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## 1. Administration of the Regulations

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### 1.1 General Administration

The regulations on the following pages apply to all degree and diploma programs administered by the Faculty of Graduate Studies and Research.

### 1.2 Student Responsibility

(a) The student is responsible for knowing the regulations of the Faculty of Graduate Studies and Research and for complying with them. Any exceptions to the regulations must be approved, in writing, by the Dean of the Faculty of Graduate Studies and Research. Routine approval of a records form does not constitute approval of an exception.

It is also each student's responsibility to establish and maintain contact with his or her faculty adviser or thesis supervisor.

(b) In order for a student to receive his or her degree, he or she must fulfil:

1. all the requirements of the department, school or institute in which he or she is taking the degree;
  2. all faculty regulations;
  3. all University regulations;
  4. all financial obligations to the University.
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## 2. Admission Requirements and Eligibility

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### 2.1 General Requirements

Graduates of recognized universities will be considered for admission to the Faculty of Graduate Studies and Research. The University's general policy on admission is outlined below, but all applicants should refer to the departmental statements in this calendar for details concerning the specific or additional requirements of each department, institute or school.

### 2.2 Eligibility

A combination of factors is taken into consideration in assessing the eligibility of a candidate for admission into one of the graduate programs:

- (a) the performance of the candidate and the assessment provided by his/her referees as a measure of the likelihood that the candidate can successfully complete the course of studies and research defined by the Senate of the University for the given degree
- (b) the capacity of the graduate department, institute, or school to provide a program of studies and research which would meet the expectations of the candidate as defined in his/her statement of academic interests and ambitions

- (c) the availability of a faculty member competent to supervise the academic program of studies and research of the candidate at the time.

### 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. Applicants who lack an honours degree, but have a pass degree with honours standing (a least B overall) will normally be admitted to a qualifying-year program.

If successful in this qualifying year, they may eventually proceed to the master's program. However, 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 department will determine the student's eligibility to enter the master's program, and the student will be informed of this decision by the Dean of the Faculty of Graduate Studies and Research.

Applicants for a master's degree who have a program requirement of seven and one-half full courses or more (with the exception of Social Work, Public Administration and Journalism) will register initially in the qualifying-year program.

Courses 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 at least high honours standing (normally B+ or better in honours subject; B- or better overall). The applicant must also be recommended by the department in which he/she plans to undertake his/her studies.

Applicants for a master's degree who have a program requirement for seven full courses or less will register directly in the master's program.

### 2.5 Doctoral Program

For admission to the Ph.D. program, applicants must ordinarily hold a master's degree (or equivalent) from a recognized university, normally with a minimum average of B+ in courses (including thesis where applicable), and normally with no grade below B-.

### 2.6 Restriction on Degrees

Applicants should note that of the bachelor's, master's, and Ph.D. degrees, only two may ordinarily be taken at Carleton University.

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### 3. Application for Admission

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#### 3.1 Senate Policy Statement on Accessibility for the Disabled

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

Our applications process assures confidentiality insofar as the admission decision is concerned while identifying the candidate to the Office of the Coordinator for the Disabled so that those who gain admission can make the decision to come to Carleton after assessing the extent to which specialized services will be available.

Academic accessibility is intrinsically linked to physical accessibility. Carleton is committed to continually monitoring and upgrading physical accessibility to whatever extent is possible.

A standing Committee of the Senate monitors the needs and problems of disabled students in conjunction with their academic problems and makes recommendations for improvements. (See General Information, Counselling and Student Life Services, Persons with Disabilities, page 39).

#### 3.2 Application Forms

Applications for admission to the Faculty of Graduate Studies and Research should be made on prescribed forms, available from the major department or the office of the Faculty of Graduate Studies and Research, and they should be submitted directly to the department. To cover administrative costs, a non-refundable charge of \$25 (Can. or U.S. funds) is required with each application.

#### 3.3 Deadlines

The Faculty of Graduate Studies and Research normally admits students to commence in the fall term. However some academic units may consider applicants to commence in the winter term or the spring/summer term. Applications for admission may be submitted at any time. Applications for admission from outside Canada should be completed at least five months before the desired date of admission in order for students to make the necessary visa arrangements.

Applicants wishing to be considered for financial assistance from Carleton University are reminded that they must submit their completed applications before March 1. *Please note that some schools and departments may require completed applications*

*prior to March 1. Students should refer to departmental entries in this calendar for details.*

*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 refer to the university calendars for details.*

#### 3.4 Transcripts

Two detailed *official* transcripts of the applicant's entire university record must be sent to the chair of the department concerned.

#### 3.5 Letters of Reference

All applications must be supported by letters of recommendation from at least two faculty members with whom the candidate has studied, who are in a position to assess his/her potential for graduate studies and research. References from non-academic supervisors are not ordinarily acceptable, except in certain cases, such as that of an applicant working in a research laboratory environment. All letters of reference are to be sent by the referees directly to the chair of the department.

#### 3.6 Proficiency in English

Proficiency in English is necessary to pursue graduate studies at Carleton University. All applicants whose native tongue is not English must be tested for proficiency in the English language. This requirement may be satisfied by presenting a TOEFL score of at least 550, (TOEFL tests are administered by TOEFL, Box 899, Princeton N.J. 08540, U.S.A.), or by achieving scores of 70-90 in three of the four skill areas on the Carleton Assessment of English administered by the Centre for Applied Language Studies, Room 215, Paterson Hall, Carleton University.

