
1. ADMINISTRATION OF THE REGULATIONS

1.1 General Administration

The following regulations apply to all degree, diploma and graduate certificate programs administered by the Faculty of Graduate Studies and Research.

1.2 Student Responsibility

(i) 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.

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

- all the requirements of the department, school, or institute in which he or she is taking the degree, including completion of an application for graduation;
- all faculty regulations;
- all University regulations;
- 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 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:

- 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
- 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
- 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 3 year degree with honours standing (at least B overall) will normally be admitted to a qualifying-year program.

If successful in this qualifying year and upon formal application to the Faculty of Graduate Studies and Research, the student 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 student will be required to apply for entry into the master's program, at which time the department will determine the student's eligibility to enter the program. If successful, the student will be informed of this decision by the Dean of the Faculty of Graduate Studies and Research.

Applicants for a 5.0-credit master's degree who have a program requirement of 7.5 credits or more (with the exception of the School of Public Administration and the School of Journalism and Communication) will register initially in the qualifying-year program.

Applicants for a 4.0-credit master's degree who have a program requirement of 6.5 credits or more will register initially in the qualifying-year program.

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 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.

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

Applicants should note that, while Carleton University does not restrict the number of degrees (bachelor's, master's, Ph.D.) that may be taken in any one discipline, some departments and schools may restrict the number to two.

2.7 Graduate Certificate Programs

For admission to the certificate programs, applicants are advised to consult with the individual departments offering the certificate.

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 entry in the Student Services section of this Calendar.

3.2 Application Forms

Applications for admission to the Faculty of Graduate Studies and Research should be made through our online applications available at <https://secure.gs.carleton.ca/onlineapps>. To cover administrative costs, a non-refundable application fee (Cdn. 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 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.

For information on the specific deadlines for applications (with or without financial assistance), please visit the online application site by selecting the "Apply Online" link from the Faculty of Graduate Studies and Research website at www.gs.carleton.ca. In the online application site, application deadlines can be found on the left hand navigation 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 institute for information.

3.4 Transcripts

Two detailed official transcripts of the applicant's entire university record must be sent to the chair of the department concerned. 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 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 first language is not English must satisfy this requirement in one of the following ways:

- (i) an overall score of 60 on the Canadian Academic English Language (CAEL) Assessment™;

(ii) a TOEFL score of 213 CBT (computer-based test) or 550; or 86 IBT overall with a minimum score in each component of: writing: 22; speaking: 22; reading: 20; and listening: 20.

(iii) an overall IELTS score of 6.5, with a minimum of 6.0 in each band score

(iv) acceptable certification that the language of instruction in their most recently completed undergraduate or graduate degree was English.

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

Admitted students who experience language difficulties during the course of their program may be required to take the CAEL Assessment and/or to take the prescribed remedial course work as a condition of continuing in their program.

4. ADMISSIONS PROCEDURE

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 newly-admitted student is valid **only** for the term 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.

5. PROGRAM REQUIREMENTS

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 the Faculty of Graduate Studies and Research, 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 five, 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 Master's Program

The normal requirement for the master's degree is 5.0 credits, of which at least 4.0 (including the thesis where applicable) must be at the 5000-level. With departmental approval, the remaining 1.0 credit may be selected from those offered at the senior undergraduate level, that is, at the 4000-level.

Where applicable, the normal requirement for a 10.0-credit master's degree is 10.0 credits, of which at least 8.0 credits (including the thesis where applicable) must be at the 5000-level. With departmental approval, the remaining 2.0 credits may be selected from those offered at the senior undergraduate level, that is, at the 4000-level.

Where applicable, the normal requirements for a 7.0 - 9.0 credit master's degree is 7.0 - 9.0 credits. 1.0 credit may be selected from those offered at the senior undergraduate level, that is, at the 4000-level, with the approval of the graduate supervisor.

5.4 Doctoral Program

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

The thesis will ordinarily carry a weight of about half of the total requirement of 10.0 credits.

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.

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 fulfillment 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 5.0-credit program are allowed a maximum of 2.0 transferred credits. In addition, if a master's candidate is granted transfer of credit for 2.0 credits, his/her remaining 3.0 credits at Carleton must be at the 5000-level.

