

#### **2.2.3/3.4.2 Advanced Credits**

The credits presented at graduation that are credits completed at Carleton after admission, credits completed at Carleton within the last ten years for which advanced standing has been granted and credits completed as part of the University of Ottawa Exchange or another formal domestic or international Exchange, must include:

1. For Honours degrees, at least 3.0 credits in the major and at the 3000-level or above;
2. For Combined Honours degrees, at least 1.5 credits in each major and at the 3000-level or above;
3. For 20.0 credit Major degrees, at least 3.0 credits in the major and at the 2000-level or above;
4. For 15.0 credit degrees, at least 3.0 credits at the 2000-level or above and, if applicable, in the major.

#### **3.4.3 Graduation Requirements**

In order for students to receive their credential, they must fulfil:

1. all the requirements of the department(s), school(s) or institute(s) in which they are taking the program;
2. all Faculty regulations;
3. all University regulations;
4. all financial obligations to the University.

The student is responsible for meeting graduation requirements and is strongly encouraged to discuss their program requirements with the Undergraduate Adviser for their program. The degree audit report (available on Carleton Central) is a guide to be used in consultation with the Undergraduate Adviser to discuss the student's academic progress.

#### **3.4.4 Application for Graduation**

Students must apply online for graduation via Carleton Central. Online applications must be completed by the following deadlines:

- for Spring Graduation (June): April 1
- for Fall Graduation (November): August 31
- for Winter Graduation (February): November 30

Visit [carleton.ca/registrar](http://carleton.ca/registrar) for further information regarding graduation.

#### **3.4.5 Automatic Graduation from the University**

Students who have completed the requirements for the degree and program in which they are registered will be automatically considered for graduation after three consecutive terms of absence from the University.

#### **3.4.6 Minimum CGPA Requirements for Graduation**

Students in an Honours program who have completed 15.5 credits or more, but have a Major CGPA less than 6.00, will be placed in a corresponding non-honours program where applicable, provided they meet the minimum overall CGPA required for continuation. The student may apply to change this program within the degree, as long as they would be *Eligible to Continue* (EC) in the subsequent program. Honours programs with no



corresponding non-honours program will be assessed using the program rules reflected in Section 3.2.7 of the *Academic Regulations of the University*.

Note: students in the Bachelor of International Business (Honours) and Bachelor of Commerce (Honours) must refer to the Program Regulations for Business.

**Table 2: Standard Minimum CGPA Requirements for Graduation**

	Overall	Major(s)
Honours Degrees	5.00	6.50
Engineering Degrees	5.00	not used
Architecture (Design)	4.00	not used
15 and 20 Credit Non-Honours Degrees	4.00	4.00
B.Com. Non-Honours Degree	5.00	5.00
Post-Baccalaureate Diploma	6.50	

In order to earn a Concentration or Specialization, students in Honours programs are required to present a Concentration or Specialization CGPA of 6.50 or higher at graduation, and students in 15 and 20 credit Non-Honours programs are required to present a Concentration or Specialization CGPA of 4.00 or higher at graduation.

In order to earn a minor, all students are required to present a Minor CGPA of 4.00 or higher at graduation.

**Note:** some programs, concentrations, specializations, and minors have higher graduation requirements. Consult the specific program requirements for information.

### 3.4.7 Recognition of High Academic Achievement

Graduating students in any undergraduate degree will have exceptional academic achievement recognized if the student:

1. Has completed at least 10.0 credits toward the degree at Carleton University, and:
2. For the designation High Distinction, has an Overall CGPA equal to or greater than 10.40;
3. For the designation Distinction, has an Overall CGPA less than 10.40 and equal to or greater than 9.80.

These recognitions of exceptional merit will be recorded on the student's transcript and diploma.

### 3.4.8 Recognition of Study Abroad

Carleton University recognizes students who successfully complete a pattern of study at a non-Canadian university comprising a significant international experience with a notation on both the student's transcript and diploma. To qualify for a notation, the pattern of study must be either an approved pattern of study under a recognized International Exchange program, or an alternate pattern of study approved by the Dean.

The notation *with Study Term Abroad* will be used when the equivalent of 2.0 to 3.5 credits of courses are successfully completed, normally within one term.

The notation *with Study Year Abroad* will be used when the equivalent of 4.0 or more credits of courses are successfully completed, normally within one year.