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## 4. Admissions Procedure

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### 4.1 General Procedure

All applicants for admission will initially be examined and evaluated by the department, institute or school 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.

Completed applications of those students whom the department wishes to recommend for admission will be forwarded to the Dean of the Faculty of Graduate Studies and Research for consideration. The office of the Dean will officially notify each applicant whose admission is approved.

## 4.2 Admission Validity for New Students

The Statement of Standing on Admission issued to each newly-admitted student is valid only for the twelve month period stipulated on the form. If the applicant fails to register within this period of time, his/her admission and registration eligibility will lapse automatically. He/she may re-apply for admission.

## 4.3 Revocation of Admission or Registration

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

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# 5. Program Requirements

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## 5.1 General Information

A description of each program offered under the auspices of the Faculty of Graduate Studies and Research is presented in the departmental program descriptions and details of courses section 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 of each department, in addition to the general regulations of Faculty of Graduate Studies and Research, which are spelled out in this section.

## 5.2 Qualifying-Year Program

Students in the qualifying year will ordinarily register in five full courses (or the equivalent) at the senior undergraduate level. Of these five, normally no more than one course at the 200 level and no more than two at the 500 level may be taken.

## 5.3 Master's Program

The normal requirement for the master's degree is five full courses, or the equivalent, of which at least four (including the thesis where applicable) must be at the 500 level. With departmental approval, the remaining one course may be selected from those offered at the senior undergraduate level, that is at the 400 level.

Where applicable the normal requirement for a ten-course master's degree is ten full courses, or the equivalent, of which at least eight (including the thesis where applicable) must be at the 500 level. With departmental approval, the remaining two full courses may be selected from those offered at the senior undergraduate level, that is, at the 400 level.

## 5.4 Doctoral Program

The period of formal study and research required in the Ph.D. program will normally be at least two years of full-time study (or the equivalent) beyond the master's level.

The thesis will ordinarily carry a weight of about half of the total requirement of ten full courses or equivalent.

Ordinarily, all courses taken for credit towards the Ph.D. degree must be at the 500 or 600 level.

## 5.5 Language Requirements

Some graduate programs require a reading knowledge of one or more languages other than English. Language requirements will be prescribed by departments 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.

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# 6. Transfer of Credit

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## 6.1 Transfer of Credit on Admission

Graduate courses completed at another institution or at Carleton University may be accepted in partial fulfilment of Carleton's degree requirements.

Credit for such work will be determined in each case by the Faculty of Graduate Studies and Research, on the recommendation of the department concerned. Master's candidates in a five-course program are allowed a maximum of two transferred full-course credits. In addition, if a master's candidate is granted transfer of credit for two full courses, his/her remaining three courses at Carleton must be at the 500 level.

Master's candidates in a ten-course program are allowed a maximum of four transferred full-course credits. In addition, if a master's candidate is granted transfer of credit for four full courses, his/her remaining six courses at Carleton must be at the 500 level.

Doctoral candidates may be given up to one year's credit 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 courses as a special student is not normally permitted to transfer such courses for degree credit in the Faculty of Graduate Studies and Research.

Special students enrolled in a graduate level course are subject to Special Student regulations outlined in the undergraduate calendar.

## 6.2 Transfer of Credit After Admission

A student formally admitted, and eligible to register in a graduate program, is not permitted to register at Carleton University at the same time in any other graduate program or as an undergraduate or special student. Should he/she do so, credits may not be transferred.

Similarly if a student normally admitted to a graduate program at Carleton wishes to enrol in courses at another university, credit will be granted only if written permission is received from the Dean of the Faculty of Graduate Studies and Research. Such permission must be received in advance of registration for the course work. *In no case will such transfer alter the maximum number of allowable transferred credits noted above.*

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## 7. Registration and Course Selection

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### 7.1 The Calendar Year

The Faculty of Graduate Studies and Research divides the calendar year into three terms, and the academic year (September-May) into two terms; each term comprises about thirteen weeks of lectures or seminars. The first term of the academic year is designated as the *fall term* (registration period at the beginning of September); the second term of the academic year is designated as the *winter term* (registration period early in January), and the third term of the calendar year is designated as the *spring/summer term* (registration period in late May). The precise dates of registration for the fall, winter, and spring/summer terms are specified in the academic schedule of this calendar.

### 7.2 Course/Program Approval

Graduate students must have approval from their departmental supervisor of graduate studies for initial course/program registration, and for any subsequent course changes. 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, examinations privileges, or access to research facilities. A student will receive no credit for any work completed during a term in which he/she was not properly registered.*

## 7.3 Student Records Information Names

As the University is committed to the integrity of its student records, each student is required to provide on the 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, information and examination results. Students must notify the office of the Faculty of Graduate Studies and Research immediately of any change in:

- (a) permanent or home address (used for final grades and registration information)
- (b) local address (used for all mail during the academic session)
- (c) telephone number for permanent address and for local address

## 7.4 Revocation of Registration/Admission

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

## 7.5 Course Selection

A student proceeding to a graduate degree or diploma must arrange his/her program according to the regulations of the Faculty of Graduate Studies and Research and the major department.

The course and thesis requirements of each graduate program are organized or defined in units of full-course credits. A full-course credit typically comprises three hours of lectures or seminars a week for two terms, or the equivalent. A half-course credit typically comprises three hours of lectures or seminars a week for one term, or the equivalent.

## 7.6 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 that will contribute to the final grade and their weighting, including attendance, class participation, essays, tests, laboratories, or studio-workshops, or other course-related work assignments, and final examinations.

