

# General Regulations (Graduate)

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## 1. Administration of the Regulations

### 1.1 General Administration

The following regulations apply to all graduate degree and graduate diploma programs administered by Graduate Studies.

### 1.2 Student Responsibility

1. It is the student's responsibility to remain informed of all rules, regulations and procedures required by their program and by Graduate Studies. Ignorance of regulations will not be accepted as a justification for waiving such regulations and procedures.

Any exceptions to the rules, regulations and procedures must be approved in writing by the Vice-Provost (Graduate Studies).

Students are responsible for establishing and maintaining contact with their academic unit's graduate supervisor/associate chair (graduate affairs) and, if appropriate, thesis/research supervisor.

2. To receive their degree or graduate diploma students must fulfil:
  - a. all the requirements of the academic unit in which they are registered, including completion of an application for graduation,
  - b. all regulations of Graduate Studies,

- c. all University regulations,
- d. all financial obligations to the University.

## 2. Admission Requirements and Eligibility

### 2.1 General Requirements

Graduates of recognized universities will be considered for admission to Graduate Studies at Carleton University. The University's general policy on admission is outlined below, but all applicants should refer to the departmental websites for details concerning the specific or additional requirements of each academic unit.

### 2.2 Eligibility

The eligibility of a candidate for admission into one of the graduate programs is based upon:

- the performance of the candidate and the assessment provided by their referees as a measure of the likelihood that the candidate can successfully complete the course of study and research defined by the Senate of the University for the given degree;
- the capacity of the graduate academic unit to provide a program of study and research that would meet the expectations of the candidate as defined in their statement of academic interests and ambitions;
- the availability of a faculty member competent to supervise the candidate's academic program of study and research.

### 2.3 Qualifying-Year Program

Applicants who do not qualify for direct admission to the master's program may be admitted to a qualifying-year program.

Admission to the qualifying-year program does not imply automatic admission to the master's program. At the end of the qualifying-year program the student will be required to apply for entry into the master's program, at which time the academic unit will determine the student's eligibility to enter the program. If successful, the student will be informed of this decision by the Vice Provost (Graduate Studies).

Applicants who require 3.0 credits or more of additional requirements to enter the master's program must complete a qualifying year.

Credits taken to fulfil the requirements of the qualifying-year program may not be used for credit for the master's degree. Courses taken extra to the program requirements of the qualifying year and which have been successfully completed may be considered for credit towards the master's degree.

### 2.4 Master's Program

For admission to the master's program, applicants must hold an honours bachelor's degree, or the equivalent, with, normally, B+ or better in the honours subject and B- or better overall. Applicants must also be recommended by the academic unit in which they plan to undertake their studies.

### 2.5 Doctoral Program

For admission to the Ph.D. program, applicants must ordinarily hold a master's degree, or the equivalent, from

a recognized university, normally with an average of B+ or better in courses (including thesis where applicable) and normally with no grade below B-.

### 2.6 Restriction on Degrees

Carleton University does not restrict the number of degrees (bachelor's, master's, Ph.D.) that may be taken in any one discipline at Carleton University, but some academic units may restrict the number to two.

### 2.7 Graduate Diploma Programs

For admission to the diploma programs, applicants are advised to consult with the academic unit offering the diploma.

## 3. Application for Admission

### 3.1 Accommodation Policy for Students with Disabilities

Carleton University has a Senate-approved policy on academic accommodation for students with disabilities. For more information, consult the Paul Menton Centre for Students with Disabilities.

### 3.2 Application Forms

Applications for admission to Graduate Studies should be made through the online applications available at Carleton 360.

A non-refundable application fee (CDN or US funds) is required with each application.

### 3.3 Deadlines

Normally, students are admitted to commence study in the fall term. However, some academic units may consider applicants to commence in the winter term or the spring/summer term.

For information on the specific deadlines for applications (with or without financial assistance), please visit the online application site at Carleton 360. In the online application site, application deadlines can be found on the left-hand navigation panel under "Program Deadlines."

Students applying to joint programs with the University of Ottawa should note that application procedures, especially deadlines, are different in the two institutions, and they should contact the individual institution for information.

### 3.4 Transcripts

Official transcripts of the applicant's entire university record must be sent to Graduate Studies. All foreign documents, e.g., transcripts, must be translated into English and be notarized.

### 3.5 Letters of Reference

All applications must be supported by a minimum of two confidential letters of reference. The total number of referees required for your application depends on the program to which you are applying. A suitable referee is an individual who is fully knowledgeable and aware of your education and abilities. Referees should be academic in nature where possible. Professional referees will only be accepted in situations where the applicant's professional experience is most relevant. You will need to supply the

names of your referees, and their email address, in the online application.

### 3.6 Proficiency in English

Proficiency in English is necessary to pursue graduate studies at Carleton University. All applicants whose first language is not English must satisfy this requirement in one of the following ways:

1. To present an official overall score of 70 on the Canadian Academic English Language (CAEL) Assessment with a minimum score of 60 in each band; or
2. To present an official Test of English as a Foreign Language (TOEFL) score of 580 on the paper-based test (PBT), or an overall score of 86 on the internet-based test (IBT) with a minimum score in each component of: 22 (writing), 22 (speaking), 20 (reading), and 20 (listening); or
3. To present an official overall International English Language Testing System (IELTS) score of 6.5, with a minimum of 6.0 in each band score; or
4. To present an official minimum score of 60 on the Pearson Test of English (Academic), with a minimum score of 60 in each Communicative Skill; or
5. To present an official Duolingo English Test (DET) overall score of 125, with minimum 120 in each integrated sub-score; or
6. To have completed ESLA 1900 at Carleton University with a final grade of B- or higher.

### Exemptions

Applicants who meet one of the following criteria are normally not required to submit proof of English Language Proficiency (ELP), unless otherwise required by an individual program:

- most recent degree and transcripts are from a Canadian institution
- present official transcripts to indicate completion of an undergraduate or graduate degree from an educational institution at which English was the primary language of instruction in a country listed on our ELP exemption list

Additionally, applicants may petition Graduate Studies to be exempt from ELP test requirements if they demonstrate:

- Employment for at least three years in a position in which English was the language of business in a country listed on our ELP exemption list

Graduate Studies reserves the right to require further documentation or additional testing if they feel it necessary to demonstrate the required level of English language proficiency.

Note that some programs demand higher levels of competence in English, as specified in their Admissions Requirements in this Calendar.

Applicants whose first language is not English and who do not meet the requirements stated above may be offered admission to a graduate degree program with an English

as a Second Language Requirement (ESLR) and/or will be required to take prescribed remedial course work as a condition of continuing in their program.

#### **4. Admissions Procedure**

##### **4.1 General Procedure**

All applications for admission will be examined and evaluated by the academic unit in which the applicant wishes to study. All supporting documents (transcripts, letters of reference, etc.) must be received before any application can receive formal consideration.

Recommendations for admission will be forwarded to the Vice Provost (Graduate Studies) for consideration. The official offer of admission comes from the Vice Provost (Graduate Studies). Any correspondence from academic units with regard to acceptance is not official.

##### **4.2 Admission Validity for New Students**

The Statement of Standing on Admission is valid **only** for the term stipulated on the form. If the applicant fails to register for this term, their admission and registration eligibility will lapse automatically and they must re-apply for admission.

##### **4.3 Revocation of Admission or Registration**

Applications for admission or registration will be revoked if the University determines that the applicant has provided incomplete or misleading information.

#### **5. Program Requirements**

##### **5.1 General Information**

Program descriptions and details of courses can be found in subsequent sections of this Calendar. Prospective applicants should note particularly the admission requirements, the fields in which advanced study and research may be undertaken, and the program requirements, in addition to the general regulations of Graduate Studies, which are detailed in this section.

##### **5.2 Qualifying-Year Program**

Students in the qualifying year will ordinarily register in 5.0 credits at the senior undergraduate level. Of these 5.0 credits, normally no more than 1.0 credit at the 2000-level and no more than 2.0 credits at the 5000-level may be taken. Credits taken to fulfil the requirements of the qualifying-year program may not be used for credit towards the master's degree.

##### **5.3 Graduate-level Course Requirements**

Normally, all courses taken for credit toward a master's degree must be at the graduate level. Optionally, up to 20 per cent of the total credits for a degree may be taken at the 4000 level to satisfy elective requirements, with the approval of the program.

Ordinarily, all courses taken for credit toward the Ph.D. degree must be at the 5000- or 6000-level.

Note: the Ontario Universities Council on Quality Assurance requires that no more than one-third of a graduate student's coursework be in classes where undergraduate students predominate. This is called the Two-thirds Requirement. Normally, any graduate course

with a 4000-level cross-list will be counted as a course that does not satisfy the Two-thirds Requirement.

#### **5.4 Language Requirements**

Some graduate programs require a reading knowledge of one or more languages other than English. Language requirements will be prescribed by programs according to their regulations and the needs of their students. Language requirements must be completed within the time limit allowed for the completion of the student's program.

#### **6. Transfer of Credit**

##### **6.1 Transfer of Credit on Admission**

Graduate courses completed at another institution or at Carleton University that have not been used to fulfil the requirements of another degree program may be accepted in partial fulfilment of Carleton's degree requirements. Credit for such work will be determined in each case by Graduate Studies on the recommendation of the program concerned.

