Bachelor of Commerce
Academic Calendar
2019-20

Academic Regulations, Policies, and Procedures
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2 INTRODUCTION

2.1 PURPOSE
The purpose of the Academic Calendar is to acquaint students with the academic requirements, regulations, policies, procedures, and expectations of the Bachelor of Commerce Program. It is the responsibility of the student to read and understand the entire Academic Calendar. Questions about any of its contents should be directed to the Commerce Office.

2.2 ACKNOWLEDGEMENT OF TERRITORY
Queen’s University in Kingston is situated on traditional Anishinaabe and Haudenosaunee Territory. To acknowledge this traditional territory is to recognize its longer history, one predating the establishment of the earliest European colonies. It is also to acknowledge this territory’s significance for the Indigenous peoples who lived, and continue to live, upon it – people whose practices and spiritualities were tied to the land and continue to develop in relationship to the territory and its other inhabitants today. The Kingston Indigenous community continues to reflect the area’s Anishinaabek and Haudenosaunee roots. There is also a significant Métis community and there are First Peoples from other Nations across Turtle Island present today.

2.3 DEFINITIONS

<table>
<thead>
<tr>
<th>Academic Plan</th>
<th>A specified combination of courses leading to a degree in a particular subject.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Auditor</td>
<td>A student who attends a course with the consent of the instructor; formal registration is required but the student does not receive credit for the course and is not entitled to submit exercises or write examinations. For transcript notation, see Non-Evaluative Grades. For audit policies, see Auditing Courses.</td>
</tr>
<tr>
<td>Co-requisite</td>
<td>A requirement that must be fulfilled concurrently with another course.</td>
</tr>
<tr>
<td>Core</td>
<td>A course that is required, or is selected from an extremely limited list of courses, in a plan.</td>
</tr>
<tr>
<td>Elective</td>
<td>A course chosen by the student to satisfy part of the requirements for the degree.</td>
</tr>
<tr>
<td>Equivalency</td>
<td>A pair of courses of equal unit value, one of which may no longer be offered, which are considered to be similar enough that one may serve interchangeably for the other in terms of prerequisites, corequisites, exclusions, and plan and program requirements. Credit will only be given for one of the pair.</td>
</tr>
<tr>
<td>Term</td>
<td>Description</td>
</tr>
<tr>
<td>------------------------------------</td>
<td>---------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Exclusion</td>
<td>A list of two or more courses that are considered similar enough that credit will only be given for a defined subset of courses from that list. Usually, holding credit for an excluded course(s) will prevent registration of the remaining courses on the list.</td>
</tr>
<tr>
<td>Extenuating Circumstances</td>
<td>See Extenuating Circumstances.</td>
</tr>
<tr>
<td>Grade Point Average (GPA)</td>
<td>The unit-weighted average grade in a set of courses, based on a 4.3 grade point scale.</td>
</tr>
<tr>
<td>GPA - Cumulative</td>
<td>All courses registered under the Bachelor of Commerce degree at Queen's are included in the calculation of the Bachelor of Commerce cumulative GPA.</td>
</tr>
<tr>
<td>GPA - Year</td>
<td>The calculation of the Bachelor of Commerce Year GPA will include all courses registered under the Bachelor of Commerce Program at Queen's in the regular academic session (Fall and Winter academic terms).</td>
</tr>
<tr>
<td>International Letter of Permission (ILOP)</td>
<td>A formal document allowing a student to take a course at an institution outside of Canada (international) for credit toward the degree. See International Letter ofPermission.</td>
</tr>
<tr>
<td>Letter of Permission (LOP)</td>
<td>A formal document allowing a student to take a course at another institution in Canada for credit toward the degree. See Letter of Permission.</td>
</tr>
<tr>
<td>Level</td>
<td>Determined by the number of passed units completed:</td>
</tr>
<tr>
<td></td>
<td>0.0-23.9 units (level 1)</td>
</tr>
<tr>
<td></td>
<td>24.0-47.9 units (level 2)</td>
</tr>
<tr>
<td></td>
<td>48.0-83.9 (level 3)</td>
</tr>
<tr>
<td></td>
<td>84.0 units and above (level 4)</td>
</tr>
<tr>
<td>Official Documentation</td>
<td>See Official Documentation.</td>
</tr>
<tr>
<td>One-way Exclusion</td>
<td>A course that will prevent enrolment if taken with or before another course.</td>
</tr>
<tr>
<td>Prerequisite</td>
<td>A requirement that must be met prior to registration in a course.</td>
</tr>
<tr>
<td>Program</td>
<td>An approved set of courses leading to a degree.</td>
</tr>
<tr>
<td>Regular Academic Session</td>
<td>A regular session normally consists of the Fall and Winter terms of instruction.</td>
</tr>
<tr>
<td>SOLUS</td>
<td>SOLUS (Student On-line University System) allows students to manage their Academic, Financial, Contact and Admission details during their academic career at Queen's.</td>
</tr>
<tr>
<td>Unit</td>
<td>The academic value of a course.</td>
</tr>
<tr>
<td>Upper Year Student</td>
<td>Students who are studying in their second, third, or fourth year of the Commerce Program.</td>
</tr>
<tr>
<td>Withdrawal</td>
<td>A formal process for discontinuing studies.</td>
</tr>
</tbody>
</table>
3 ADMISSION