Supplemental or other grade-raising examinations are not permitted for students registered in the Faculty of Graduate Studies and Research.

### 7.7 Tutorials

These are arranged to allow students to take full advantage of all the resources of the University, even in areas or fields of a very highly specialized nature. Such arrangements are subject to the approval of the supervisor of graduate studies, who will arrange that a document spelling out the details of the topic, reading list, etc., is submitted to the Faculty of Graduate Studies and Research before the last day for course changes in the term concerned.

### 7.8 Audit Courses

Graduate students may register to audit *one full course per program*.

- (a) Full-time students will not be charged an additional fee; others must pay the prevailing fee for part-time students.
- (b) Part-time students will not be permitted to audit a course in addition to two half courses for credit per term.

### 7.9 Course Numbering System

Each course is identified by a seven-symbol code. The first two digits indicate the department, school, or committee under whose auspices the course is offered. The three digits following the decimal point identify the specific course. The letter which follows the course number designates the term in which the course is offered, for example: F: fall term, W: winter term; S: spring/summer term, and T: two terms (fall and winter). The number which follows the letter indicates the credit weight of the course: 1 denotes one half-credit course, 2 denotes one full-credit course, etc.

### 7.10 Full-Time Course Load

A full-time graduate student will normally register in a minimum of three half courses (or the equivalent) per term. An audit is not permitted as part of the three half-courses required per term to maintain full-time status.

### 7.11 Part-Time Course Load

Part-time students are permitted to enrol in a maximum of two half courses per term including audit courses.

### 7.12 Status

All students are reminded that status is established only by formal registration in the appropriate courses for each term of activity in the calendar year.

Whether a student registers on a full- or part-time basis in the thesis, research essay, or independent research project is determined by the amount of time devoted to graduate studies and research, and

the demands on university personnel, resources, and facilities.

### 7.13 Definition of Full-Time Study

In addition to the *course load* requirements described above, the following criteria for full-time status have been established by the Ontario Ministry of Colleges and Universities:

- (a) Students must identify themselves as full-time students; that is, they must so register during each term of activity
- (b) Students must be geographically available and visit the campus regularly; they may not be absent from campus without permission for a period exceeding four weeks in any term. Students wishing to undertake full-time studies off campus must secure, in advance, the written permission of the departmental chair and the Dean of the Faculty of Graduate Studies and Research (see Off-Campus Research, below)
- (c) A full-time graduate student may not be regularly employed on work not directly related to his/her program for more than an average of ten hours per week during any period of full-time registration

### 7.14 Off-Campus Research

In the interest of enriching their learning experience, graduate students may arrange to undertake full-time studies or research at another institution, or in the field. It should be understood that such activity would apply to only a part of the total program, and that the off-campus period would not normally exceed twelve months.

Requests for permission to undertake full-time off-campus study or research must be submitted, well in advance, to the Dean of the Faculty of Graduate Studies and Research, through the department concerned. Such requests should include the following information:

- (a) a detailed statement of the research proposal or program of studies, and the specific arrangements that are proposed for the supervision and direction of the work
- (b) an explanation of the reasons why the work cannot be satisfactorily undertaken while on campus at Carleton University
- (c) a description of the studies and/or research facilities that are available at the proposed off-campus location
- (d) a written statement from a responsible official (for example, the on-site supervisor or director) of the outside institution, confirming that the proposed arrangements are satisfactory, and that the candidate will be able to undertake research or studies

- (e) a time schedule for the proposed studies or research work
- (f) a statement of the candidate's expected sources of financial support

### 7.15 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 Ontario university, to follow an approved credit course at another university. All interested students should consult the chair of their department, 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 by contacting the office of the Faculty of Graduate Studies and Research.

### 7.16 University of Ottawa

Carleton University and the University of Ottawa have developed a number of joint programs at the graduate level. The details of these are given under the appropriate academic unit later in this calendar.

Where formal joint programs do not exist, a graduate student may be permitted to follow *up to two full courses* at the University of Ottawa. Moreover, there are reciprocal arrangements worked out among departments, institutes, and schools at both universities to involve students, when it is desirable, in parts of the program of research and studies at the other institution. All interested students should consult the chair of their department, institute, or school, prior to registration, in order to obtain further information on particular departmental conditions of eligibility and procedures. In order for this procedure to be valid, students must be officially registered at their home institution by contacting the office of the Faculty of Graduate Studies and Research.

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## 8. Continuous Registration

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### 8.1 Loss of Status

Any candidate who remains unregistered in his/her degree program for three terms (twelve months) will lose his/her graduate status.

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

Any candidate (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 his/her thesis, research essay, or independent research project is completed. Completion means modifications, any retyping

involved, etc. Students should note that faculty approval to register in the thesis, etc., is given on the understanding that the student will be in regular contact with his/her supervisor, and that thesis research will be actively pursued in each term of registration.

### 8.3 Deposit of Thesis Copies

In the case of a thesis, registration must be maintained until five final copies are deposited in the office of the Faculty of Graduate Studies and Research. Should the final copies not be deposited in the office of the Faculty of Graduate Studies and Research by the last day for late registration in a given term, the student will be required to register for that term. A microfilming charge of \$35 will be assessed at the time of deposit in the office of the Faculty of Graduate Studies and Research.