Master's candidates will be permitted to transfer the equivalent of up to 40 per cent of their coursework credit requirements on admission. In addition, if a master's candidate is granted transfer of credit for 40 per cent of their coursework credit requirements, their remaining credits at Carleton must be at the 5000 level.

Doctoral candidates may be given advanced standing for work completed at other universities, but must normally register for a minimum of one year of full-time studies thereafter at Carleton and fulfil the thesis and comprehensive examination requirements. Students admitted with transfer of credits in a Ph.D. program may be required to pass a qualifying examination upon entry.

A candidate who has completed credits as a special student will only be permitted to transfer such credits for degree credit in their program, with the permission of the Vice Provost (Graduate Studies).

Special students enrolled in a graduate level course are subject to the special student regulations outlined in the Undergraduate Calendar.

Up to 1.0 credit of Carleton courses at the 5000 level or higher, completed by a student registered in the final year of study at a Carleton University undergraduate honours degree or equivalent may be considered for advanced standing in a Carleton University master's degree, if the latter offers an Accelerated Pathway.

Students who are considered for participation in an Accelerated Pathway must obtain authorization from the academic unit offering this master's program. All courses taken as part of the Accelerated Pathway must be at the 5000 level or higher. Details are specified in the corresponding "About the Program" section of the Calendar.

##### **6.2 Transfer of Credit After Admission**

In the case where a student who is already enrolled in a graduate program at Carleton University is admitted to another graduate program, the rules in 6.1 do not apply.

The admitting program will determine which credits transfer to the new program.

### **6.3 Concurrent Enrolment**

Students may not be concurrently enrolled in multiple master's or multiple doctoral degrees, except in those programs with explicit co-enrolment policies.

## **7. Registration and Course Selection**

### **7.1 The Calendar Year**

Carleton University divides the calendar year into three terms; each term comprises about thirteen weeks of lectures or seminars. The first term of the academic year is designated as the fall term; the second term of the academic year is designated as the winter term; and the third term of the calendar year is designated as the spring/summer term. The precise dates of registration for the fall, winter, and spring/summer terms are specified in the Academic Year section of this Calendar.

### **7.2 Course/Program Approval**

Initial course/program registration and any subsequent course changes must be approved by the program's graduate supervisor/associate chair (graduate affairs). This approval is also required for any undergraduate student who wishes to register in a graduate-level course.

Credit will be granted only for those courses and research activities for which the candidate is formally registered. An unregistered student is not entitled to attend lectures, tutorials, or seminars, and is not entitled to thesis supervision, examination privileges, or access to research facilities. Students will receive no credit for any work completed during a term in which they were not registered.

### **7.3 Student Records Information**

#### **Names**

The University is committed to the integrity of its student records. Students are required to provide on their application for admission their complete legal name. Any requests to change a name, by means of alteration, deletion, substitution, or addition, must be accompanied by appropriate supporting documentation. Upon making application for graduation, students may be asked to provide proof of their name.

#### **Addresses**

Incorrect address information will delay the receipt of awards and student information. Students must update the following address information at Carleton Central:

- permanent or mailing address (used for registration information)
- mailing address (used for all mail during the academic session)
- telephone number for permanent address and for mailing address

#### **Disclosure of Information**

Carleton University is required to disclose personal information such as Ontario Education Numbers, student characteristics and educational outcomes to the Ministry of Colleges, Universities, Research Excellence and

Security (MCURES) under s. 15 of the Ministry of Training, Colleges and Universities Act, R.S.O. 1990, Chapter M. 19, as amended. The ministry collects this data for purposes such as planning, allocating and administering public funding to colleges, universities and other post-secondary educational and training institutions and to conduct research and analysis, including longitudinal studies, and statistical activities conducted by or on behalf of the ministry for purposes that relate to post-secondary education and training. Further information on how the Minister of Training, Colleges and Universities uses this personal information is available on the ministry's website.

Further information on the collection and use of student-level enrolment-related data can be obtained from the Ministry of Colleges and Universities website.

In accordance with the Freedom of Information and Protection of Privacy Act (FIPPA), all personal and academic information is considered confidential and will not be disclosed to a third party without the authorization of the person to whom the information pertains. In addition, the University will disclose at the time of collection of personal information the purpose for which that information will be used. Further information is available at the Carleton University Privacy Office.

#### **Electronic Communication**

The University provides each student with an email address and uses this as an official channel of communication with the student. A message sent to a student's university-provided email address constitutes an official communication to the student. Students are responsible for monitoring their University email address on a regular basis for as long as they are active in the academic affairs of the university. Requests from students regarding academic or administrative issues must be sent from the student's university-provided email address.

### **7.4 Course Selection**

Students proceeding to a graduate degree or diploma must arrange their program according to the regulations of Graduate Studies and their program.

The course and thesis requirements of each graduate program are organized or defined in units of credits: 1.0 credit is typically made up of three hours of lectures or seminars a week for two terms, or the equivalent; 0.5 credit is typically made up of three hours of lectures or seminars a week for one term, or the equivalent; 0.25 credit is typically made up of three hours of lectures or seminars a week for six weeks, or the equivalent.

### **7.5 Evaluation**

To gain standing in a course, a student must meet the course requirements for attendance, term work, and examinations. Instructors will inform their classes by distributing written notices, before the last day for late registration, of the elements and their weighting that will contribute to the final grade, including (where applicable) attendance, class participation, essays, tests, laboratories, studio-workshops, other course-related work assignments, and final examinations.

## 7.6 Tutorial or Reading Courses

Tutorial or Reading Courses are arranged to allow students to take full advantage of all the resources of the University in areas or fields of a very highly specialized nature. Such arrangements are subject to the approval of the academic unit's graduate supervisor/associate chair (graduate affairs).

## 7.7 Audit Course

Graduate students must have approval from the course instructor and their program graduate supervisor/associate chair (graduate affairs) to audit a course.

- Full-time students are not charged an additional fee.
- Part-time students may only take 1.25 credits per term.

The student should discuss with the instructor the conditions and expectations under which as an auditing student they may be permitted to participate, including attendance and participation in class discussions and group work, and the submission of any material.

A request to change course registration from audit to credit status, or credit to audit, must be received by Graduate Studies no later than the last day to add a course (of that duration) in the term. Students must satisfy all registration requirements to register in the course for academic credit. Students may not retroactively appeal to change the registration status from audit to credit but may subsequently re-register in the course for credit. Graduate students are limited to a maximum of 1.0 course-weight audit registration per program.

## 7.8 Course Numbering System

Each course is designated by an eight-character alphanumeric code. The first four letters indicate the academic unit under whose auspices the course is offered. The four numerical digits identify the specific course. The credit value is indicated in square brackets following the course number.

## 7.9 Status

Full- or part-time status is established at the time of admission to a program. Graduate students admitted and registered as full-time students will be required to continue in and complete their program as full-time students and will be assessed full-time fees for the duration of their program. Graduate students admitted and registered as part-time students will be required to continue and complete their program as part-time students and will be assessed part-time fees for the duration of their program.

A part-time graduate student will not register in more than 1.25 credits per term, including audit courses.

## 7.10 Change of Status from Full- Time to Part-Time

Students who have valid reasons for changing status from full-time to part-time prior to registration for a term may apply for permission by:

- writing to Graduate Studies stating the reason(s) for seeking exemption from the full-time registration requirements stated in 7.9

- completing a Change of Registration Status Form, accompanied by a statement from the departmental graduate supervisor/associate chair (graduate affairs) - and the thesis supervisor, if applicable - in support of their request.

It is understood that such a status change will be granted only in exceptional cases (e.g., for medical reasons.)

Exemptions are normally granted for a term.

## 7.11 Off-Campus Research

Graduate students may participate in a program or research at another institution or in the field. Written permission for off-campus study or research must be obtained prior to departure, through the graduate academic unit in which the student is registered. Registration must be maintained while approved off-campus activities are completed.

## 7.12 Cotutelle

Doctoral students may arrange to undertake a cotutelle in which they will complete the requirements of a Ph.D. program in both their home university and a partner university in another country.

Under such an arrangement, doctoral students conduct their dissertation research collaboratively, sequentially, and for roughly equal amounts of time in both universities. They are supervised in their dissertation research by a faculty member from each of the universities. The dissertation is then examined by a committee whose members are drawn from both institutions.

Students who undertake a cotutelle are not subject to general regulation 7.11.

Requests for permission to undertake a cotutelle must be made in accordance with Carleton University's Cotutelle Policy. More information can be found in the official Carleton University Cotutelle Policy.

## 7.13 Dual Master's Degree

Master's students may undertake a Dual Master's Degree pathway in which they would complete the requirements of a master's program in both their home university and a partner university.

Students who undertake a Dual Master's Degree pathway are not subject to general regulation 7.11.

Requests for permission to undertake a Dual Master's Degree pathway must be made in accordance with Carleton University's Dual Master's Degree Policy. More information can be found in the official Carleton University Dual Master's Degree Policy.

## 7.14 Inter-University Cooperation in Graduate Instruction

Under certain circumstances, it is permissible for a student admitted to a graduate degree program and registered at one university to follow an approved graduate-level credit course at another university. All interested students should consult the chair/director of their academic unit prior to registration in order to obtain further information on procedures and conditions of eligibility. In order for

this procedure to be valid, students must be officially registered at their home institution.