For more information regarding admission, please see Queen’s University Undergraduate Admission website.

All applicants should note that the Queen’s University Senate Policy on Student Appeals, Rights, and Discipline states that applicants seeking admission to the University or a Program at Queen’s may not appeal a decision regarding an individual application, whether or not the applicant is, or has been, a student in another Program at Queen’s. By extension, applicants may not appeal any Undergraduate Admission policy.

3.1 ADMISSION POLICY FOR ABORIGINAL CANDIDATES

In recognition of the need to encourage participation by members of the Aboriginal community in post-secondary education, Queen’s University offers Aboriginal candidates an additional and alternative pathway for admission to the first year of a full-time, first-entry undergraduate degree program. For more information, see Undergraduate Admission.

3.2 FIRST GENERATION STUDENT ADMISSION PATHWAY

Queen’s encourages participation in post-secondary education by First-Generation students. We offer First-Generation candidates, including Pathways to Education students, Crown Wards, and members of the Boys and Girls Club Raising the Grade program, an additional and alternative admission pathway to the first year of a full-time, first-entry undergraduate degree program. For more information, see Undergraduate Admission.

4 PROGRAM CURRICULUM AND GRADING

4.1 JURISDICTION

Students of Smith School of Business at Queen’s University are governed by the regulations, policies, and practices of this institution. It is the responsibility of every student in the Commerce Program to read and understand these policies, regulations, and requirements.

Commerce students registered in courses offered through another Faculty or School are governed by the academic regulations of the Commerce Program, with the exception of Academic Integrity. In accordance with the Senate Policy on Academic Integrity Procedures, the initial investigation of a departure from academic integrity and any referral of an academic integrity case will take place under the regulations of the Faculty or School offering the course. Appeals will continue to take place in accordance with the regulations of the Commerce Program. In the case of a finding of a departure from academic integrity, the Faculty or School offering the course will disclose the departure to and consult with the Dean’s Office of Smith School of Business before imposing any sanction. Upon such disclosure, the record of the departure shall be retained by the Smith School of Business in accordance with the process outlined in Academic Integrity. This record may be taken into consideration in determining a sanction were a further finding of a departure from academic integrity to occur. For more information, see Academic Integrity.
Although Commerce students registered in courses offered by another Faculty or School are governed by the academic regulations of the Commerce Program, when taking courses outside of the Smith School of Business students are required to abide by the rules and policies of the faculty or school in which they are taking the course.