### 8.4 Reinstatement

Students whose files have been closed as a result of failure to observe continuous registration requirements must apply for reinstatement if they wish to continue their studies. If reinstated, students must pay a reinstatement charge which consists of \$25 *plus the equivalent of two half-credit course tuition fees for each term in which they failed to register*.

The reinstatement charge is a tuition fee and therefore, is defined as eligible for income tax deduction.

### 8.5 Exemption from Registration

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

- (a) writing to the Dean of the Faculty of Graduate Studies and Research stating the reasons for seeking exemption from registration
- (b) requesting a statement from the departmental supervisor of graduate studies (and from their thesis supervisor, if there is one) in support of their request, confirming that they will not be on campus for the term, will not use any university facilities (that is, library, laboratories, computer centre, etc.), or receive any supervision, including supervision through correspondence
- (c) graduate students may apply to the Dean of the Faculty of Graduate Studies and Research through their graduate department for a one- to three-term maternity leave from the Faculty of Graduate Studies, during their program of study. While on leave students will not be registered with the faculty, nor will they be required to pay fees for this period. They will not be eligible to receive awards administered by Carleton University during the leave. In the case of other awards, the regulations of the

particular granting agency will apply. The time limit for completion of program will be extended by the duration of the leave taken.

Where possible, the start and finish of the leave should coincide with the start and end of a term.

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

Exemptions are normally granted for one term, but in extraordinary circumstances an exemption may be granted for a longer period.

When exemption from registration for a term or terms has been approved by the Dean of the Faculty of Graduate Studies and Research, this period will be exempt from the overall time limit allowed for completion of the program.

## 8.6 Off-Campus Registration

Students who have been permitted to study off campus, while registered full-time at Carleton, may register using Touchtone Telephone Registration or by mail.

## 8.7 Course Changes

A course change is the addition or deletion of one or more individual courses by a registered graduate student. This is the only acceptable procedure for revising or correcting a graduate student's registration. All course changes must be approved by the department. Note: *The deadline dates for course changes are stipulated in the academic schedule of this calendar.*

## 8.8 Withdrawal

A graduate student wishing to terminate his/her registration in a graduate program (that is, drop all courses) must consult with the department prior to withdrawal.

### (a) Withdrawal Credit

When a student officially withdraws, a withdrawal credit will be calculated on a *pro rata* basis as of the date of withdrawal or receipt of letter. Credit for fees or refunds will depend on the date of withdrawal and the amount of fees originally paid. Students are encouraged to examine the financial implications of withdrawal. A refund schedule is available at the Business Office (see Withdrawal and Fee Credit, page 35).

### (b) Mid-Term Transfer of Program

Graduate students are cautioned that 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. The *pro rata* refund of fees calculated as a result of withdrawal from the first program can be applied against the new fee assessment for the second program.

### (c) Degree Completion

A registered candidate who completes his/her degree requirements by depositing the thesis/research essay prior to the last day for withdrawal in any term (as specified in the academic schedule) is required to withdraw formally if he/she anticipates any refund of fees.

**Note:** This only applies to thesis or research essay registration.

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## 9. Examinations

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### 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 the academic standing section of this calendar, and that satisfy the specific requirements of the department concerned.

### 9.2 Supplemental and/or Grade-Raising Examinations

Supplemental or other grade-raising examinations are not permitted for students registered in the Faculty of Graduate Studies and Research. Graduate students may, however, with the permission of their department, repeat a course at the time of the next regular offering to obtain a higher standing.

### 9.3 Special/Deferred Final Examinations

A graduate student who is unable to write a final examination because of illness or other circumstances beyond his/her control, or whose performance on the examination has been impaired by such circumstances, may apply to write a special or deferred final examination. Such an application will be considered only if it is submitted in writing to the Dean of the Faculty of Graduate Studies and Research within *two* weeks of the examination.

If the student has been seen at the University Health Services, the office of the Dean will confirm the illness by contacting the treating physician. If the student has consulted a physician outside the University, he/she will be required to submit a statement (from the physician) confirming the illness.

In cases other than illness, appropriate documents will be required.

Students with special needs may also apply for special/deferred final examinations by contacting the Faculty of Graduate Studies and Research.

## 9.4 Master's Examinations and Deadlines

In addition to any examination which may be required in individual courses, a master's candidate who is writing a thesis will be expected to undertake either an oral defence of the thesis or a comprehensive examination in his field of specialization, or both. Please refer to Thesis Specifications, section 12.5, item (d) (i) Master's, for submission deadlines. When the degree is taken by course work, a comprehensive examination may be required. It is important to note that individual departments may have additional or particular requirements.

Some departments specify deadlines for the submission of thesis proposals and for comprehensive examinations. Students should check the calendar entry for their department.

## 9.5 Doctoral Examinations and Deadlines

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

A comprehensive examination, covering prescribed fields, will normally be undertaken one year prior to the thesis presentation. 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. Please refer to Thesis Specifications, section 12.5, item (d) (ii) Doctoral, for submission deadlines.

Some departments specify deadlines for the submission of thesis proposals and for comprehensive examinations. Students should check the calendar entry for their department.

## 9.6 Comprehensive Examinations

The date, place, and time of comprehensive examinations will be announced at least two weeks in advance. An examining board will be appointed according to the guidelines laid down by the Faculty of Graduate Studies and Research.

## 9.7 Unsatisfactory Grades

If the comprehensive examination is graded *Unsatisfactory*, the department may permit the candidate to repeat the examination. If the comprehensive examination is graded unsatisfactory for a second time, a request by the department that the candidate be allowed to continue in the program would require the approval of the Faculty of Graduate Studies and Research.

