

CUEE Student Accessibility Project: Access to Graduate Evaluation Courses

CARLETON UNIVERSITY

School of Public Policy and Administration

<http://www2.carleton.ca/sppa/>

<http://www5.carleton.ca/sppa/ccms/wp-content/ccms-files/DPE-2012-2013-Class-Schedule-v1.pdf>

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The School of Public Policy and Administration offers a Graduate Diploma in Public Policy and Program Evaluation. It includes six courses offered on-campus on a part-time basis. The following two courses would be available for CUEE Student Accessibility.

Evaluation Courses	Semester
<p>PADM 5215D Public Sector Investment and Pricing (0.5 units) offered on-campus about 4 seats available for visiting students or as available. Prerequisites:</p>	<p>Spring</p>
<p>PADM 5420D Policy and Program Evaluation (0.5 units) offered on-campus about 4 seats available for visiting students or as available. Prerequisites:</p>	<p>Fall</p>

CARLETON UNIVERSITY – Transfer Rules

Procedures for Carleton Students to Take a Course at another CUEE Member University for Transfer Credit to their Carleton Program

Carleton graduate students currently registered in a program, who wish to undertake studies at another institution for transfer credit toward their graduate program at Carleton must first:

Responsibilities of the Student

The student must complete the Visiting Graduate Student Application, ensuring that all requested information is clearly indicated. He/she must then obtain approval from their home department for the courses requested in the sequence specified on the form. They must include a course description of the course(s) they want to take.

It is the student's responsibility to ensure that the application reaches the Host University Graduate Office as early as possible but before the last date for registration of the term in which the course(s) concerned are to be taken.

Responsibilities of the Home University Department Chair and Graduate Dean

Upon approving a Visiting Graduate Student Application, the Department Chair and the Graduate Dean certify that the student:

1. is pursuing a graduate degree program as indicated on the form;
2. is in good standing and is enrolled for the terms concerned;
3. needs the course(s) as part of the requirements for the degree;
4. will receive course credit provided the necessary standing is obtained.

To avoid questions regarding standing arising from differing grading policies, the Home University is urged to specify the minimum passing grade which the student should obtain under the heading "internal recommendations".

Responsibilities of the Host University Department Chair and Graduate Dean

Upon approving a Visiting Graduate Student Application, the Department Chair and Graduate Dean of the Host University certify that:

1. the course(s) specified on the form will be offered during the term(s) indicated;
2. the student will be assured a place in the course(s);
3. the student will be identified as a visiting student not required to pay fees and not to be reported for formula claims (MCU).

The Host University also agrees to report the grade(s) obtained by the student to the Home University Graduate Dean without any undue delay.

Withdrawal from Courses

In the event of withdrawal from a course, the student must send a 'Notification of Withdrawal from Courses' form/letter to the Graduate Offices of his/her Home University and of the Host University. The last date for withdrawal is the date specified for this purpose by the Host University. Failure to respect this deadline may result in the recording of a failing grade on the record of the student. Refunds, if any, are governed by the appropriate policies of the Home University of the student.

Additional Information

Requests for additional information about the Visiting Graduate Student Plan should be directed to the Graduate Studies Office of the Home or the Host University.

1. Once the Carleton **Diploma Supervisor and Graduate Administrator** approves the course, the student will informally approach the institution offering the course to ask for permission to take the course:
 - i. For CUEE students, that will mean confirming the availability of a course (checking the CUEE website) to make sure that the course is being offered when the student wants to take it; and
 - ii. confirming how to secure permission from the host institution to take the course.
2. Students must apply in writing (e.g. letter of permission form or Ontario Visiting Graduate Student or Carleton-University of Ottawa Joint Program form – *see below*) to the **Faculty of Graduate Studies** office, 512 Tory Building at Carleton:
 - i. specifying the host institution;
 - ii. the exact course(s) of interest and their unit values;
 - iii. the application must be supported in writing by the Graduate Advisor (signature obtained); and
 - iv. students will be required to provide supporting information such as a calendar description or course syllabus.

Letter of Permission (graduate students) form

Ontario Visiting Graduate Student: If a student is taking a course at a university outside of Ontario, arrangements need to be made with the graduate supervisor. The course has to be approved. Once the student has completed a course, they will submit a transcript to the administrator who will do paperwork to have the course applied to the student's program.

Ontario Visiting Graduate Student Application Form: <http://gradstudents.carleton.ca/wp-content/uploads/Ontario-Visiting-Graduate-Student-Application-Form.pdf>

University of Ottawa Joint Program Application Form: <http://gradstudents.carleton.ca/wp-content/uploads/Access-to-CULearn.pdf>

3. Once Carleton approves the course, it is the student's responsibility to ensure that the application reaches the Host University Graduate Office as early as possible but before the last date for registration of the term in which the course(s) concerned are to be taken.

4. Once Carleton approves a University of Ottawa course, the **student will bring the form to the University of Ottawa**, or will send the written application to the proposed host institution.
5. Tuition fees must be paid to either the home or host institution. In Ontario, under the Ontario Visiting Graduate Student Agreement, graduate students pay tuition at their home institution for a course taken at another member university.
6. Students must make arrangements for an official transcript to be sent directly to the **Faculty of Graduate Studies** upon completion of the course work. Typically, the hosting university will send the final grade directly to the Faculty of Graduate Studies.
7. Course costs fluctuate. Please check current University Calendars. [www.carleton.ca/fees]

Procedures for Visiting Students to Take One or More Evaluation Courses at Carleton for Transfer Credit

1. Prospective students should review the course offerings that will be available in coming semesters.
2. The student must obtain approval in writing from the Diploma Supervisor at Carleton, and Graduate Studies from the home university **requesting approval**.

University of Ottawa Joint Program Form <http://gradstudents.carleton.ca/wp-content/uploads/Access-to-CULearn.pdf>

Ontario Visiting Graduate Student Forms <http://gradstudents.carleton.ca/wp-content/uploads/Ontario-Visiting-Graduate-Student-Application-Form.pdf>

3. Tuition fees must be paid to either the home or host institution. In Ontario, under the Ontario Visiting Graduate Student Agreement, graduate students pay tuition at their home institution for a course taken at another member university.
4. If the student decides to drop the course, deadlines of the host institution must be respected and their home university.
5. Course costs fluctuate. Please check current university calendars.