**4.1.1 Students Registered in Multiple Programs within Queen's University**
With respect to matters pertaining to an individual course, students registered in multiple programs (including certificate and Dual Degree programs) will be governed by the academic regulations of the Faculty under which they register for the course.

**4.2 COURSE REGISTRATION**
Students are responsible for ensuring that they are registered in the appropriate required and elective courses for their year of study to meet degree requirements. For more information see [Required and Elective Courses](#). Please note that in order to be eligible for an international exchange, all required first and second year core courses must be successfully completed. For more information, see [International Exchange](#).

Students are permitted to make changes to their courses using SOLUS. Students are encouraged to consult the [Office of the University Registrar](#) for information on academic and financial deadlines.

Students with questions or concerns about their course registration should contact the Commerce Office.

**4.3 TIMEFRAME**
Once registered in the Program, the student is expected to complete all degree requirements without interruption. The Program is normally completed in four (4) consecutive years after admission to the University.

**4.3.1 Leave of Absence**
Students wishing to take a Leave of Absence (LOA) must submit a written request to the Executive Director (or delegate) via an Academic Advisor. To be eligible for an LOA, students must normally be in good academic standing in the program, or have extenuating circumstances (see [Extenuating Circumstances](#)). Students may not take any courses at Queen's during their LOA, nor may students take any university credits for the purposes of transfer to their Bachelor of Commerce degree. Students may be asked to submit documentation to support their request (see [Official Documentation](#)). Supporting documentation may also be requested before returning to studies.

Students who are on an LOA must notify the Commerce Office in writing of their intention to return to their studies at least two (2) months prior to the beginning of the new academic session.

**4.3.2 Requests for Extensions to the Maximum Term of Study**
While the normal period of time required to complete the Bachelor of Commerce degree is four (4) years, the maximum term of study is six (6) years. Therefore, students may extend their degree by up to
two (2) years. Should students need to extend their term of study beyond a total of six (6) years, they must appeal, in writing, to the Executive Director (or delegate) via an Academic Advisor. Additional academic units may be required at the discretion of the Executive Director.

Students who have not completed their degree after six (6) years, and have not been granted an extension, will be discontinued from the program and will be required to apply for readmission.

Any questions regarding extending the maximum term of study should be directed to the Commerce Office.

4.4 Degree Requirements and Courses
The Queen’s Program is a four-year program in which students complete 126.0 units. To be eligible for graduation, students must complete all degree requirements, and uphold and/or meet each of the Academic Regulations. For more information, see Academic Standing and Regulations.

Course offerings and program requirements change periodically. The Commerce Program works in conjunction with the Undergraduate Curriculum Committee to ensure that changes in the curriculum are made with the least amount of disruption to continuing students.

4.4.1 Course Weightings
Courses offered in one (1) term are typically weighted at 3.0 units, while courses offered over two (2) terms are typically weighted at 6.0 units.

The majority of Commerce courses are term-length courses worth 3.0 units each. COMM 502 is worth 6.0 units and COMM 503 is worth 9.0 units. Courses offered in other faculties may vary in unit weight.

4.4.2 Required and Elective Courses
Required Commerce courses must be taken at Queen’s University. Equivalent courses offered by other universities or other faculties at Queen’s will not satisfy Bachelor of Commerce degree requirements.

Exceptions may apply to transfer students who have completed equivalent courses prior to enrolling in the Bachelor of Commerce Program, or to students who have completed courses through an International Baccalaureate or Advanced Placement program in high school. For more information see Transfer Credit.

Note that 200-level and 600-level courses are not open to students registered in the Bachelor of Commerce Program.