The comprehensive and thesis examination processes must be conducted according to the principles and

practices prescribed by the Faculty of Graduate Studies and Research.

# 10. Grading System

## 10.1 Letter Grades

Carleton University employs the twelve-point system of letter grades to represent standing in graduate lecture courses, directed studies, seminars, tutorials, and some research essays and theses. The letter grades used, and the grade point equivalents, are as follows:

A+	12	B+	9
A	11	B	8
A-	10	B-	7
C+	6	D+	3
C	5	D	2
C-	4	D-	1

## 10.2 Other Grading Notations

Under certain defined circumstances, notations are used instead of letter grades to represent standing. The only notations permissible in the Faculty of Graduate Studies and Research are the following:

- a notation of *Satisfactory* or *Unsatisfactory* may be assigned, subject to the approval of the Faculty of Graduate Studies and Research, in certain very special courses involving practicum, field work, or other complex activities not easily adaptable to the twelve-point system of grading
- comprehensive examinations are graded *Pass With Distinction*, *Satisfactory*, or *Unsatisfactory*
- the master's thesis is graded *Pass With Distinction*, *Satisfactory*, or *Unsatisfactory*. The oral defence is graded *Satisfactory* or *Unsatisfactory*
- the Ph.D. thesis and its oral defence are each graded *Satisfactory* or *Unsatisfactory*
- a notation of *Incomplete* may, subject to the approval of the chair of the department, be assigned to a course in which the student has been granted the privilege of submitting an assignment after the final deadline date. This notation of *Incomplete* will be permissible only in exceptional cases (for example, medical or other special reasons), and must be replaced with a letter grade within *forty* days of the end of classes. If the notation of *Incomplete* is not changed to a letter grade (through the regular change-of-grade procedures) within *forty* days of the end of classes, the *Incomplete* notation will be changed to a grade of F, which will remain as a permanent entry on the student's



record. In exceptional cases students may petition to the Dean of the Faculty of Graduate Studies and Research to have the *Incomplete* notation remain on the student record. With the permission of the Dean of the Faculty of Graduate Studies and Research students may register to repeat the course in order to obtain a letter grade. In the circumstances that go beyond the *forty* day period (for example, medical or other special reasons) students may apply for a deferral (refer to Special/Deferred Final Examinations, Section 9.3)

- (f) *Fail*: a notation of F will be assigned to any course in which the student has failed
- (g) a notation of *Absent* will be assigned to any course in which the student failed to attend the final examination. If the student explains his/her absence (in writing) to the Dean of the Faculty of Graduate Studies and Research within *fourteen* days of that examination, he/she may be granted the privilege of undertaking a special or deferred examination. The notation of *Absent* will also be assigned where a student has terminated a course without formally withdrawing from the course prior to the end of classes; this notation is deemed to be the equivalent of a failure
- (h) if a thesis, research essay, or independent research project is not completed by the end of the period of registration, the notation of *In Progress* will be recorded. The notation *In Progress* may, subject to the approval of the Faculty of Graduate Studies and Research, be used for a research seminar, i.e. a seminar in which students present the results of their thesis research. This notation must be replaced by an appropriate final notation or grade (as specified above) after the thesis, research essay, independent research project or research seminar has been examined. In cases where a student has registered in a research essay or a thesis, without completing it, and later undertakes course work to complete the degree program — or loses graduate student status in the program — the notation *In Progress* will remain as a permanent entry on the student's record

### 10.3 Release of Grades

A statement of marks is mailed to each student 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 session. Students may obtain a copy of their official transcript by completing a copy of the "Request for Academic Transcript" form which is available in the Faculty of Graduate Studies and Research. Transcripts required for

professional and graduate schools should be ordered well in advance of any deadline set by these institutions. Students are advised that no statement of marks or official transcripts will be released by the University until all outstanding accounts due have been paid (see Delinquent Accounts, page 34).

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## 11. Academic Standing

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### 11.1 Qualifying-Year Program

Students should note that admission to the master's program from qualifying year is governed by the admission requirements for the master's program outlined on page 15 of this calendar.

### 11.2 Master's Program

A grade of B– or better must normally be obtained in each course credited towards the master's degree. A candidate may, with the recommendation of his/her department, and the approval of the Dean of the Faculty of Graduate Studies and Research, be allowed a grade of C+ in one full course or each of two half courses. Some departments do not permit the C+ option; students should check carefully to see if the department in question has a B– minimum rule.

#### (a) Full-Time Continuation

Full-time master's candidates who fail to achieve a weighted grade point average 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 to the Dean of the Faculty of Graduate Studies and Research for permission to continue in the program.

#### (b) Part-Time Continuation

A part-time master's student who fails to achieve or maintain a weighted grade point average of 7.0 after completing two full courses (or equivalent) will be required to withdraw from the program.

### 11.3 Doctoral Program

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

### 11.4 Departmental Evaluation

In addition to the above requirements, departments will undertake a periodic evaluation of a student's progress in his or her overall program of studies and research to determine whether that progress is satisfactory. In the event that progress is deemed unsatisfactory, the department may recommend to the Dean of the Faculty of Graduate Studies and Research that the student be required to withdraw.

## 12. Thesis Requirements

**Note:** Copies of the *Thesis Guidelines* manual are available in the departments or in the Faculty of Graduate Studies and Research office.

### 12.1 General Remarks

The thesis is a major requirement of most 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 given.