Master's candidates enrolled in programs other than 5.0 credits will be permitted to transfer the equivalent up to but no more than 40 per cent of their program credit requirements on admission. In addition, if a master's candidate is granted transfer of credit for 40 per cent of their program credit requirements, his/her remaining credits at Carleton must be at the 5000-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 credits as a special student is not permitted to transfer such credits for degree credit in the Faculty of Graduate Studies and Research.

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

6.2 Transfer of Credit After Admission

A student formally admitted to 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 will not be transferred.

7. REGISTRATION AND COURSE SELECTION

7.1 The Calendar Year

The Faculty of Graduate Studies and Research divides the calendar year into three terms, and the academic year (September-April) 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) 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 Schedule section 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, examination 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 his/her 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 www.central.carleton.ca

- 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

The Ministry of Colleges and Universities and Statistics Canada require that Carleton University provide to them information pertaining to a student's status and other personal information. Upon registration as a student, one is deemed to have agreed to the disclosure by Carleton University of the student's status and other selected personal information pursuant to any such requirement.

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. For further information, please see fippra.carleton.ca

Electronic Communication

The University uses electronic mail communication through its MyCarleton (Connect) system as an official channel of communication with students. A message sent to a student's MyCarleton e-mail account constitutes an official communication with this student. Students are responsible for monitoring their University e-mail account 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 MyCarleton account.

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, diploma, or certificate 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 credits: 1.0 credit typically comprises three hours of lectures or seminars a week for two terms, or the equivalent; 0.5 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 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.

7.7 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 office of the Faculty of Graduate Studies and Research before the last day for course changes in the term concerned.

7.8 Audit Course

Graduate students must have approval from the instructor of the course and their department to register in a course as an audit. Course audit registration is limited to a maximum of 1.0 credit per program.

- Full-time students will not be charged an additional fee; others must pay the prevailing fee for part-time students.
- Part-time students will not be permitted to audit a course in addition to two 0.5 credits per term.

7.9 Course Numbering System

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

7.10 Status

Full- or part-time status is established at the time of admission to the 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.

7.11 Definition of Full-Time Status

A full-time graduate student must:

- (i) identify himself or herself at the point of admission as a full-time graduate student (ii) be considered a full-time graduate student by his or her supervisor (iii) be designated as a full-time graduate student by the University

Students who are unsure of their status should contact the office of the Faculty of Graduate Studies and Research for assistance, at 613-520-2525.

7.12 Definition of Part-Time Status

A part-time graduate student will not register in more than 1.0 credit per term, including audit courses.

In addition to the course load restriction described above, the following criteria for part-time status have been established by the Faculty of Graduate Studies and Research for all students.

A part-time graduate student must: (i) identify himself or herself at the point of admission as a part-time graduate student (ii) be considered a part-time graduate student by his or her supervisor (iii) be designated as a part-time graduate student by the University.

7.13 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 the Dean of the Faculty of Graduate Studies and Research stating the reason(s) for seeking exemption from the full-time registration requirements stated in 7.10 and 7.11
- by completing a Change of Registration Status Form from the department, accompanied by a statement from the departmental graduate supervisor (and the thesis supervisor, if there is one) in support of their request.

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

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

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 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
- an explanation of the reasons why the work cannot be satisfactorily undertaken while on campus at Carleton University
- a description of the studies and/or research facilities that are available at the proposed off-campus location
- 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
- a time schedule for the proposed studies or research work
- a statement of the candidate's expected sources of financial support
- once approval is granted by the Faculty of Graduate Studies and Research, the student is expected to register prior to departure

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 graduate-level 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 2.0 credits at the 5000- or 6000-level 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.

8. CONTINUOUS REGISTRATION

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 submission of a final grade to the Faculty of Graduate Studies and Research after 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 or six 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.

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 plus the equivalent of 1.0 credit tuition fees for each term in which they failed to register and including the current term of registration.

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:

- writing to the Dean of the Faculty of Graduate Studies and Research prior to the registration period stating the reasons for seeking exemption from registration
- by completing an Exemption from Registration form in the department, accompanied by 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
- applying to the Dean of the Faculty of Graduate Studies and Research through their graduate department for a one- to three-term maternity leave 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 the 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.