### **7.15 University of Ottawa**

Carleton University and the University of Ottawa have developed a number of joint programs at the graduate level. Where formal joint programs do not exist, a graduate student may be permitted to follow up to 2.0 credits at the 5000- or 6000-level at the University of Ottawa. Reciprocal arrangements exist among academic units at both universities. All interested students should consult their program graduate supervisor/associate chair (graduate affairs), prior to registration, in order to obtain further information on particular departmental conditions of eligibility and procedures. Students must be officially registered at their home institution.

## **8. Continuous Registration**

### **8.1 Loss of Status**

Any student who remains unregistered in their degree program for three continuous terms (twelve months) will lose their graduate status.

### **8.2 Continuous Registration in Thesis, Research Essay, or Independent Research Project**

Any student (full-time or part-time), after initial registration in a thesis, research essay or independent research project, must maintain this registration in all successive terms (including the term in which the student is examined) until their thesis, research essay or independent research project is completed. Completion means submission of a final grade to Graduate Studies after modifications/revisions. Students should note that approval to register in the thesis, research essay or independent research project is given on the understanding that the student will be in regular contact with their supervisor, and that thesis research will be actively pursued in each term of registration.

Note: a Regularly Scheduled Break as described for immigration purposes does not supersede this requirement.

### **8.3 Deposit of Thesis**

In the case of a thesis, registration must be maintained until the thesis is electronically deposited with Graduate Studies. Should a thesis not be deposited with Graduate Studies by the last day for registration in a given term, the student will be required to register for that term.

### **8.4 Reinstatement**

Students whose files have been closed as a result of failure to observe continuous registration requirements or who have lost their status for non-registration for three continuous terms must apply for reinstatement within the term they lose their status if they wish to continue their studies. If reinstated, students must pay a reinstatement charge plus the equivalent of 1.0 credit tuition fees for each term in which they failed to register, as well as for the current term of registration.

### **8.5 Exemption from Registration**

Students who have valid reasons for not registering for a term may apply for permission to remain unregistered by:

- writing to the Vice Provost (Graduate Studies) prior to the registration period stating the reasons for seeking exemption from registration;
- completing an Exemption from Registration form accompanied by a statement from the program graduate supervisor/associate chair (graduate affairs) - and from their thesis supervisor, if applicable - confirming that they will not be on campus for the term, will not use any University facilities (library, laboratories, computer centre, etc.), or receive any supervision, including supervision through correspondence;
- while exempt from registration, students will not be registered in a program, nor will they be required to pay fees for this period. They will not be eligible to receive awards administered by Carleton University. In the case of external awards, the regulations of the particular granting agency will apply.

It is understood that such an exemption from registration will be granted only in exceptional cases (for example, medical reasons).

Exemptions are normally granted for one term.

When exemption from registration for a term or terms has been approved by the Vice Provost (Graduate Studies), this period will be exempt from the overall time limit for completion of the program.

An administrative fee per term for an exemption will be charged to the student's account.

### **8.6 Off-Campus Registration**

Students who have been permitted to study off campus while registered full-time at Carleton must register using Carleton Central Web Registration.

### **8.7 Course Changes**

A course change is defined as the addition or deletion of one or more individual courses by a registered graduate student. This is the acceptable procedure for revising or correcting a graduate student's registration. Some course changes must be approved by the student's program graduate supervisor/associate chair (graduate affairs).

The deadline dates for course changes are stipulated in the Academic Year section of this Calendar.

### **8.8 Withdrawal**

Graduate students wishing to terminate their registration in a graduate program (that is, drop all courses) must notify their department in writing of their intent to withdraw.

#### **Withdrawal Credit**

When a student officially withdraws, a full refund will be issued if notification is received within the refund period. Students are encouraged to examine the financial and award implications of withdrawal. Refund deadline information is available at the Business Office.

#### **Mid-Term Transfer of Program**

There is no procedure at Carleton University for direct "mid-term" transfer from one graduate program to another. Similarly, there can be no direct transfer to or from undergraduate or special student status. Any candidate

who elects to change programs after registration (before the last day of late registration) will be required to withdraw from the first program and then register in the second.

## 9. Examinations and Term Work

### 9.1 General Remarks

Final examinations in courses will be held at the times indicated in the academic schedule. Graduate students must obtain grades that meet the standards outlined in Section 11, Academic Standing, and that satisfy the specific requirements of the program concerned.

### 9.2 Examination Regulations

Students writing tests and examinations should be aware of the rules governing examination conduct. These rules include those listed in the Academic Integrity section of this Calendar and information about policy and procedures for writing examinations distributed at the final examination.

For examinations scheduled during the official examination period, it may be necessary to schedule examinations during the day for classes held in the evening and vice versa, or on Saturday and Sunday.

All tests and examinations are subject to the following rules:

1. Tests or examinations given in class may not exceed the time allotted for the class.
2. The schedule for any term tests or examinations to be held outside class time must be communicated in the course outline. Students who are unable to write during this scheduled time must be accommodated before the last day of classes.
3. If there is a final examination in the summer term, it will be held during the official examination period;
4. If there is a final examination or an end-of-term examination in a multi-term course, this examination will be held in the official examination period;
5. No summative tests or final examinations may be held during the last two weeks of fall or winter terms, or during the last week of each half of the summer term;
6. Formative tests or examinations may be held during the last two weeks of classes of fall or winter terms, or during the last week of each half of the summer term, provided they do not total more than 15% of the final grade. The purpose of formative tests or examinations is to provide feedback to students on a component of the course content.
7. No tests or examinations may be held between the end of classes in a term and the beginning of formally scheduled examinations;
8. Normally, final take-home examinations in any term will be assigned on or before the last day of classes and are due on the last day of the official examination period. Final take-home examinations not set according to this normal practice must be formally scheduled by Scheduling and Examination Services and are subject to overload rules. In all cases

the rules for take-home examinations must be well communicated to students by course instructors.

9. Students are not required to write with an exam conflict (defined as two examinations scheduled at the same time) nor in an exam overload, defined as (i) 3 or more examinations scheduled in 3 consecutive time slots, (ii) 4 or more examinations scheduled in 5 consecutive time slots, or (iii) 5 or more examinations scheduled in 7 consecutive time slots, where a time slot refers to the morning, afternoon, or evening time slot on an exam day.

### 9.3 Special/Deferred Final Examinations

Students who are unable to write a final examination because of extenuating circumstances as defined in the Academic Consideration Policy may apply for accommodation. Normally, the accommodation for a missed final examination will be granting the student the opportunity to write a deferred examination. In specific cases when it is not possible to offer a deferred examination, and with the approval of the Dean, an alternate accommodation may be made.

The application for a deferral must:

1. be made in writing to the Course Instructor no later than three (3) working days after the original final examination or the due date of the take-home examination; and
2. be fully supported by appropriate documentation. In cases of short-term extenuating circumstances normally lasting no more than five (5) days, students must include the University's **Self-Declaration Form**. Additional documentation is required in cases of extenuating circumstances lasting longer than five (5) days and must be supported by a medical note specifying the date of onset of the illness, the (expected) date of recovery, and the extent to which the student was/is incapacitated during the time of the examination. The University's preferred Medical Certificate Form can be found here.

### Missed Deferred Examinations

Students will not be given a deferral of a deferred examination.

Students granted a deferred final examination who are then unable to write the deferred final examination will receive the earned grade in the course (which may be an F).

Students granted a deferred final examination who are then unable to write the deferred final examination due to properly documented personal or medical conditions may appeal to receive the notation of Withdrawn (WDN) for the course as assigned by the appropriate appeal committee.

Students may not petition for a WDN if they attended the deferred examination but did not complete it for personal or medical reasons, unless the circumstances satisfy the requirements for Early Departure from Final Examinations below. The self-declaration form is not sufficient documentation for this application.

**NOTE:** If a student would be unable to pass the course as specified in the course outline, regardless of the result of a final examination, a grade of F may still result. If a student is passing the term work and is able to pass the course as specified in the course outline, based on the results of a final examination, then a withdrawn (WDN) may be granted.

Students who have obtained approval for a deferred examination in a Carleton University Online course will have access to course materials after the end of the academic term of the original course.

Deferred final examinations in graduate courses are scheduled by the course's instructor.

### **Early Departure from Final Examinations**

Students are expected to assess their medical situation/ability to write an examination prior to entering the examination room. Students who do not write a final examination because of extenuating circumstances/emergency beyond their control may apply to write a deferred examination.

Students are expected to complete a final examination once begun. If the student experiences a significant deterioration of health while the examination is in progress, it may be possible to submit a petition to apply to write a deferred examination.

A significant deterioration during an exam is a situation whereby the student requires immediate and/or emergency medical attention. In such circumstances, a student will be required to seek appropriate documentation to confirm that the medical situation caused significant, acute symptoms during the examination that completely prohibited the student from completing the exam, describing the specific impacts on the student's ability to continue the exam.

The student must then petition the course instructor within three (3) business days of the examination with appropriate supporting documentation. The self-declaration form is not sufficient documentation for this application.