4.4.2.1 Year I - Required Courses
COMM 103 Business Management (3.0 units)
COMM 105 Business Communications (3.0 units)
COMM 111 Introduction to Financial Accounting (3.0 units)
COMM 112 Introduction to Management Accounting (3.0 units)
COMM 131 Introduction to Marketing (3.0 units)
COMM 151  Organizational Behaviour (3.0 units)
COMM 153  Managing Work and Teams (3.0 units)
COMM 161  Introduction to Mathematical Analysis for Management (3.0 units)
COMM 162  Managerial Statistics (3.0 units)
ECON 110  Principles of Economics (6.0 units)
TOTAL: 33.0 units

4.4.2.2  Year 2 - Required Courses
COMM 104  Business Ethics and Corporate Social Responsibility (3.0 units)
COMM 121  Introduction to Finance (3.0 units)
COMM 122  Finance II (3.0 units)
COMM 132  Marketing II (3.0 units)
COMM 163  Business Decision Models (3.0 units)
COMM 172  Managerial Economics (3.0 units)
COMM 173  Introduction to International Business (3.0 units)
COMM 181  Introduction to Human Resources Management (3.0 units)
COMM 190  Introduction to Digital Business and Technologies (3.0 units)
Non-Commerce electives (6.0 units)
TOTAL: 33.0 units

4.4.2.3  Year 3 - Required Courses
COMM 341  Operations Management (3.0 units)
Commerce electives (12.0 units minimum; 18.0 units maximum)
Non-Commerce electives (9.0 units minimum; 15.0 units maximum)
TOTAL: 30.0 units

4.4.2.4  Year 4 - Required Courses
COMM 401  Business and Corporate Strategy (3.0 units)
Commerce electives (12.0 units minimum; 18.0 units maximum)
Non-Commerce electives (9.0 units minimum; 15.0 units maximum)
TOTAL: 30.0 units

4.4.2.5  Total Required Units

<table>
<thead>
<tr>
<th></th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Commerce required units</td>
<td>66.0</td>
</tr>
<tr>
<td>Commerce elective units</td>
<td>24.0</td>
</tr>
<tr>
<td>Non-Commerce elective units</td>
<td>24.0</td>
</tr>
<tr>
<td>Additional elective units (COMM or NON-COMM)</td>
<td>12.0</td>
</tr>
</tbody>
</table>

4.4.3  Chartered Professional Accounting (CPA) Requirements
Smith offers two areas of focus that prepare students for careers in professional accounting, public accounting practice, and performance management. Public accounting practice prepares a student for working in a public accounting firm environment and is the traditional path towards becoming a licensed public accountant. The performance management focus prepares a student to take a job in an industry (e.g. banking, oil and gas, etc.) or the non-public accounting areas of public accounting firms. Students in
both streams can become professional accountants but those enrolled in the performance measurement stream are not eligible to become licensed public accountants without additional educational requirements.

Courses for preparation to enter professional accounting program:

<table>
<thead>
<tr>
<th>Course</th>
<th>Public Accounting Practice Focus</th>
<th>Performance Management Focus</th>
</tr>
</thead>
<tbody>
<tr>
<td>Financial Accounting</td>
<td>COMM 111*</td>
<td>COMM 111*</td>
</tr>
<tr>
<td></td>
<td>COMM 311</td>
<td>COMM 311</td>
</tr>
<tr>
<td></td>
<td>COMM 313</td>
<td>COMM 313</td>
</tr>
<tr>
<td></td>
<td>COMM 417</td>
<td>COMM 417</td>
</tr>
<tr>
<td>Management Accounting</td>
<td>COMM 112*</td>
<td>COMM 112*</td>
</tr>
<tr>
<td></td>
<td>COMM 312</td>
<td>COMM 312</td>
</tr>
<tr>
<td></td>
<td>COMM 414</td>
<td>COMM 414</td>
</tr>
<tr>
<td>Auditing</td>
<td>COMM 317</td>
<td>COMM 317</td>
</tr>
<tr>
<td>Taxation</td>
<td>COMM 319</td>
<td>COMM 319</td>
</tr>
<tr>
<td>Information Systems</td>
<td>COMM 190*</td>
<td>COMM 190*</td>
</tr>
<tr>
<td>Finance and Financial Statement Analysis</td>
<td>COMM 121*</td>
<td>COMM 121*</td>
</tr>
<tr>
<td></td>
<td>COMM 122*</td>
<td>COMM 122*</td>
</tr>
<tr>
<td></td>
<td>One of COMM 321, 322, 323</td>
<td></td>
</tr>
<tr>
<td>Economics</td>
<td>ECON 110*</td>
<td>ECON 110*</td>
</tr>
<tr>
<td>Law</td>
<td>COMM 381</td>
<td>COMM 381</td>
</tr>
<tr>
<td>Strategy</td>
<td>COMM 401*</td>
<td>COMM 401*</td>
</tr>
</tbody>
</table>