An administration charge per term for leave of absence must accompany each request.

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 calculated 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, must register using Carleton Central Web Registration prior to departure.

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 student's 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 notify his/her department in writing of his/her 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 awards implications of withdrawal. Refund deadline information is available at the Business Office and online at carleton.ca/fees

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.

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 request formal withdrawal for refund purposes if he/she anticipates any refund of fees.

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

9. EXAMINATIONS

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 department concerned.

9.2 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.

9.3 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/her field of specialization, or both. Please refer to Thesis Specifications, Section 12.5, 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.

9.4 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, 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.

9.5 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. Continuous registration is required for any comprehensive until the final grade is reported.

9.6 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. The letter grades used and the grade point equivalents are:

A+	12	B+	9
A	11	B	8

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A-	10	B-	7
C+	6	D+	3
C	5	D	2
C-	4	D-	1

The following percentage equivalents apply to all final grades at Carleton:

A+	90-100	B+	77-79
A	85-89	B	73-76
A-	80-84	B-	70-72
C+	67-69	D	57-59
C	63-66	D	53-56
C-	60-62	D-	50-52

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*
- note: the Faculty of Engineering does not assign *Pass With Distinction*
- 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 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. For 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 9.2)
- *Fail*: a notation of F will be assigned to any course in which the student has failed
- 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 the equivalent of a failure
- if a thesis, research essay, independent research project, or comprehensive examination 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

Grades can be accessed through the Carleton Central Web registration system for 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. 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 official transcripts will be released by the University until all outstanding accounts due have been paid.

11. ACADEMIC STANDING

11.1 Qualifying-Year Program

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 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 1.0 credit. Some departments do not permit the C+ option; students should check carefully to see if the department in question has a B- minimum rule.

Full-Time Continuation

Full-time master's candidates 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 to the Dean of the Faculty of Graduate Studies and Research for permission to continue in the program.

Part-Time Continuation

A part-time master's student who fails to achieve or maintain a weighted GPA of 7.0 after completing 2.0 credits 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.

11.5 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, but in no case later than the penultimate week of classes in that term. 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 Director of Equity Services. Instructors who have questions or wish to verify the nature of the religious event or practice involved should also contact this officer.

* When a student's presence is required prior to the date on which classes begin (e.g. For field trips or Orientation activities) any student who cannot meet this expectation of attendance for reasons of religious accommodation should notify the appropriate Faculty Registrarial Services Office in advance.

12. THESIS REQUIREMENTS

Guidelines for the preparation of graduate theses and information on the procedures for examination of graduate theses are available on the World Wide Web at: www.gs.carleton.ca. This information is also available in the Graduate Student Handbook, which is produced jointly by the Faculty of Graduate Studies and Research and the Graduate Students' Association.

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 an organized and systematic way.

Oral Examinations

Candidates are ordinarily 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 examining board; both it and the thesis examination process are defined by guidelines, principles, and practices prescribed by the Faculty of Graduate Studies and Research.

Thesis Weight

Thesis weight (1.0 to 4.0 credits) 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.

Research Essays and Independent Research Projects

Faculty regulations governing research essays and independent research projects are normally the same as those for master's theses, 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.

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

Thesis Weight

Thesis weight (ordinarily about half of the total Ph.D. requirements of 10.0 credits) 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. The work of each Ph.D. candidate will be assisted by an advisory committee of faculty members who will aid the candidate in his/her preparation for the final comprehensive examination, and assist in the evaluation of the thesis and oral examinations.

12.4 Deadlines

Master's Thesis

A master's student expecting to graduate at the Spring Convocation must submit his/her thesis to his/her supervisor, in examinable form, by March 1. A master's student expecting to graduate at the Fall Convocation 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.

Doctoral Thesis

A Ph.D. student expecting to graduate at the Spring Convocation must submit his/her thesis to his/her supervisor, in examinable form, by March 1. A Ph.D. student expecting to graduate at the Fall Convocation 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

- The candidate must submit six printed copies (original and five acceptable duplicated copies, on bond paper) and must comply with the special departmental requirements governing the form of the thesis, including methods of bibliographical entry and the use of diagrams and tables.
- Each 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, grade and size of paper, abstracts, reproduction, microfilming, binding, and the constitution of the examining board will be prescribed by the Faculty of Graduate Studies and Research.