A candidate will not be permitted to submit a thesis for which he or she has previously received a degree; however, with the permission of the Dean of the Faculty of Graduate Studies and Research, he or she may incorporate into the thesis material that was included in a previous thesis.

### 12.2 Master's Thesis

The master's thesis should embody the results of successful scholarly research in a specialized area. It should exhibit the candidate's knowledge of recognized techniques of investigation and critical evaluation, and be presented in a organized and systematic way.

#### (a) Oral Examinations

Candidates are ordinarily required to undertake an oral examination of the thesis. Please refer to Thesis Specifications, section 12.5, item (d) (i) 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 constitution of the examining board will be announced by the chair of the department concerned; both it and the thesis examination process are defined by guidelines, principles, and practices prescribed by the Faculty of Graduate Studies and Research.

#### (b) Thesis Weight

Thesis weight (one to three full courses) must be identified at the time of admission. A change in the thesis weight at a later date would require the approval of the Dean of the Faculty of Graduate Studies and Research.

#### (c) Research Essays and Independent Research Projects

Faculty regulations governing research essays and independent research projects are normally the same as those for master's thesis, and subject to the guidelines, principles, and practices prescribed by the Faculty of Graduate Studies and Research.

### 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 candidate's ability to undertake sustained research and to present his/her findings in an appropriate manner.

#### (a) Oral Examinations

The dissertation must be defended successfully at an oral examination. Please refer to Thesis Specifications, section 12.5, item (d) (ii) Doctoral, for submission deadlines.

The doctoral dissertation will be examined by a board consisting of at least five members, including the thesis supervisor, the chair of the department concerned, an examiner from a department other than that of the candidate, the members of the candidate's advisory committee, the Dean of the Faculty of Graduate Studies and Research or his delegate, and an external examiner who is a recognized authority on the subject of the thesis.

The constitution of the examining board will be announced by the Dean of the Faculty of Graduate Studies and Research; both it and the thesis examination process are defined by guidelines, principles, and practices prescribed by the Faculty of Graduate Studies and Research.

#### (b) Thesis Weight

Thesis weight (ordinarily about half of the total Ph.D. requirements of ten full courses) must be identified at the time of admission. If the thesis weight falls within a range of credit weights, it should be assigned at the time of admission a weight corresponding to the lower bounds of that range. A change in the thesis weight at a later date would require the approval of the Dean of the Faculty of Graduate Studies and Research.

The work of each Ph.D. candidate will be assisted by an advisory committee of faculty members, who will aid him/her in his/her preparation for the final comprehensive examination, and assist in the evaluation of the thesis and oral examinations.

## 12.4 Deadlines

- (a) Master's Thesis  
A master's student expecting to graduate at the Spring Convocation must submit his/her thesis or dissertation to his/her supervisor, in examinable form, by *March 1*. A master's student expecting to graduate at the Fall Graduation must submit his/her thesis by *August 1*. A master's student expecting to graduate at the Winter Graduation must submit his/her thesis by *December 1*.
- (b) Doctoral Dissertation  
A Ph.D. student expecting to graduate at the Spring Convocation must submit his/her thesis or dissertation to his/her supervisor, in examinable form, by *March 1*. A Ph.D. student expecting to graduate at the Fall Graduation must submit his/her thesis by *August 1*. A Ph.D. student expecting to graduate at the Winter Graduation must submit his/her thesis by *December 1*.

## 12.5 Specifications

- (a) The candidate must submit *six* typewritten copies (original and five acceptable duplicated copies, on bond paper) and must comply with special departmental requirements governing the form of the thesis, including methods of bibliographical entry, and the use of diagrams and tables.
- (b) Each thesis or dissertation 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.
- (c) Regulations regarding style, pagination, certification, acceptance, grade and size of paper, as well as abstracts, reproduction, microfilming, binding, and the constitution of the examining board will be prescribed by the Faculty of Graduate Studies and Research.
- (d) (i) Master's  
The candidate is expected to notify his/her supervisor and the chair of the department at least two weeks in advance of the date on which he/she intends to submit the completed thesis. The candidate is then expected to submit *six* copies of the completed thesis to the department at least *four* weeks in advance of the intended date of examination. The thesis examination and defence will then be scheduled and the date will be announced at least *two* weeks in advance. The department must deposit one copy of the thesis to the office of the Faculty of Graduate Studies and Research at least *two* weeks in advance of the actual date for the examination and defence.

### (ii) Doctoral

The candidate is expected to notify his/her supervisor and the chair of the department at least *two* weeks in advance of the date on which he/she intends to submit the completed thesis. The candidate is then expected to submit *six* copies of the completed thesis to the department at least *six* weeks in advance of the intended date of examination. The thesis examination and defence will then be scheduled and the date will be announced by the Dean of the Faculty of Graduate Studies and Research at least *four* weeks in advance. The department must deposit one copy of the thesis to the office of the Faculty of Graduate Studies and Research at least *four* weeks in advance of the actual date for the examination and defence.

- (e) The five unbound copies of the approved thesis submitted to the faculty for binding should be the original and four others, and they must be presented in order of pagination in separate envelopes. Two copies are maintained in the library, the third copy is given to the department, the fourth copy is for the candidate, and the fifth copy is for the thesis supervisor. If the thesis was supervised by two faculty members of the Faculty of Graduate Studies and Research will accept *six* unbound copies.