Minor illnesses and ongoing chronic illnesses under medical management will normally not be considered valid grounds for granting a deferred final examination.

### **9.4 Deferred Term Work**

In some situations, students are unable to complete term work because of illness or other circumstances beyond their control, which forces them to delay submission of the work.

1. Students who claim illness, injury or other extraordinary circumstances beyond their control as a reason for missed term work are held responsible for immediately informing the instructor concerned and for making alternate arrangements with the instructor and in all cases this must occur no later than three (3.0) working days after the term work was due.
2. Normally, any deferred term work will be completed by the last day of term.

3. In cases where the term work is due on the last day of classes, the alternate arrangement must be made no later than three days after the last day of classes.
4. Normally, any deferred term work will be completed by the last day of term. In the event that the altered due date must extend beyond the last day of classes in the term, the instructor will assign a grade of zero for the work not submitted and submit the student's earned grade accordingly; the instructor may submit a change of grade at a later date.
5. Term work cannot be deferred by the Registrar or Graduate Studies.
6. In cases where a student is not able to complete term work due to illness or injury for a significant period of time/or long term, the instructor and/or student may elect to consult with the Registrar's Office (undergraduate courses) or Graduate Studies (graduate courses) to determine appropriate action.
7. If a student is concerned the instructor did not respond to the request for academic accommodation or did not provide reasonable accommodation, the student should consult with the department/school/institute chair/director. If a mutually agreeable accommodation to complete course requirements prior to the course grade submission deadline cannot be achieved, the Associate Dean will become involved. If academic accommodation is not granted, and the student receives word **after** the academic withdrawal deadline, the student may submit a petition to the Registrar's Office (undergraduate courses)/Graduate Registrar (graduate courses) for a final grade of WDN (Withdrawn) in the course(s). If academic accommodation is not granted, and the student receives word **prior** to the academic withdrawal deadline, the student may elect to withdraw from the course(s).
8. Furthermore, if academic accommodation is granted, but the student is unable to complete the accommodation according to the terms set out by the instructor as a result of further illness, injury or extraordinary circumstances beyond their control, the student may submit a petition to the Registrar's Office (undergraduate courses)/Graduate Studies (graduate courses).

### **9.5 Master's Examinations**

In addition to any examination which may be required in individual courses, or comprehensive examinations in required fields of specialization, a master's candidate who is writing a thesis will be expected to undertake an oral defence of the thesis. When the degree is taken by course work, a comprehensive examination may be required. It is important to note that individual programs may have specific requirements.

### **9.6 Doctoral Examinations**

Doctoral candidates may be asked to pass a qualifying examination at the beginning of their residency at Carleton University.

A comprehensive examination covering prescribed fields will normally be undertaken at least one year prior to the

thesis defence. This examination (oral or written, or both) may include any material considered fundamental to a proper comprehension of the field of study.

After the thesis has been received and accepted for examination, a final oral examination on the subject of the thesis and related fields will be held.

The thesis examination must be conducted according to the principles and practices prescribed by Graduate Studies.

### 9.7 Unsatisfactory Comprehensive Grades

If the comprehensive examination is graded Unsatisfactory, the program may permit the candidate to repeat the examination. If the comprehensive examination is graded Unsatisfactory for a second time, students must make an appeal to remain in their program through their program graduate supervisor/associate chair (graduate affairs) to Graduate Studies.

## 10. Grading System

### 10.1 Letter Grades

Standing in a course is determined by the course instructor, subject to the approval of the faculty dean. Standing in courses will be shown by alphabetical grades. The system of grades used, with corresponding grade points and the percentage conversion is below. Grade points indicated are for courses with 1.0 credit value. Where the course credit is greater or less than one credit, the grade points are adjusted proportionately.

| Grade | Point Equivalence | Percentage Conversion |
|-------|-------------------|-----------------------|
| A+    | 12                | 90-100                |
| A     | 11                | 85-89                 |
| A-    | 10                | 80-84                 |
| B+    | 9                 | 77-79                 |
| B     | 8                 | 73-76                 |
| B-    | 7                 | 70-72                 |
| C+    | 6                 | 67-69                 |
| C     | 5                 | 63-66                 |
| C-    | 4                 | 60-62                 |
| D+    | 3                 | 57-59                 |
| D     | 2                 | 53-56                 |
| D-    | 1                 | 50-52                 |
| F     | 0                 | less than 50          |

In cases where the final examination is not written and was not explicitly a requirement to successfully complete the course, the cumulative grade earned on term work without the missing examination will be assigned.

If the grade conversion deviates from the percentage conversion presented above, the faculty member must notify the class in the course outline.

### 10.2 Other Grading Notations

Other grades and notations in current use by the university are as follows:

| Notation | Description   |
|----------|---|
| AUD      | AUD. No Academic Credit, no impact on CGPA. Audit indicates the course was taken for interest and not for academic credit.  |
| CEX      | Current International Exchange. An interim notation.  |
| CLP      | Current Letter of Permission. An interim notation.  |
| CTN      | Continuing. No academic credit and no impact on the CGPA. Assigned by the Registrar's Office to the first half of a course taught consecutively over two terms.   |
| CUR      | Current registration. An interim notation assigned by the Registrar's Office to indicate the student is currently registered in the course.   |
| DEF      | Deferred Final Examination and/or final course work. An interim notation administratively assigned by the Registrar's Office upon approval of a request to write a deferred final examination or defer submission of final course work. DEF must be replaced by a final grade within the prescribed time or be replaced with F.   |
| F        | Failure. The grade of F is assigned when the student has failed to meet the conditions of "satisfactory performance" defined in the Course Outline. F carries 0.0 grade points.   |
| GNA      | Grade not available. An interim notation administratively assigned by the Faculty when a grade is not available, and must be replaced with a final grade.   |
| IP       | In Progress – a notation (IP) assigned to a course by a faculty member when: At the undergraduate level, an undergraduate thesis or course has not been completed by the end of the period of registration. At the graduate level, a graduate thesis, research essay, independent research project or comprehensive examination has not been completed by the end of the period of registration. The IP notation may also be used at the graduate level when a research seminar has not been completed by the end of the period of registration provided the research seminar has been approved as being eligible for the use of this notation. In the case of re-registration in any of the above courses, the IP notation will remain; a final grade will normally be assigned in the final period of registration. Where there is no re-registration in any of the above courses, the IP notation must be replaced with an appropriate notation or grade within the prescribed time period, or be replaced by a notation of WDN. |
| SAT      | Satisfactory performance in an ungraded program requirement, option or course taken on Letter of Permission or International Exchange. SAT has no impact on the CGPA calculation.   |
| UNS      | Unsatisfactory performance in an ungraded program requirement, option or course taken on a Letter of Permission or International Exchange. UNS has no impact on the CGPA calculation.   |

**WDN** Withdrawn. Students may withdraw on or before the academic withdrawal deadline (noted in the Academic Year section of the Calendar). No academic credit, no impact on the CGPA. WDN is a permanent notation that appears on the official transcript for students who withdraw after the full fee adjustment date in each term (also noted in the Academic Year section of the Calendar).

### 10.3 Release of Grades

Students may access grades through the Carleton Central Student registration system as soon as the grades are available after the end of the fall and winter terms of the fall/winter session and after the end of the spring/summer session.

### 10.4 Change of Grade

Final grades are posted after grades are approved. Once posted, final grades may only be changed through informal or formal appeals of grade processes (see General Regulation 15 of the Graduate calendar).

Any instructor-initiated changes beyond the formal and informal appeal process must be completed by the instructor and approved by the faculty dean, or designate within 6 months of the last day of the exam period.

Any changes beyond this 6 month period must be initiated after consultation with the faculty dean or designate.

Unless an appeal has been initiated prior to the awarding of a degree, grades that have been used towards the awarding of a degree are not eligible for a change of grade.

### 10.5 Transcripts

Students are advised that no official transcripts will be released by the University until all outstanding accounts have been paid.

## 11. Academic Standing

### 11.1 Qualifying-Year

Students should note that admission to the master's program from qualifying year is governed by the admission requirements in Section 2, Admission Requirements and Eligibility.

### 11.2 Graduate Diploma Programs

#### Type 2 Graduate Diplomas

Students enrolled in Type 2 (concurrent) graduate diplomas are governed by the academic standing regulations of their primary degree (master's or doctoral).

#### Type 3 Graduate Diplomas

Type 3 (stand-alone, direct entry) graduate diplomas are governed by master's degree academic standing regulations.

### 11.3 Master's Programs

A grade of B- or better must normally be obtained in each course credited towards the master's degree. A candidate may, with the support of the departmental graduate supervisor/associate chair (graduate affairs) and the approval of the Vice Provost (Graduate Studies), be

allowed a grade of C+ in 1.0 credit. Some programs do not permit the C+ option and apply a B- minimum rule.

### Full-Time Continuation

Full-time master's students who fail to achieve a weighted GPA of 7.0 after two terms of study, or to maintain it subsequently, will be required to withdraw from the program. In the event of special or extenuating circumstances, the student may apply through the program graduate supervisor/associate chair (graduate affairs) to the Vice Provost (Graduate Studies) for permission to continue in the program.