Master's Thesis

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.

Doctoral Thesis

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.

- Five unbound copies of the approved thesis, the original and four others, should be submitted for binding to the Faculty of Graduate Studies and Research. Each copy must be presented in order of pagination in a separate envelope. 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, 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 license 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.

Students wishing to participate in electronic distribution of their research are advised to review the revised procedures available online at <http://www.collectionscanada.ca/thesescanada/s4-340-e.html>

It is understood that the student 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.

12.7 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:

- 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)

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.

13. TIME LIMITS FOR PROGRAM COMPLETION

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

Full-time

Full-time master's candidates must complete their degree requirements within two calendar (six consecutive terms) years after the date of initial registration. Students admitted to an 7 - 10.0 credit master's program (that is, in the School of Public Policy and Administration, the School of Journalism and Communication, and the School of Social Work) must complete their degree requirements within

nine terms of registered full-time study. Terms of non-registration are equated to full-time registration terms when calculating the overall time to program completion.

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 7.0 - 10.0 credit master's program (that is, in the School of Public Administration, the School of Journalism and Communication, and the School of Social Work) must complete their degree requirements within an elapsed period of eight calendar years after the date of initial registration. Terms of non-registration are equated to part-time registration terms when calculating the overall time to program completion. 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 for 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.

- Combined full-time and part-time in a 7 - 10.0 credit Master's Programs in the School of Public Administration, the School of Journalism and Communication, and the School of Social Work

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

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 10.0 credits 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. Terms of non-registration are equated to full-time registrations when calculating the overall time to program completion.

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. Terms of non-registration are equated to part-time registration terms when calculating the overall time to program completion.

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. An administration charge for each term of exemption from the time limit must accompany each request.

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.

An administration charge for each term of extension beyond the normal time limit must accompany each request.

13.6 Grade Review

Within two weeks of the release of grades or the announcement of examination by committee (comprehensive examination, research essay 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 results of examination by committee (including comprehensive, research essay or thesis examinations) will only be reviewed on procedural grounds. Grades for other courses will be reviewed through the submission of all or part of the written coursework anonymously to two re-readers, whose average grade will replace the original of the reviewed work. Parts of grades based on non-written work (e.g., participation) will not be reviewed. The administration fee 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 administration fee is refundable. . Note: The review process will not take place if the fee is not remitted. If the grade is raised, the administrative fee 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.

14.0 ACADEMIC INTEGRITY

14.1 Introduction

Carleton University is a community of scholars dedicated to teaching, learning and research. Sound scholarship rests on a commitment to a code of academic integrity that stresses principles of honesty, trust, respect, fairness and responsibility. The University demands integrity of scholarship from all of its members including students. The quality and integrity of academic work is paramount in achieving student success.

The University states unequivocally that it demands academic integrity from all its members. Academic dishonesty, in whatever form is ultimately destructive to the values of the University. Furthermore, it is unfair and discouraging to those students who pursue their studies honestly. The integrity of university academic life and the degrees conferred by the university is dependent upon the honesty and soundness of scholarship. Conduct by any person that adversely affects this process is

a serious matter. Students who violate the principles of academic integrity through dishonest practices undermine the value of the Carleton degree. Dishonesty in scholarly activity cannot be tolerated. Any student who violates the standards of academic integrity will be subject to appropriate sanctions.

14.2 The Policy

The University has adopted a policy to deal with allegations of academic misconduct. This policy is expressed in the document Carleton University Academic Integrity Policy, effective July 1, 2006. The policy describes in detail its scope of application, principles, definitions, rights and responsibilities, academic integrity standards, procedures, sanctions, transcript notations, appeal process, and records implications.

The complete policy is available at: carleton.ca/studentsupport 14.3 Academic Integrity Standards

From the *Academic Integrity Policy (Section VI)*

Effective adherence to academic integrity requires that students understand the meaning of academic dishonesty. The following list describes conduct that violates standards of academic integrity which may lead to the imposition of sanctions pursuant to this policy. It is important to note that this is not a comprehensive list and should not be viewed as exhaustive.