## 12.6 Licence to the University and to the National Library of Canada

In the interest of facilitating research by members of the Carleton community and by interested outsiders, and in consideration of his/her having been accepted as a graduate student at Carleton, the student author of a thesis or dissertation submitted in partial fulfilment of the requirements for an advanced degree, shall grant to the University and to the National Library of Canada a licence to make single copies or microfilms (solely for the purpose of private study and research, in response to written requests from individuals, libraries, universities, or similar institutions).

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

## 12.7 Withholding of Thesis Deposition

If, at the time of submitting his/her thesis, the student elects to protect any rights to immediate commercial publication, or to obtain a patent which may arise from his/her research, or to keep his/her thesis out of circulation for other reasons, he/she

may apply in writing to the Dean of the Faculty of Graduate Studies and Research requesting that the thesis be withheld from deposit in the library:

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

The student must submit any request for extension of the restriction one month prior to the termination of the previous period. The student and his/her supervisor will be required to justify the extension of the restriction. Subsequent requests must follow the same procedure.

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### 13. Time Limits for Program Completion

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#### 13.1 General Remarks

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

#### 13.2 Master's Program

- (a) *Full Time*  
Full-time master's candidates must complete their degree requirements within six terms of registered full-time study. Students admitted to a ten-course master's program (that is, in the School of Public Administration, the School of Social Work and the School of Journalism and Communication) must complete their degree requirements within nine terms of registered full-time study.
- (b) *Part Time*  
A part-time master's candidate must complete his/her degree requirements within an elapsed period of six calendar years after the date of initial registration. Students admitted to a ten-course master's program (that is, in the School of Public Administration, the School of Social Work and the School of Journalism and Communication) must complete their degree requirements within an elapsed period of eight calendar years after the date of initial registration.
- (c) *Combined Full Time and Part Time*  
A master's candidate who elects to complete his/her program by a combination of full-time and part-time study is governed by the following elapsed-time limitations: five calendar years if the candidate is registered as a full-time student for two or three terms and part-time for the

balance; four calendar years if the candidate is registered four or five terms as a full-time student and part-time for the balance.

These limitations are calculated from the date of initial registration in the master's program.

- (d) *Combined Full Time and Part Time*  
(*Ten-course Master's Program: School of Public Administration, School of Social Work and School of Journalism and Communication*)  
A master's candidate who elects to complete his/her program by a combination of full-time and part-time study must complete the degree requirements within an elapsed period of eight calendar years after the date of initial registration in the master's program.

#### 13.3 Doctoral Program

- (a) *Full Time*  
A full-time Ph.D. candidate who is admitted on the basis of a master's degree (that is, with a program of ten full courses or the equivalent) must complete the Ph.D. degree requirements within an elapsed period of six calendar years after the date of initial Ph.D. registration.
- (b) *Part Time*  
A Ph.D. candidate who undertakes the program by a combination of full-time and part-time study must complete the degree requirements within an elapsed period of eight calendar years after the date of initial registration in the Ph.D. program.

#### 13.4 Exemption from Time Limit

When exemption from registration for a term or terms has been approved by the Dean of the Faculty of Graduate Studies and Research, this period will be exempt from the overall time limit allowed for completion of the program.

#### 13.5 Extension of Time Limit

In exceptional cases, an extension of time permitting further registration (one or two terms) may be granted to a candidate whose recent progress, as judged by the department, has been otherwise satisfactory. Requests for extension of time should be directed to the Dean of the Faculty of Graduate Studies and Research through the department concerned.

#### 13.6 Grade Review

Within *two weeks* of the release of grades or the announcements of comprehensive examination results or thesis results, a graduate student may request, through the Dean of the Faculty of Graduate Studies and Research, that one or more of his/her grades or results be reviewed. The charge for such a review is \$25, which must accompany the review

request. **Note:** The review process will not take place if the fee is not remitted. If the grade is raised, the \$25 charge is refundable.

### 13.7 Program Review

A graduate student has the right to request a review of decisions made concerning his/her graduate status or any other ruling relating to his/her program. All such requests are to be made in writing to the Dean of the Faculty of Graduate Studies and Research.

### 13.8 Records Retention Policy

Since 1990 the University has implemented a records retention policy which provides for the destruction of student file folders and their contents after a period of ten 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 the Faculty of Graduate Studies and Research.

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## 14. Instructional Offences

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### 14.1 Regulations

The Senate of the University has enacted the following regulations for instructional offences at the graduate level:

Any student commits an instructional offence who:

- (a) cheats on an examination, test, or grade assignment by obtaining or producing an answer by deceit, fraud or trickery, or by some act contrary to the rules of the examination
- (b) submits substantially the same piece of written work to two different courses. Minor modifications and amendments or changes of phraseology do not constitute a significant and acceptable reworking of an essay or paper
- (c) contravenes the regulations published at an examination or which are displayed on the reverse side of a properly authorized examination booklet
- (d) commits an act of plagiarism. Plagiarism will be deemed to have occurred when a student either:
  - (i) directly copies another's work without acknowledgement; or
  - (ii) closely paraphrases the equivalent of a short paragraph or more without acknowledgement; or
  - (iii) borrows, without acknowledgement, any ideas in a clear and recognizable form in such a way as to present them as the student's own thought, where such ideas, if they were the student's own, would contribute to the merit of his or her own work