*Required course for all Bachelor of Commerce students

For information on additional requirements to become a CPA, see Graduate Diploma in Accounting and Chartered Professional Accountants Canada.

4.4.4 Non-Commerce Prerequisites and Exclusions

When choosing non-Commerce electives, eligibility for registration in all classes rests on course prerequisites, co-requisites, and exclusions as stated in the relevant Faculty Academic Calendar. Commerce students are expected to carefully review the prerequisites and exclusions for all courses taken through other faculties. In special circumstances, departments and/or instructors may waive some requirements.

4.4.5 Course Load

Students are required to be registered as full-time students. A 60% course load in the regular Academic Session (September – April) is required to maintain good academic standing, and an 80% course load in the regular Academic Session is required to be eligible for the Dean’s List and Dean’s List with Distinction. For more information, see Required and Elective Courses.

Although a 60% course load is the minimum requirement, students are expected to maintain a 100% load. Students should complete all required courses, Commerce electives, and non-Commerce electives.
in the academic year for which they are requirements. Students are advised to discuss their program plan with an Academic Advisor in the Commerce Program if they plan to take less than a 100% course load.

If a student in his or her final year of study needs less than a 60% course load to complete degree requirements, there will be no implications for academic progression provided the student is enrolled in the units needed to complete the Bachelor of Commerce degree. There will be implications for academic standing if a student in the final year of study has less than a 60% course load, and is not enrolled in the units necessary to complete the degree.

Students should note that many external bodies (e.g. OSAP, Revenue Canada, scholarship agencies, or other academic institutions) may have different definitions of full-time or part-time course load for the purposes of grant funding, scholarship eligibility, or taxation status. If in doubt of your course load status in regards to such agencies, please contact the Office of the University Registrar, or the external agency directly, as appropriate, for advice.

Students wishing to take a reduced course load should see Requests for a Reduced Course Load.

4.4.5.1 Requests for a Reduced Course Load
Students wishing to take a reduced course load (less than a 60% course load between September and April) must submit a written request to the Executive Director (or delegate) via an Academic Advisor. To be eligible for a reduced course load, students must normally be in good academic standing in the program or have extenuating circumstances (see Extenuating Circumstances).

Students may be asked to submit Official Documentation to support their request. Supporting documentation may also be requested before returning to a full course load.

4.4.5.2 Requests for an Increased Course Load
A student may request permission to take more than the normal course load during second, third, or fourth year if the student is registered in a dual degree program or there are other circumstances deemed exceptional.

Such permission should be requested from the Executive Director (or delegate) via an Academic Advisor.

4.4.6 Summer Term Courses
Commerce students wishing to take Summer courses should consult an Academic Advisor in the Commerce Program. Students are typically advised to take no more than 6.0 units in any Summer term.

Taking on more than 6.0 units at any time during the Summer Term does not constitute sufficient grounds for an academic appeal.

Required Commerce courses cannot be taken in the Summer term.
For more information on Summer term courses offered at Queen's University, please visit Arts & Science Online.

Commerce unit fees apply to all courses taken at Queen’s, including those taken in the Summer term.

Students wishing to take a Summer term course on a Letter of Permission (LOP) or an International Letter of Permission (ILOP) at another university should consult an Academic Advisor. For more information, please see Letter of Permission and International Letter of Permission.