### Part-Time Continuation

Part-time master's students who fail to achieve or maintain a weighted GPA of 7.0 after completing 2.0 credits, or to maintain it subsequently, will be required to withdraw from the program. In the event of special or extenuating circumstances, the student may apply through the program graduate supervisor/associate chair (graduate affairs) to the Vice Provost (Graduate Studies) for permission to continue in the program.

### 11.4 Doctoral Programs

Doctoral students must obtain a grade of B- or better in each course credited towards the degree.

### 11.5 Doctoral Progress Reporting

Doctoral students must make consistent progress in their studies and must document their progress by completing an annual progress report that details the previous year's achievements and the objectives for the following year. Students must complete their progress report in consultation with their supervisor and committee. Reports must be submitted to the program graduate chair/director or equivalent for review and approval.

In the event that progress is deemed unsatisfactory, the program director or equivalent may recommend to the Vice Provost (Graduate Studies) that the student be required to withdraw.

### 11.6 Religious Accommodation

Carleton University accommodates students who, by reason of religious obligation, must miss an examination, test, assignment deadline, laboratory, or other compulsory event.

Accommodation will be worked out directly and on an individual basis between the student and the instructor(s) involved. Students should make a formal request to the instructor(s) in writing for alternative dates and/or means of satisfying requirements. Such requests should be made during the first two weeks of any given academic term, or as soon as possible after a need for accommodation is known to exist. Instructors will make reasonable accommodation in a way that shall avoid academic disadvantage to the student.

Students unable to reach a satisfactory arrangement with their instructor(s) should contact the Office of Equity and Inclusive Communities. Instructors who have questions or wish to verify the nature of the religious event or practice involved should also contact this office.

## 12. Thesis Requirements

Guidelines for the preparation of graduate theses and information on the procedures for examination of graduate theses are available at the Graduate Studies website.

### 12.1 General Remarks

The thesis is a major requirement of many master's and all doctoral programs and, in conjunction with the research for it, makes up at least one half of the time normally required for the program. The thesis must be expressed in a satisfactory literary form, consistent with the discipline concerned, and must display a scholarly approach to the subject and thorough knowledge of it. A critical review of previous work related to the subject should usually be provided.

Students will not be permitted to submit a thesis for which they have previously received a degree; however, with the permission of the Vice Provost (Graduate Studies), they may incorporate into the thesis material that was included in a previous thesis.

### 12.2 Master's Thesis

The master's thesis should exhibit a competence in the research process by applying an existing body of knowledge in the critical analysis of a new question or of a specific problem or issue in a new setting. On the basis of that conceptual understanding and methodological competence, it should demonstrate at least one of the following:

1. the development and support of a sustained argument in written form
2. originality in the application of knowledge

### Oral Examinations

Students are required to undertake an oral examination of the thesis. Please refer to Thesis Specifications, Section 12.5, Master's, for submission deadlines. The master's thesis will be examined by a board consisting of at least four members, including the thesis supervisor, the chair of the department concerned, an examiner from a department other than that of the candidate, and one additional member from the department concerned. The chair of the department concerned will announce the constitution of the examination board. Consult the Thesis Examination Policy for details.

### Thesis Weight

Thesis weight must be identified at the time of admission. A change in the thesis weight at a later date requires the approval of the Vice Provost (Graduate Studies).

### 12.3 Doctoral Thesis

The doctoral dissertation must report, in an organized and scholarly fashion, the results of original research. The thesis must be a contribution to knowledge, and must demonstrate the ability to conceptualize, design and implement research for the generation of new knowledge, applications, or understanding at the forefront of the discipline, and to adjust the research design or methodology in the light of unforeseen problems.

### Oral Examinations

The thesis must be defended successfully at an oral examination. Please refer to Thesis Specifications, Section 12.5, Doctoral, for submission deadlines. The doctoral thesis will be examined by a board consisting of at least five members, including the thesis supervisor, an examiner from a department other than that of the candidate, the members of the candidate's advisory committee, and an external examiner who is a recognized authority on the subject of the thesis. The Vice Provost (Graduate Studies), the dean of the candidate's Faculty, and the chair/director of the candidate's department, institute or school are ex officio members of the board. The Vice Provost (Graduate Studies) appoints an independent chair of the board, who is not from the candidate's department, institute or school.

The Vice Provost (Graduate Studies) will announce the constitution of the examination board; both it and the thesis examination process are defined by the Thesis Examination Policy.

### Thesis Weight

Thesis weight must be identified at the time of admission. A change in the thesis weight at a later date requires the approval of the Vice Provost (Graduate Studies). The work of each Ph.D. candidate will be assisted by an advisory committee of faculty members who will aid the candidate in their preparation for the final comprehensive examination, and assist in the evaluation of the thesis and its oral examination.

### 12.4 Integrated Thesis Policy

Many disciplines, especially in engineering and the sciences, accept a thesis consisting of student work based on published papers, conference proceedings, or papers awaiting publication. Known as the 'integrated article,' 'manuscript,' 'sandwich,' or 'chapter' thesis, this type of thesis contrasts with the monograph thesis traditionally offered for examination. However, the same quality and ethical standards apply to each thesis type and the authority of the Thesis Examination Committee remains the same for both. Each individual academic unit decides the thesis format(s) suitable for its discipline.

#### A. Criteria for Integrated Article Thesis

The integrated article thesis is acceptable under the following conditions:

- The integrated thesis must consist of a coherent account of a unified research project. It is not a collection of loosely connected papers. The student will provide a document that locates a body of work within the context of existing theoretical and methodological debates in the literature, identifies the contributions of the thesis research to that literature and indicates potential directions for further research based upon knowledge gained through the thesis research.
- The thesis must be original and present the student's own work completed during the program of study for which the thesis is being submitted. The student should be the sole author or principal author of any included materials. The student must have played a major or sole role in setting up and conducting the research, obtaining data and analyzing results, as well

as preparing and writing the documents submitted for examination. In the case where co-authored articles are included, the rules and procedures itemized in "Section D" below must be adhered to.

- The thesis must contain a statement from the thesis supervisor verifying the student's contribution to the originality of the material presented in the thesis and clarifying in what way the included materials became part of the thesis.

## **B. Integrated Article Thesis Format**

Published articles which do not follow the traditional thesis formatting rules may be included as thesis chapters.

The body of an integrated article thesis should contain the following chapters:

- **Abstract**

The abstract includes a brief description of the subject matter and summarizes the main themes presented in the thesis.

- **Preface**

The preface must provide full bibliographical details for each article included in the thesis, as well as whether the article is reproduced in whole or in part.

In the case of a partially reproduced article, the preface must include a description of the changes that have been made to the published version. Use of copyrighted material must be acknowledged in the preface and tables and figures must have "Reprinted with permission of..." in their captions. See below "Section C" on copyrighted material. Students must also indicate how others are to cite material from this thesis. In the case where the thesis includes co-authored material, see rules and procedures for co-authored material in "Section D", below.

- **Introductory Chapter /Literature Review**

The introductory chapter provides a comprehensive review of the literature that establishes the student's familiarity with relevant work in the field; sets out the objectives of the thesis; places the research into the larger context of the candidate's discipline; and provides an overall thematic cohesiveness of the chapters (research papers) to the reader.

- **Methods Chapter**

The methods chapter should include an overview of the methodological approach used in the thesis and the common methodological assumptions or techniques that link the data chapters into a cohesive entity. A crucial feature of the scientific method is repeatability. The thesis must thus contain detailed descriptions of the experimental procedures followed to obtain results, so as to ensure that readers may be able to test the validity of research outcomes. In cases where such detailed descriptions do not appear in the integrated chapters, they must be included in the Methods Chapter. It is also acceptable to include this information in an Appendix, if the explanation is so protracted and tedious that it detracts from the readability of the main body of the text.

- **Data (Research Paper) Chapters**

Normally, 3 or 4 articles form the body of the thesis and are divided into separate chapters. This work must be smoothly integrated into the flow of the thesis to produce a unified and appropriately sequenced argument. To do so may require some additions, deletions or re-writing of the original material. In cases where a published article is directly reproduced as a chapter without reformatting, additional pages at the beginning and the end of the chapter should be added to ensure logical and coherent transition between chapters.

- **Conclusion**

The conclusion chapter summarizes and critiques the research topic as a whole, offers an analysis of the limitations existing in the study and suggests potential areas of future research based on the thesis findings.

- **Bibliography and References and Citations**

Bibliographic format should be appropriate to the discipline. Methods of handling and listing references in the text vary. Because the body of the thesis contains chapters representing a separate piece of published work, each chapter may contain its own bibliography. Depending upon the situation, the literature review and/or summary chapter may also contain bibliographies to reflect individual citations made in those sections. Tables and figures should be included in appropriate chapters and numbered consecutively using the chapter number e.g. Chapter 2 would be numbered Table 2-1, 2-2 and so on. This practice avoids the table number repetition that may occur if separate published article material is used.

- **Appendices**

Appendices are optional. Normally, appendices are included to provide information that detracts from the readability of the main body of the text or to present data or information used in the thesis but not directly obtained by the thesis author. Lengthy tables, detailed explanation of laboratory procedures, and computer programs may be included in the appendices.