- (e) disrupts a class or other period of instruction if he or she:
  - (i) is a registered member of the class or period of instruction
  - (ii) is warned to discontinue any act or behaviour reasonably judged by the instructor of the course or period of instruction to be detrimental to the class, and having ignored such warning is ordered by the instructor to leave and refused to leave
- (f) Any student found in violation of these regulations may be:
  - (i) expelled
  - (ii) suspended from all studies at the University
  - (iii) suspended from full-time studies; and/or
  - (iv) awarded a reprimand
  - (v) refused permission to continue or to register in a specific degree program but subject to having met all academic requirements shall be permitted to register and continue in some other program
  - (vi) placed on academic probation
  - (vii) awarded a *Fail*, or *Absent* in a course or examination

Allegations of instructional offence may be investigated by instructors and/or departmental chairs and, in all cases, will be reported to the faculty dean. The dean will promptly advise, in writing, the student and the university Ombudsman of the allegation and of the student's rights. The dean will review the allegation and, if not resolved at that level, the allegation becomes subject to final disposition by a tribunal appointed by the Senate. Information about procedure governing tribunals is available from the Clerk of the Senate, Room 607, Administration Building.

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## 15. Offences of Conduct

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### 15.1 Conduct Offences

The University has in place regulations and procedures to deal with allegations of misconduct made against students in the areas of discrimination and sexual harassment.

### 15.2 Discrimination

The University has enacted the following regulation:

Any student commits a general offence who commits an act of discrimination on the basis of race, ancestry, place of origin, colour, ethnic origin, national origin, creed, sex, age marital status, family status, political affiliation or belief, sexual orientation, or any handicap that is defined as such in the Human Rights Code of Ontario.

The University has also approved the following procedures for enforcement of this regulation:

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
  - 1) dismiss the allegation on the grounds of insufficient evidence or lack of jurisdiction by the University, or
  - 2) accept that the allegation is founded and seek the agreement of the respondent to a remedy, or
  - 3) 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
  - 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 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
- d) 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 he/she deems fit, and shall give written reasons for the decision, which reasons shall be communicated to the complainant.

Information about procedure governing tribunals is available from the Clerk of the Senate, Room 607, Administration Building.

### 15.3 Sexual Harassment

The University has approved a Sexual Harassment Policy which defines sexual harassment as follows:

1. Sexual harassment may occur irrespective of gender and is:
  - a) unwanted attention of a sexually oriented nature, made by a person who knows or ought reasonably to know that such attention is unwanted; and/or
  - b) an implied or expressed promise of reward for complying with or submitting to a sexually oriented request or advance; and/or
  - c) an implied or expressed threat or reprisal for not complying with or submitted to a sexually oriented request or advance

Sexual harassment may include, but may not be limited to behaviour such as

- unwarranted touching
- suggestive remarks or other verbal abuse in a sexual context
- leering
- compromising invitations
- demands for sexual favours
- sexual assault

2. Sexual harassment may also be engaging in a course of sexual comment or conduct that is known or ought reasonably to be known to be unwelcome. This form of sexual harassment may affect individuals or groups. It may take the form of excluding an individual or a group from rights and/or privileges to which they are otherwise entitled.

3. Sexual harassment may be psychological, verbal or physical and may be all of these. It is

behaviour prohibited by the University for all persons and circumstances over which the University has jurisdiction. In some of its forms it may contravene the Human Rights Code of Ontario. Sexual assault is a crime pursuant to the Criminal Code.

4. Regulations governing the conduct of students and employees of the University are applied to those times and places at which the actions of such employees and students relate to or impinge upon their function as such.

The university's sexual harassment policy provides for advisory and mediation services to assist in resolving perceived situations of sexual harassment before they reach the level of formal allegation. Attention is drawn, in this regard, to the role of the university's two advisers on sexual harassment complaints, Dr. Nancy Adamson, Coordinator for the Status of Women, and Professor W. Irwin Gillespie (Department of Economics).

The University has enacted regulations under which allegations of general offence (sexual harassment) may be made against students. These regulations state that a student commits a general offence who engages in conduct which constitutes sexual harassment as defined in the university's sexual harassment policy.

The University has also approved procedures for the handling of allegations of general offence (sexual harassment) against a student. These procedures, as well as the sanctions which a tribunal can impose, are the same as those outlined above for acts of discrimination, save and except that the investigators charged with the investigation which the Dean, the Vice-President (Academic), or the President, as the case may be, shall cause to have conducted, must be selected from the Panel of Investigators provided for under the terms of the university's sexual harassment policy.

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## 16. Appeals and Petitions

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### 16.1 Criteria and Procedures

A graduate student may appeal the decision of the University to deny the award of degree or the required withdrawal of the student to the Senate upon certain specific grounds.

Such grounds are the allegation by the student that the student has been denied a degree or forced to withdraw because of some mistake, error or improper conduct by the University, its officers or employees.

A graduate student may petition the Senate to grant a degree or to stay a decision of required withdrawal on compassionate grounds.

Such appeals and petitions must be submitted in writing, within ninety days of receipt by the student of the decision which is to be appealed or petitioned, to the Clerk of the Senate, Room 607, Administration Building.

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## 17. Graduation

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### 17.1 Conferring of Degrees

On the recommendation of the Faculty of Graduate Studies and Research and with the approval of the Senate of the University, degrees are conferred by the Chancellor in the spring and fall of each year.

### 17.2 Application Deadlines

Candidates may have their degrees certified in February each year; they must apply by *December 1*. Students expecting to graduate at the Spring Convocation must apply for graduation in the Graduate Studies and Research office by *February 1*. Those expecting to graduate at the Fall Graduation must apply by *September 1*.