4.4.7 Adding and Dropping Courses
In any given semester, students may make changes to the course(s) they are enrolled in without financial or academic penalty within the "Add and Drop" dates, which are outlined in the Sessional Dates for each faculty on the Office of the University Registrar website. Students should also consult the Office of the University Registrar for information on the academic and financial deadlines that apply past the “Add and Drop” period.

Students who wish to add a course after the last day to add classes must submit an appeal the Executive Director (or delegate; for more information see Appeals to the Executive Director). Students must have the written support of the course instructor, and provide evidence of extenuating circumstances that prevented them from enrolling in the course before the deadline. If the appeal is approved, the student will be enrolled in the course and is responsible for making arrangements with the instructor to complete any missed work.

Commerce students are permitted to drop courses until the last day of classes in the term. Students who wish to drop a course between the last date to drop classes without academic penalty (as indicated in the Commerce Sessional Dates) and the last day of classes should contact an Academic Advisor. A ‘DR’ notation will be placed the transcript (see Non-Evaluative Grades). A student may not appeal to remove a DR grade from the transcript.

Students who wish to drop a course after the last day of classes, but before the course is complete (i.e. the final exam written and/or all deliverables submitted), must submit an appeal to be evaluated by the Executive Director (or delegate; for more information see Appeals to the Executive Director). If the appeal is approved, a ‘DR’ notation will be placed the transcript (see Non-Evaluative Grades). A student may not appeal to remove a DR grade from the transcript.

4.4.7.1 Dropping Multi-Term Courses
Students who wish to drop a multi-term course must drop the classes denoted with both the A and the B suffix on or before the date for dropping a course without academic penalty; otherwise a grade of NG (not graded) shall be assigned to the A suffix. If a student wishes to drop a multi-term course after the deadline to drop Fall Term classes without academic penalty, but prior to the deadline to drop Winter Term classes without academic penalty, only the B suffix shall be expunged from the transcript. For more information, see Non-Evaluative Grades.
Students wishing to drop a multi-term course after the deadline to drop Winter Term classes without academic penalty, or after the last day of classes, should follow the process outlined in Dropping a Course.

### 4.4.8 Transfer Credit

Students must complete the majority of the units required for their degree program at Queen's University (i.e. 66.0 units). Therefore, up to 60.0 units of transfer credit (grade of TR) from outside Queens’ University will be accepted toward the Bachelor of Commerce degree. The 60.0 unit maximum includes, but is not limited to, credits completed before full-time transfer to Queen’s, transfer credits from International Exchange, Advanced Placement, International Baccalaureate, and CEGEP courses, and courses completed at other universities via a Letter of Permission (LOP) or an International Letter of Permission (ILOP).

Transfer credits will indicate the equivalent weight of the courses. The Queen’s transcript will indicate the Queen’s course equivalent if applicable; otherwise, the transfer credit will be unspecified. Transfer credits will be transferred to Queen’s with a Transfer (TR) notation in lieu of grades. These units will be applied towards a student’s degree requirements but will not be included in the student’s Queen’s GPA. Under no circumstances will the grade provided by another post-secondary institution be placed on the Queen’s transcript. For more information see Non-Evaluative Grades.

Transfer credit assessment outcomes are not appealable.

#### 4.4.8.1 Advanced Placement, International Baccalaureate, and CEGEP

Consistent with Queen’s University policy on transfer credits, the Commerce Program will permit up to 18.0 transfer units towards a Bachelor of Commerce degree via Advanced Placement (AP), International Baccalaureate (IB), or CEGEP credits earned by applicants, assuming the majority of the total units required for their degree program are completed at Queen’s University. For more information see Transfer Credit.

In doing so, the following rules apply:

1. An AP or IB credit in ECON 111 and ECON 112, completed in high school, may be used to replace the required first year course Principles of Economics (ECON 110). In this case, the student may maintain the normal unit load of 33.0 units by enrolling in an additional 6.0 non-Commerce elective units. Students who have an IB or AP credit in only one of ECON 111 or ECON 112 must ensure that they take the course for which they do not have credit in order to meet the ECON 110 requirement (i.e. students who have credit for ECON 111 only must complete ECON 112, and vice versa).