1. Plagiarism

Plagiarism is presenting, whether intentional or not, the ideas, expression of ideas or work of others as one's own. Plagiarism includes reproducing or paraphrasing portions of someone else's published or unpublished material, regardless of the source, and presenting these as one's own without proper citation or reference to the original source. Examples of sources from which the ideas, expressions of ideas or works of others may be drawn from include but are not limited to: books, articles, papers, literary compositions and phrases, performance compositions, chemical compounds, art works, laboratory reports, research results, calculations and the results of calculations, diagrams, constructions, computer reports, computer code/software, and material on the Internet.

Examples of plagiarism include, but are not limited to:

- submitting a take-home examination, essay, laboratory report or other assignment written, in whole or in part, by someone else;
- using ideas or direct, verbatim quotations, paraphrased material, algorithms, formulae, scientific or mathematical concepts, or ideas without appropriate acknowledgment in any academic assignment;
- using another's data or research findings;
- submitting a computer program developed in whole or in part by someone else, with or without modifications, as one's own;
- failing to acknowledge sources through the use of proper citations when using another's works and/or failing to use quotation marks.

2. Unauthorized Resubmission of Work

A student shall not submit substantially the same piece of work for academic credit more than once without prior written permission of the course instructor in which the submission occurs. Minor modifications and amendments, such as phraseology in an essay or paper do not constitute significant and acceptable reworking of an assignment.

3. Unauthorized Cooperation or Collaboration

An important and valuable component of the learning process is the progress a student can make as result of interacting with other students. In struggling together to master similar concepts and problems and in being exposed to each other's views and approaches, group of students can enhance and speed the learning process. Carleton University encourages students to benefit from these activities. However, it is also critically important that each individual student's abilities and achievements form the basis of the evaluation of that student's progress. As result, while collaboration is supported as being beneficial for various components of course and is generally encouraged, instructors typically limit the amount of collaboration allowed and communicate this to students in the course outlines. To ensure fairness and equity in assessment of term work, students shall not cooperate or collaborate in the completion of an academic assignment, in whole or in part, when the instructor has indicated that the assignment is to be completed on an individual basis. Failure to follow the instructor's directions regarding which assignments, or parts of assignments, should be completed by the individual alone will be considered violation of the standards of academic integrity.

4. Misrepresentation

Students shall not submit or present false assignments, research, credentials, or other documents or misrepresent material facts for any academic purpose. Examples of misrepresentation include but are not limited to:

- research or lab results and data;
- concocted facts or references;
- medical or compassionate certificates;
- admission documents;
- letters of support or other letters of reference;
- academic records, transcripts, diplomas or other registrarial records;
- misrepresenting the date or time of submission;
- changing a score or record of an examination result and/or
- altering graded work for resubmission.

5. Impersonation

It is a violation of the standards of academic integrity to impersonate another person or enter into an arrangement with another to be impersonated by any means for the purposes of gaining academic advantage including in the taking of examinations, tests, or the carrying out of laboratory or other assignments.

6. Withholding

It is a violation of the standards of academic integrity to withhold records, transcripts or other academic documents to mislead or gain unfair academic advantage.

7. Obstruction and Interference

It is a violation of the standards of academic integrity to obstruct or otherwise interfere with the scholarly activities of another in order to gain unfair academic advantage. This includes but is not limited to interfering or tampering with data or files, with human or animal research subjects, with a written or other creation (e.g. painting, sculpture, file), with a chemical used for research, with any other object or study or research device or with library, electronic or other materials intended for academic use.

8. Disruption of Classroom Activities or Periods of Instruction

Carleton University has a commitment to provide a safe environment for learning. It is a violation of the standards of academic integrity for student registered in class to disrupt the class or other period of instruction with any action or behaviour reasonably judged by the instructor, lab assistant or tutorial assistant to be detrimental to the class. Normally disruption of activities outside of the classroom or outside of periods of instruction or by a student not registered in the class is dealt with under the Student Rights and Responsibilities Policy, but in particular cases may be subject also to this Policy.

9. Improper Access

It is a violation of the standards of academic integrity to improperly obtain access to confidential information such as examinations or test questions or to gain undue academic advantage as result of such behaviour.