## **Texts from Prior Theses**

A prior graduate thesis or sections of a prior graduate thesis cannot be included as an article in the Ph.D. thesis. The goal is to present a coherent body of research rather than a collation of every piece of work that the student has produced. In the case where doctoral research is closely related to work already completed at the master's level, students will be requested to include a statement attesting to the fact that no text in the thesis has appeared in another thesis.

## **C. Copyrighted Materials and Permissions**

Use of copyrighted material must be acknowledged in the Preface and tables and figures must have "reprinted with permission of..." in their captions.

If the student wishes the work to include text that has already been published as a journal article or book chapter, the student must obtain permission from the publisher and include it along with the thesis as a separate document. Note that Library and Archives Canada request that permissions be submitted separately with the thesis.

In a case where a thesis includes papers co-authored by the student and others, the thesis must state explicitly who contributed to such work and the nature and extent of that contribution. The candidate must obtain permission from the co-authors to use this work and provide a statement of permission along with the thesis as a separate document. Each co-author must include in the statement of permission the extent of her/his contribution to the article(s) included in the thesis. See Section D below.

#### **D. Rules and Procedures for Integrated Theses which Include Co-Authored Material**

Co-authored publications are a common practice in many disciplines. The thesis, however, must represent the work of the student submitting it for credit. It is thus imperative that rules and procedures be followed to ensure that a student submitting an integrated thesis which includes co-authored article(s) be examined and evaluated on their own contribution to the collective publication(s).

##### **Preface and additional documents**

The preface must include a statement from the supervisor and the student indicating that the student was fully involved in setting up and conducting the research, obtaining data and analyzing results, as well as preparing and writing the material presented in the co-authored article(s) integrated in the thesis. There must also be a statement that clearly distinguishes the specific contributions of the student from those of all other collaborators or co-authors. The supervisor must include a statement which confirms the information provided by the student in the preface. Additionally, each co-author must confirm in a signed statement the extent of her/his contribution to the co-authored article(s) included in the thesis. These statements must be provided along with the thesis as separate documents. The objective of this requirement is to assure examiners that there has been full disclosure of collaborative activity. In providing these statements, all parties involved must take into consideration the rules and regulations of Carleton University's Academic Integrity Policy.

##### **Multiple use of the same co-authored article(s)**

As a general rule, the same text from a co-authored published article should not be used in more than one thesis. In the case of students who have worked collaboratively on projects leading to a published article which comprises different sections of text with different single-author attribution, the relevant section(s) of the article may be included in different theses. In the case of a wholly collaborative article where individual contributions cannot be determined, the same article may be used in more than one thesis, but to a maximum of three theses. In cases where the same article appears in more than one thesis, each thesis must include a statement from all students and all supervisors involved confirming that all students collaborated equally in the production of the article(s). These statements must be provided along with the thesis as separate documents.

Issues of copyright must be addressed by the student as outlined in the copyright section above. The candidate

must obtain permission from the co-authors to use this work and include a statement of permission along with the thesis as a separate document. Each co-author must include in the statement of permission the extent of her/his contribution to the article(s) included in the thesis.

#### **E. Integrated Article Thesis Examinations**

Article publication or publication does not supersede the authority or responsibility of the Examination Committee to evaluate the thesis during the examination process and to recommend or require changes.

Thesis examination rules/policies and procedures are not changed to accommodate the integrated article thesis.

The oral examination concentrates on testing the candidate's knowledge as much as on questioning the written document.

##### **12.5 Deadlines**

Consult **The Academic Year** page for submission deadlines for master's and doctoral theses. Theses must be supervisor-approved and in examinable form. Should the department require further approvals, these must be obtained prior to the submission deadline.

##### **12.6 Specifications**

- Prior to the examination, the candidate must submit the examinable version of the thesis, which must comply with the departmental requirements governing the form of the thesis, including methods of bibliographical entry and the use of diagrams and tables.
- The examinable version of the thesis must be accompanied by a suitable abstract. The abstract of a master's thesis should not exceed 150 words, while the abstract of a doctoral thesis may be up to 350 words in length.
- Regulations regarding style, pagination, certification, acceptance, abstracts, reproduction, electronic dissemination, and the constitution of the examining board will be prescribed by Graduate Studies.

##### **Master's Thesis**

Students are expected to notify their supervisor and the chair of the department at least two weeks in advance of the date on which they intend to submit the completed thesis. The examinable thesis must be submitted to the department at least four weeks in advance of the intended date of examination. The thesis examination and defense will then be scheduled, and the date will be announced at least two weeks in advance.

##### **Doctoral Thesis**

The candidate is expected to notify their supervisor and the chair of the department at least two weeks in advance of the date on which they intend to submit the completed thesis. The candidate is then expected to submit the examinable thesis to the department at least six weeks in advance of the intended date of examination. The thesis examination and defense will then be scheduled, and the date will be announced by the Vice Provost (Graduate Studies) at least four weeks in advance. The academic unit must forward the examinable thesis to Graduate

Studies at least four weeks in advance of the actual date for the examination and defense.

### **12.7 Licence to the University and to Library and Archives Canada**

In the interest of facilitating research by members of the Carleton community and by interested outsiders, and in consideration of their having been accepted as a graduate student at Carleton, the author of a thesis or dissertation submitted in partial fulfilment of the requirements for an advanced degree shall grant to the University a license to disseminate the thesis electronically, solely for the purpose of private study and research.

Students wishing to deposit their thesis with Library and Archives Canada and participate in electronic distribution of their research are advised to review the revised procedures available online at Library and Archives Canada.

It is understood that the author retains other publication rights, and that neither the thesis nor extensive extracts from it may be printed or otherwise reproduced without the author's written permission.

### **12.8 Withholding of Thesis Deposition**

If, at the time of submitting their thesis, students elect to protect any rights to immediate commercial publication, or to obtain a patent which may arise from their research, or to keep their thesis out of circulation, they may apply in writing to the Vice Provost (Graduate Studies) requesting that the thesis be withheld from deposit in the library:

- for an additional period of three months, without reason
- for each additional period of six months, with reason (total period of restriction not to exceed two years).

A request for extension of the restriction must be submitted one month prior to the termination of the approved period. Justification for extension of the restriction is required.

### **12.9 Degree Completion**

A registered candidate who completes their degree requirements by depositing the thesis prior to the last day for withdrawal in any term (as specified in the academic schedule) is required to request formal withdrawal for refund purposes if they anticipate any refund of fees. This applies to thesis or research essay registration.

## **13. Time Limits for Program Completion**

### **13.1 General Remarks**

There are maximum time limits for the completion of programs. Students may also be subject to time constraints prescribed by individual programs to ensure orderly and timely progress through their programs.

### **13.2 Master's Program**

#### **Full-time**

All master's students admitted as full-time students must normally complete their degree requirements within two calendar years after the date of initial registration, unless their program states otherwise and regardless of any subsequent change of status to part-time. Terms of non-

registration are equated to full-time registration terms when calculating the overall time to program completion.

#### **Part-time**

All master's students admitted as part-time students must normally complete their degree requirements within six calendar years after the date of initial registration, unless their program states otherwise. Terms of non-registration are equated to part-time registration terms when calculating the overall time to program completion. A change of a student's status from part-time to full-time status will result in a pro-rated reduction in the required time to completion for each subsequent term of full-time study.

Failure to complete the program within the prescribed timelines or failure to maintain continuous registration will require reevaluation of the student's entire program and may result in termination.

### **13.3 Doctoral Program**

#### **Full-time**

All Ph.D. students admitted as full-time students and admitted on the basis of a master's degree must complete the Ph.D. degree requirements within six calendar years after the date of initial Ph.D. registration unless their specific program provides for a different time limit. Terms of non-registration are equated to full-time registration terms when calculating the overall time to program completion.

#### **Part-time**

All Ph.D. students admitted as part-time students must complete the degree requirements within nine calendar years after the date of initial Ph.D. registration. Terms of non-registration are equated to part-time registration terms when calculating the overall time to program completion. A change of a student's status from part-time to full-time status will result in a pro-rated reduction in the required time to completion for each subsequent term of full-time study.

Failure to complete the program within the prescribed timelines or failure to maintain continuous registration will require reevaluation of the student's entire program and may result in termination.

### **13.4 Leave of Absence**

When exemption from registration for a term or terms has been approved by the Vice Provost (Graduate Studies), this period will be exempt from the overall time limit allowed for completion of the program.

Leave of Absence requests are made using the Graduate Studies Academic/Registration Change Form.

### **13.5 Extension of Time Limit**

Students will submit requests for an extension of time limits to the academic department for review. The department must then submit the request to Graduate Studies following Graduate Studies Program Extension Policies and Procedures.

## 14. Co-operative Education Policy

For information about how to apply for the Co-op program and how the Co-op program works, visit the Co-op website.

All graduate students participating in the Co-op program are governed by this Graduate Co-operative Education Policy.

### Application Requirements

Graduate students are encouraged to apply to the Co-op Program during their first term of studies. Alternatively, students may delay their participation until later on, provided that they have mandatory credits remaining for degree completion.