10. Improper Dissemination

It is a violation of the standards of academic integrity to publish, disseminate or otherwise make public to third party without prior written consent, confidential information. Confidential information includes but is not limited to academic information, data or documents which are not otherwise publicly available and which have been gathered or held with reasonable expectation of confidentiality. In particular, students are expected to follow the Carleton University Policies and Procedures for the Ethical Conduct of Research.

11. Assisting in the Violation of the Standards of Academic Integrity

To assist anyone in violating the standards of academic integrity is itself violation of academic integrity standards and subject to this policy. For example, giving another student an assignment that you have submitted for another class and allowing that student to copy parts of the assignment and submit it as his/her own work would be a violation of this policy.

12. Tests and Examinations

The University is committed to ensuring fairness and consistency in the completion of examinations. As part of this commitment, students are required to follow proper examinations procedures. A student who commits a violation of this policy on an examination, test, or takehome examination, or obtains or produces an answer or unfair advantage by deceit, fraud, or trickery, or by an act contrary to the rules of the examination are subject to the sanction under this Policy.

These rules include but are not limited to:

- bringing to the examination/test room any textbook, notebook, memorandum, other written material or mechanical or electronic device not authorized by the examiner
- writing an examination or part of it, or consulting any person or materials outside the confines of the examination room without permission to do so
- leaving answer papers exposed to view
- attempts to read other students' examination papers and/or speaking to another student (even if the subject matter is irrelevant to the test).

A violation of this policy may also occur by breaching one of the formal examination rules included on the back of the examination booklet. (These rules are outlined in Appendix A of the Policy, and in Section 14.2 of these Regulations.)

14.4 Procedures

Instructors, advisors and/or supervisors must report all suspected cases of violation of the Academic Integrity Policy to the Faculty Dean. Details of the procedures to be followed in the event of a suspected violation can be found in Section VII, Procedures, of the Carleton University Academic Integrity Policy at carleton.ca/studentssupport

14.5 Sanctions

In cases where an investigation determines that a violation of the Academic Integrity Policy has occurred, sanctions may be applied by the Faculty Dean, the Provost and Vice President (Academic), or by Senate Executive.

Sanctions may include but are not limited to completion of a remediation process, a written reprimand, assignment of a failing grade, withdrawal from a course, suspension from a program, suspension or expulsion from the University. Sanctions may be used independently or in combination for any single violation. This list is not exhaustive and intended only as a guide. For a complete description of possible sanctions, consult Section IX, Sanctions, of the Carleton University Academic Integrity Policy, available at: carleton.ca/studentssupport

15. OFFENCES OF CONDUCT

Offences of Conduct -- 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 on the Carleton Web site under Equity Services.

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 which follows.

From the Anti-Racism and Ethnocultural Relations Policy

6. 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

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

From the Sexual Orientation Equality Policy

5. 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 requirements 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*

6. Sexual harassment occurs when an individual engages in sexually harassing behaviour or inappropriate conduct of a sexual nature that is known, or ought 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.

7. 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.'

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 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 Senate, 607 Robertson Hall.

16. APPEALS AND PETITIONS

16.1 Criteria and Procedures

Assuming that a graduate student has exhausted all avenues of appeal and petition with the Dean of the Faculty of Graduate Studies and Research (questions regarding the appeals process can be directed to the Office of the Dean at 613-520-2518), 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 Senate, Room 607, Robertson Hall.

17. GRADUATION

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 Convocation must apply by September 1.

18. ENGINEERING

In addition to University and Graduate Faculty Regulations, all Engineering departments share the following procedures.

Programs of study are offered by the Faculty of Engineering leading to the degrees of Master of Engineering and Doctor of Philosophy in Aerospace, Civil, Electrical, Environmental and Mechanical Engineering; to the degree of Master of Engineering in Materials Engineering, and Telecommunications Technology Management; to the degree of Master of Applied Science, and, in cooperation with the Faculty of Science, to the degree of Master of Science in Information and Systems Science.

Most graduate programs in the engineering departments at Carleton University and the University of Ottawa are administered through joint institutes in four engineering disciplines. The Ottawa-Carleton Institute for Electrical and Computer Engineering was established in 1983; for Mechanical and Aerospace Engineering in 1984; for Civil Engineering in 1984; and Environmental Engineering in 2000. Each of these institutes combines the research strengths and resources of departments of engineering at Carleton University and at the University of Ottawa, and provides a framework for interaction. The institutes are also concerned with applications for graduate programs and graduate course offerings.