### Participation Requirements

Graduate students:

- must be registered as full-time before they begin their co-op job search and their co-op work term.
- will be registered in a Co-op Work Term course while at work. This course does not carry academic course credit, but is noted on academic transcripts.
- may register in a 0.5 credit during a work term, provided the course is offered during the evening or is offered asynchronously online.
- are not permitted to hold a Teaching Assistantship while on a co-op work term. Where eligible, Teaching Assistantships will be deferred to a later term.
- in receipt of internal or external scholarships should contact Graduate Studies to discuss the possible funding implications of being on a co-op work term
- must have mandatory courses left to complete following their final co-op work term. In cases where the graduate student has just a 0.5 credit left, he or she may request permission of the Co-op Office to complete this course during the work term.

### Co-op Participation Agreement

All graduate students must adhere to the policies found within the Co-op Participation Agreement.

### Communication with the Co-op Office

Graduate students must maintain regular contact with the Co-op Office during their job search and while on a work term. All email communication will be conducted via the student's Carleton email account.

### Graduation with the Co-op Designation

In order to graduate with the Co-op Designation, graduate students must satisfy all requirements of the degree program in addition to the successful completion of two work terms. Students found in violation of the Co-op Participation Agreement may have the Co-op Designation withheld.

### Employment

Although every effort is made to ensure a sufficient number of job postings for all Co-op students, no guarantee of employment can be made. The Co-op job search process is competitive, and success is dependent upon factors such as current market conditions, academic

performance, skills, motivation, and level of commitment to the job search. It is the student's responsibility to apply for positions via the Co-op job board in addition to actively conducting a self-directed job search. Students who do not obtain a co-op work term are expected to continue with their academic studies. It should be noted that hiring priority for positions within the Federal Government of Canada is given to Canadian citizens.

### Work Term Assessment and Evaluation

#### Work Term Evaluation

Employers are responsible for submitting to Carleton University final performance evaluations for their Co-op students at the end of their work terms.

#### Work Term Assessment

In order to successfully complete the co-op work term, graduate students must receive a Satisfactory (SAT) grade on their Co-op Work Term Report, which they must submit at the completion of each four-month work term.

#### Voluntary Withdrawal from the Co-op Option

Students who are currently on a co-op work term or who have already committed to a co-op work term either verbally or in writing may not leave the position and/or withdraw from the co-op option until they have completed the requirements of the work term.

#### Involuntary or Required Withdrawal from the Co-op Option

Graduate students may be removed from the Co-op Program for any of the following reasons:

1. Failure to attend all interviews for positions to which the student has applied;
2. Declining more than one job offer during the job search;
3. Reneging on a co-op position that the student has accepted either verbally or in writing;
4. Continuing a job search after accepting a co-op position;
5. Dismissal from a work term by the co-op employer;
6. Leaving a work term without approval from the Co-op Management Team;
7. Receipt of an unsatisfactory work term evaluation;
8. Receiving a grade of UNS on the work term report;

#### International Students

**All Graduate International Students are required to possess a Co-op Work Permit issued by Immigration, Refugees and Citizenship Canada before they can begin working. The Co-operative Education Office will provide students with a letter of support to accompany their Co-op Work Permit application. Students are advised to discuss the application process and application requirements with the International Student Services Office.**

#### Co-op Fees

All participating Co-op students are required to pay Co-op fees. For full details, please see the Co-op website.

## 15.0 Grade Review

The Senate of the University establishes academic rules and regulations which are designed to ensure that academic standards are upheld and that all students are treated fairly and equitably. In this regard, a student may submit a petition, which is a formal request for accommodation with regard to normal rules and regulations of the University. Additionally, students may formally appeal the outcome of a petition.

Definition of terms:

- A **petition** is the initial request for
  - a. accommodation with respect to rules or regulations;
  - b. review of a final grade in a course;
  - c. review of process for examination by committee (or other non-coursework milestones);
  - d. review of the decision to deny the award of a degree or the required withdrawal of the student.
- An **appeal** is the formal process by which a student may challenge the decision on a petition.

### 15.1 Rules, regulations, and deadlines

The University understands 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.

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.

**Petition:** a graduate student seeking accommodation with respect to an academic regulation, rule or deadline submits a petition in writing to Graduate Studies.

**Appeal:** a graduate student may challenge the decision on a petition. Within 10 working days of the decision of the original petition, students may initiate an appeal in writing to the Associate Vice-Provost (Graduate Student Affairs). It is the student's responsibility to ensure that the appeal submission is complete and includes all relevant matters which the Associate Vice Provost should consider in rendering their decision. If the Vice Provost decides not to proceed with the appeal, the student will be informed of the reasons for the decision. If the Vice Provost proceeds with the appeal, the student will be given a concise explanation of the decision and will work with all parties to implement any needed remedy.

### 15.2 Coursework grade appeals

Within 20 working days of the release of final grades, students may request that one or more of their grades be reviewed.

**Appeal:** a graduate student may submit a formal appeal of grade when the petition has not addressed their concerns. The appeal must be submitted to the faculty

dean with required supporting documentation and **using this policy**.

Upon receiving a formal appeal from the student, 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 petition 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 faculty will proceed with their own internal grade appeal processes. 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.

### 15.3 Examination by committee or other non-coursework milestones

Within 20 working days of the announcement of examination by committee (comprehensive examination, qualifying paper, thesis, or research essay) or other non-coursework milestones, students may request review of the process of examination. Such reviews will only be conducted on procedural grounds.

**Petition:** the student must contact their department chair to petition for a procedural review.

**Appeal:** a student may submit a formal appeal when the petition has not addressed their concerns. The appeal must be submitted to Graduate Studies with required supporting documentation and **using this policy**.

Upon receiving a formal appeal from Graduate Studies, the Associate Vice-Provost (Graduate Student Affairs) may decide not to proceed with the appeal if, in their opinion, reasonable grounds have not been established as a basis for the appeal. If the Associate Vice Provost (Graduate Student Affairs) decides not to proceed with the appeal, the student will be informed of the reasons for the decision.

In proceeding with an appeal, the Associate Vice Provost (Graduate Student Affairs) will send a final decision to the student and the faculty dean (and all parties involved) and will work with all parties to implement any needed remedy.

### 15.4 Denial of degree

**Petition:** assuming that a graduate student has exhausted all avenues of appeal and petition with their dean or the Associate Vice Provost (Graduate Student Affairs), a graduate student may petition to the Vice Provost (Graduate Studies) to review the decision of the University to deny the awarding of the degree or the required withdrawal of the student, only on the grounds that they have been denied a degree or forced to withdraw because

of some mistake, error, or improper conduct by the University, its officers, or employees.

**Appeal:** A graduate student may appeal decisions of the Associate Vice Provost (Graduate Student Affairs), with explicit evidence, to the Senate Graduate Student Appeal Committee (GSAC). Such petitions must be based on the following:

- a. The misapplication of an academic regulation contained in the graduate calendar, or
- b. The inappropriateness of the application of a regulation contained in the graduate calendar in the particular circumstances of the student.

## 16.0 Program Review

A graduate student has the right to request a review of decisions made concerning their status or any other ruling relating to their program. All such requests are to be made in writing to the Vice Provost (Graduate Studies).

## 17.0 Records Retention Policy

Since 2005 the University has implemented a records retention policy which provides for the destruction of student file folders and their contents after a period of five years has elapsed since the last registration. This policy applies to those students who are formally admitted and registered in degree programs. Further information on this policy can be obtained by contacting Graduate Studies.

## 18. Use of Student Work in Program Assessment

All academic programs at Carleton University are reviewed cyclically under the mandate of the Ontario Universities Council on Quality Assurance. Several programs at Carleton University are also accredited by professional bodies and must undergo review for continuing accreditation.

Student records and student work such as portfolios, exams, assignments, and theses may be used in the review and evaluation of academic programs. Appropriate steps will be taken to ensure that information and material used in the evaluation of a program is kept confidential and that the processes comply with applicable privacy regulations. These reviews may involve bodies external to the University, for example, in complying with reviews required by the government or professional accreditation bodies.

## 19.0 Academic Integrity

Carleton University's Academic Integrity Policy can be found on this page: <https://carleton.ca/senate/senate-policies/>

## 20. Offenses of Conduct

### 20.1 Discrimination and Harassment

The University has in place policies and procedures to deal with allegations of discrimination and harassment, including sexual harassment. These are outlined in detail in the Carleton University Human Rights Policies and Procedures, effective May 1, 2001, and which can be found at: <https://carleton.ca/equity/>

Unacceptable conduct is outlined in the policy and includes discrimination or harassment based on race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, political affiliation or belief, sex, sexual orientation, gender identity, age, marital status, family status, or disability/handicap within the meaning of the Ontario Human Rights Code. Unacceptable conduct also includes threatening, stalking and unwelcome communication either in person or through electronic or other means. For the three policy sections below, the definition of prohibited behaviour is described in the italicized section that follows.

From the *Anti-Racism and Ethnocultural Relations Policy*

1. The University prohibits discrimination and harassment, including conduct on the basis of race, ancestry, place of origin, colour, ethnic origin and citizenship that:"

From the *Gender Equality Policy*

1. The University prohibits discrimination and harassment, including conduct on the basis of sex, gender or gender identity that:"

From the *Sexual Orientation Equality Policy*

1. The University prohibits discrimination and harassment, including conduct on the basis of sexual orientation or perceived sexual orientation that:
  - 5.1 Is abusive, demeaning or threatening including behaviour such as name calling; derogatory remarks, gestures and physical attacks; or display of derogatory or belittling pictures and graffiti; or
  - 5.2 Biases administrative and appointment decisions, employment and workplace practices, tenure, promotion, appointment, leave and salary determinations; or
  - 5.3 Biases academic decisions such as admissions, grading, the application of Regulations and scheduling of academic activities; or
  - 5.4 Misuses power, authority or influence; or
  - 5.5 Discriminates in the provision of goods and services, or access to premises, accommodation and other facilities."

From the *Sexual Harassment Prevention Policy*

1. Sexual harassment occurs when an individual engages in sexually harassing behaviour or inappropriate conduct of a sexual nature that is known, or ought to reasonably be known to be unwelcome, and that:
  - 6.1 Interferes with the academic or employment performance or participation in a University-related activity for the person harassed; and/or
  - 6.2 Is associated with an expressed or implied promise of employment-related or academic-related consequence for the person harassed (including reward, reprisal or condition of study or employment); and/or
  - 6.3 Provides a basis for academic or employment decisions affecting the person harassed; and/or

6.4 Creates an abusive, demeaning, or threatening study, work or living environment for the person harassed; and/or

6.5 Excludes the person harassed from rights and/or privileges to which they are entitled.

2. Sexually harassing behaviour may be physical, verbal or psychological. It may be conveyed directly or by telephone, writing or electronic means. Examples of inappropriate sexual conduct include:

7.1 Unwelcome sexual solicitations, flirtations or advances; sexually suggestive comments, gestures, threats or verbal abuse;

7.2 Unwarranted touching or physical contact of a sexual nature, coerced consent to sexual contact, or sexual assault;

7.3 Inappropriate display or transmission of sexually suggestive or explicit pictures, posters, objects or graffiti;

7.4 Leering, compromising invitations, or demands for sexual favours;

7.5 Degrading, demeaning or insulting sexual comment or content, including unwelcome remarks, taunting, jokes or innuendo about a person's body, sexuality, sexual orientation or sexual conduct;

7.6 Misuse of position or authority to secure sexual favours;

7.7 Persistent, unwanted attention or requests for sexual contact after a consensual relationship has ended; or

7.8 A course of sexualized comment or conduct that interferes with the dignity or privacy of an individual or group.”

From the Sexual Harassment Prevention Policy. Sexual harassment occurs when an individual engages in sexually harassing behaviour or inappropriate conduct of a sexual nature that is known, or ought to reasonably be known to be unwelcome, and that:

1. Interferes with the academic or employment performance or participation in a University-related activity for the person harassed; and/or
2. Is associated with an expressed or implied promise of employment-related or academic-related consequence for the person harassed (including reward, reprisal or condition of study or employment); and/or
3. Provides a basis for academic or employment decisions affecting the person harassed; and/or
4. Creates an abusive, demeaning, or threatening study, work or living environment for the person harassed; and/or
5. Excludes the person harassed from rights and/or privileges to which they are entitled.

Sexually harassing behaviour may be physical, verbal or psychological. It may be conveyed directly or by telephone, writing or electronic means. Examples of inappropriate sexual conduct include:

1. Unwelcome sexual solicitations, flirtations or advances; sexually suggestive comments, gestures, threats or verbal abuse;
2. Unwarranted touching or physical contact of a sexual nature, coerced consent to sexual contact, or sexual assault;
3. Inappropriate display or transmission of sexually suggestive or explicit pictures, posters, objects or graffiti;
4. Leering, compromising invitations, or demands for sexual favours;
5. Degrading, demeaning or insulting sexual comment or content, including unwelcome remarks, taunting, jokes or innuendo about a person's body, sexuality, sexual orientation or sexual conduct;
6. Misuse of position or authority to secure sexual favours;
7. Persistent, unwanted attention or requests for sexual contact after a consensual relationship has ended; or
8. A course of sexualized comment or conduct that interferes with the dignity or privacy of an individual or group.

Enforcement of this policy is carried out according to the procedures established in the policy. The procedures include the provision of advice and information to complainants and respondents and allow for various methods of informal resolution, including mediation.

Students with concerns regarding discrimination, harassment, stalking, sexist or racist behaviour, or any other prohibited action as outlined in the Human Rights Policy, should call or meet with a member of Equity Services for advice and guidance on how to handle the situation. This service is confidential and does not compel the student to take any further action.

Formal complaints must be made in writing and directed to the Dean or Vice President responsible for the area where the complaint took place. Staff in Equity Services are available to assist with the preparation of a formal complaint. Complaints must be made within 12 months after the last alleged incident of discrimination or harassment unless exceptional circumstances apply in which case the University Secretary may grant an extension of up to an additional 12 months.

The procedure for formal complaints is outlined below:

1. An allegation shall be made in writing to the Dean of the Faculty in which the program to which the respondent has been admitted belongs or, in the circumstances where the respondent has not been admitted to a program, to the Dean of the Faculty where the majority of courses in which the respondent has registered are administered. An allegation against a student in residence when made by another student in residence which involves the complainant's enjoyment of her/his accommodation shall be made to the Vice-President (Academic). The Dean, or the Vice-President (Academic), as the case may be, shall cause to have an investigation conducted and, upon receipt of the report of the investigation, shall either

- a. dismiss the allegation on the grounds of insufficient evidence or lack of jurisdiction by the University, or
  - b. accept that the allegation is founded and seek the agreement of the respondent to a remedy, or
  - c. refer the matter to the President. A Dean's dismissal of the allegation may be appealed, within ten working days, to the Vice-President (Academic) who may, in turn, either
    - i. again dismiss the allegation, or
    - ii. accept that the allegation is founded and propose a remedy to the respondent, or
    - iii. refer the matter to the President. In the case of students in residence, where the original allegation has been made to the Vice-President (Academic) and is dismissed, appeal shall be directly to the President who may either
      1. again dismiss the allegation, or
      2. accept that the allegation is founded and propose a remedy to the respondent, or
      3. refer the matter to a tribunal appointed by the Senate.
2. In the instance where the matter has been referred to the President, the latter shall decide whether or not the University shall conduct a hearing before a tribunal appointed by the Senate.

If the allegation is proven, the tribunal shall decide upon one of the following sanctions:

The student may be:

- a. expelled;
- b. suspended for a period of time from all studies at the University;
- c. restricted in his/her use of University facilities; and/or given a reprimand.

Should the President decide not to conduct a hearing before a tribunal, the allegation shall be deemed to have been dismissed, but the President shall give written reasons for such a decision, and these reasons shall be communicated to the parties involved.

3. In the instance where the complainant wants redress from the University without the involvement of the respondent, or where the respondent is unknown or is not a member of the University community, and/or where there is a claim that the University has failed or has been negligent in providing a safe, non-hostile environment, the allegation of an offence shall be made in writing to the President, who shall cause an investigation to be conducted. Upon receipt of the report of the investigation, the President may order any relief they deem fit, and shall give written reasons for the decision, and which reasons shall be communicated to the complainant.

Information about procedure governing tribunals is available from the Clerk of Senate.

## 21. 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

## 22. The Course Outline

The instructor is required to provide a formal statement to students called the Course Outline. The course outline must be made available to all students registered in that course, on or before the required date found in the schedule for The Academic Year, normally one week prior to the start of a term.

The course outline must specify:

1. Complete calendar description.
2. Proposed list of topics to be covered.
3. Mandatory Required Materials to be acquired.
4. All the elements that will contribute to the cumulative grade earned and the overall approximate grade breakdown for the course. The elements and grade breakdown may initially be approximate, but are normally confirmed no later than the last day of registration for the term. If faculty deviate from the grading system in section 10 of the Graduate Regulations, the grading system that will be used must be clearly indicated. If additional requirements beyond the cumulative grade earned must be satisfied in order to pass the course, this should be clearly identified in the course outline.
5. Due dates for major course elements should be indicated. The dates may be tentative initially, but are normally confirmed no later than the last day of registration for the term. If changes to due dates are required students should be given at least two weeks notice. Final scheduled exam dates are excluded from the information provided, and will be presented at a later date in the term.
6. TA information, as available.
7. Any required time commitments occurring outside of the formally scheduled lectures, tutorials, labs and discussion groups. Changes may be required but students should be given at least two weeks notice. These time commitments are specific to course requirements and do not imply study time or group work, for example.
8. The outline must also include/reference all University policies governing academic accommodation.

## 23. Early Feedback Guideline

Providing feedback to students on academic work, completed or in progress, is an integral part of teaching and learning in that it allows students to measure their understanding of material, the success of their learning strategies, and their progress on learning objectives. While the nature and frequency of such feedback will vary with the course and level, Carleton University is committed to providing students with appropriate and timely feedback

on their work. Accordingly, wherever possible, instructors are urged to provide some form of feedback prior to the 25th day of each term. More generally, all instructors are urged to include academic work that is assigned, evaluated and returned prior to the 40th teaching day of each term.

The spirit of this guideline should be followed during the summer term and for courses that do not have a full-term format. In particular, all instructors are urged to include academic work that is assigned, evaluated, and returned at least two days prior to the last day to withdraw from the course in the Early, Late, or Full Summer term.

In cases where a course does not lend itself to early feedback, this should be clearly noted on the course outline.