Programs leading to Master's and Ph.D. degrees are available through the institutes in a wide range of sub-disciplines in each department.

The areas of current research, the research facilities available, and the graduate courses offered are given in the following pages for the four departments of the faculty:

- Civil and Environmental Engineering
- Electronics
- Mechanical and Aerospace Engineering
- Systems and Computer Engineering

Both the master's and Ph.D. programs may be undertaken on a full-time or part-time basis.

General information on awards and financial assistance is given in that section of this Calendar.

A limited number of students who are not degree candidates may be admitted to each graduate engineering course. Credit earned as a special student normally cannot be credited towards a graduate degree in engineering.

18.1 Computing Facilities

Computing facilities available to engineering students include the university's central Honeywell mainframes with time-sharing terminals. In addition, two VAX minicomputers, numerous SGI, SUN, and Apollo workstations, and many microcomputers reside in the engineering departments. Several other computers within the Faculty are in use for data acquisition and specific research projects.

18.2 Research in an Outside Institution

A student may apply for permission to carry out his/her research, in part or whole, in an outside institution (for example, industrial, governmental, or university laboratory). Such an application, addressed to the Dean of the Faculty of Graduate Studies and Research through the Dean of Engineering and Design, should:

- Include a detailed statement of the research proposal, of arrangements for supervision, and of the circumstances under which it is to be carried out
- Establish that the applicant will be able to pursue independent research
- State the facilities available for the research
- Include a proposed time schedule
- Be accompanied by a supporting letter from a responsible person in the outside institution giving approval of the proposal and accepting these regulations

18.3 Part-time Thesis Research

A part-time research program may be permitted if the conditions for the "presence" of the student (outlined under faculty regulations) are satisfied. It is the responsibility of the research supervisor to define the fraction of full-time research engaged upon by the student so that this can appropriately be credited to his/her program and assessed for payment of tuition fees. Before permission to undertake research on a part-time basis can be granted, the student must submit in writing, to the Dean of the Faculty of Graduate Studies and Research through the Dean of Engineering and Design, a statement of his/her proposed manner of working part time, supported by a letter of approval from his/her employer.

18.4 Waiver of Thesis

A candidate for the master's degree who has, before admission, completed independent research or development projects of an adequate level of accomplishment, may apply to the chair of the department concerned for a waiver of the thesis requirement. Such application must be made at the time of initial registration, and must be supported by copies of published reports describing the work. If the application is approved, the candidate must complete ten 0.5 credits, six of which must be graduate-level courses in engineering, to fulfil the requirement for the award of a degree without a thesis. A candidate who has been granted a waiver of the thesis requirement may be required to take an oral examination on the subject of one of his/her published papers and topics related to his/her field of specialization.

18.5 Transfer of Credit

Normally, 1.0 credit completed at another university may be accepted in partial fulfillment of degree requirements, provided that the course is appropriate to the candidate's program at Carleton University. Under special circumstances, a second 1.0 credit may be allowed. Refer to Section 6 of the General Regulations section of this Calendar for details of the rules governing transfer of credit.

18.6 Transfer from Master's to Ph.D. Program

A student who shows outstanding academic performance and demonstrates high promise for advanced research during the full-time master's program at Carleton University may, subject to meeting the requirements below, and with the approval of the admissions committee of the joint institute administering his/her graduate program, be permitted to transfer into the Ph.D. program without receiving the master's degree. Such a student must complete the course requirements and thesis registration requirements of the master's program, but is exempted from submission of the thesis.

A student wishing to transfer should apply to the chair of his/her department. If the department and the Faculty of Graduate Studies and Research approve the application, the candidate will be required to take the comprehensive examination for the Ph.D. The requirements for the comprehensive examination will include the submission of a report on research to date, and a research proposal for the Ph.D.

After successfully passing the comprehensive examination, the student will be admitted to the Ph.D. program with normal program requirements (but with the comprehensive examination to his/her credit). If unsuccessful, he/she will remain in the master's program and be required to submit the thesis in the usual way.

18.7 Faculty Regulations

Graduate students in the Faculty of Engineering are governed by the section of this Calendar entitled General Regulations, and by the regulations stated in this section.

All graduate students in the Faculty of Engineering must obtain satisfactory grades in their course work, must make satisfactory progress in their research if a thesis is included in their program, and must satisfy the following criteria of activity or "presence" in the program:

- Maintain a close working relationship with their research supervisor
- Attend the courses for which they are registered
- Submit written reports and present seminars as required by their supervisor
- Attend departmental seminars held regularly to discuss current research and related topics. Each student is required from time to time to present a seminar on his/her research; part-time students who are not actively engaged in research are exempt from the seminar requirement
- Be readily available on an informal basis

18.8 Thesis Regulations

The thesis must represent the result of the candidate's independent research or development work, undertaken after admission to graduate studies at Carleton University. Experimental or theoretical results previously published by the candidate may be used only as introductory or background material for the thesis. A candidate may be permitted to carry on thesis research work off campus, provided the work is approved in advance, and arrangements have been made for supervision of thesis research activities by a faculty member of Carleton University. A part-time student may use the Faculty of Engineering laboratory facilities for on-campus thesis research and development activities.

Each candidate submitting a thesis will be required to undertake an oral examination on the subject of the thesis and related fields.

18.9 Registration and Course Selection

- Undergraduate engineering courses may not normally be taken for credit.
- All students require departmental approval for their program of studies, for course registration, and for any changes to their status or program.
- Each full-time student is required, in any fall or winter program requirements of three or more 0.5 credit courses, to register for credit in at least three 0.5-credit courses. After the last day for withdrawal from courses in each such term, the student must remain registered in at least three 0.5-credit courses.
- For part-time students, the department will arrange the appropriate course load and selection.

18.10 Masters Degrees in Engineering

Admission Requirements

Applicants are admitted under the general regulations specified in this Calendar, but, in addition, are required to have strong undergraduate preparation in the appropriate engineering disciplines, computer programming, mathematics, and physics.

Program Requirements

Three alternatives are available for full-time students studying towards the degree of Master of Engineering, one involving a thesis plus course work (M.A.Sc.), another involving a project plus course work (M.Eng.), and the third involving course work only (M.Eng.). The choice of these alternatives must be arranged and approved at the time of admission into the program. Students are encouraged to take at least 0.5 credit outside of their department.

M.A.Sc.

- A thesis based on the student's research
- A minimum of 3.0 credits in engineering or a related discipline. The number of credits required by each department is specified in its section of this Calendar
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M.Eng.

- Specific program requirements are detailed in the departmental sections of this Calendar.

18.11 Ph.D. in Engineering

Admission Requirements

For admission to the Ph.D. program, an applicant must normally hold a master's degree in engineering (or its equivalent) and, by his/her previous program of study and scholastic record, demonstrate a capacity for advanced study and research. Experience gained while working in an engineering or research environment will be taken into account when assessing an application. The applicant must specify his/her intended field of research.

Program Requirements

The specific program requirements for the Ph.D. degree are the following:

- A minimum of two calendar years of full-time study (or the equivalent)
- Course requirements as established on admission, but not less than the minimum requirements as stated in each joint program Institute section of this Calendar. Students should note that the minimum number of credits required in the Ph.D. program varies among the joint Institutes. Subject to approval of the student's adviser or advisory committee, the student may take, or be required to take, courses in an appropriate discipline outside the Faculty of Engineering. For information on admission and program requirements see the departmental entries for the Departments of Electronics, Mechanical and Aerospace Engineering, and Systems and Computer Engineering.
- Substantial research
- A thesis on the research

Advisory Committee

An advisory committee with at least three members will be appointed by the department soon after a student's first registration. It has the responsibility of ensuring that conditions for the pursuit and completion of the student's program are fulfilled, and it reviews his/her program at least once a year.

Comprehensive Examination

The comprehensive examination is held approximately one year after initial registration in the program in the case of full-time students, and at an equivalent time in the case of part-time students. The purpose of the examination is threefold:

- To assess the student's comprehensive knowledge of his/her field of study
- To assess the preparedness and capability of the student for doctoral research
- To judge the suitability of the research topic for a doctoral thesis