2. An AP or IB credit for STAT 263, completed in high school, may be used to replace the required first year course Managerial Statistics (COMM 162). Students may maintain the normal unit load of 33.0 units by enrolling in an additional 3.0 non-Commerce elective units. Once enrolled in the Bachelor of Commerce Program, students cannot take STAT 263 for credit towards their degree.

3. All other AP, IB, or CEGEP credits will be counted as non-Commerce electives.
Students with AP, IB or CEGEP transfer credits may choose to take a reduced course load in any year of the program. However, students are required to maintain the required minimum course load in each year of the program. Please see Course Load for more information.

Students who wish to use AP, IB, or CEGEP credits must submit their final official results to Undergraduate Admission by the end of the first term of first year, regardless of what year the credit will be applied. Eligible students who do not submit a final transcript and/or course descriptions (where required) by the end of their first term as a Queen’s student are considered to have declined transfer credit.

The Commerce Office strongly urges students who are bringing AP, IB, or CEGEP credits into their Bachelor of Commerce degree to meet with an Academic Advisor at the beginning of their first year studies to discuss how their specific credits fit into their Bachelor of Commerce Program.

Please see Undergraduate Admission for further information on transfer credits.

4.4.8.2 Letter of Permission
A Commerce student may be permitted to take undergraduate classes at another Canadian university for credit toward the Bachelor of Commerce degree on a Letter of Permission (LOP). The LOP serves as a guarantee that courses taken at another Canadian university will be accepted for credit towards a Queen’s degree, and must therefore be obtained prior to making any commitments to another university.

4.4.8.2.1 LOP Eligibility
To be granted an LOP, students must be in good academic standing, and have successfully completed a minimum of 24.0 graded units at Queen’s.

Students are normally permitted to transfer a maximum of 6.0 units from another post-secondary institution in a term (i.e. Fall, Winter, or Summer). Students wishing to complete more than 6.0 units during the Summer term must submit a written request to the Director of Student Services (or delegate).

4.4.8.2.2 Transfer Credits from an LOP
The majority of the total units required for the degree program must be completed at Queen’s University. For more information see Transfer Credit.

Students wishing to receive credit for a course taken at another Canadian university must apply for an LOP prior to applying for enrolment in classes at that institution. The application must state the name of the institution and provide a course outline of the specific course or courses in which the student wishes to enroll. Requests will not be considered without a course outline. Students are not permitted to transfer credit that was completed via a challenge examination (or other similar method of assessment).

Required Commerce courses may not be taken via LOP. For more information, see Required and Elective Courses.
Subject to approval by the relevant department, permission may be given for non-Commerce or Commerce elective courses. Credit will be given in courses for which an LOP has been issued and which have been completed successfully with a grade of B- or higher (as defined by the university offering the course). Courses completed via LOP with a grade less than B- will not appear on the Queen’s transcript, and cannot be counted as credit toward the student’s degree program.

Students are responsible for ensuring a sealed, official transcript from their host university is submitted to the Commerce Office in order to receive their transfer credits.

When the course(s) taken at another institution are credited to a student's Queen's record, only the course(s) transferred will show on the transcript and not the grades(s) achieved (see Transfer Credit for more information). Failed units as the result of an LOP will not appear on the Queen’s transcript, nor will they have implications for a student’s academic progress at Queen’s. However, the failed course will appear on the transcript from the host university and the student must make up the failed units before graduation.

For students taking the final course(s) for their degree elsewhere, it may not be possible to get the official transcript to the Commerce Office in time to graduate at the upcoming ceremony. Please contact the Commerce Office for further details.

If notification is received of a finding of a departure from academic integrity in a course taken by a Commerce student while studying at another post-secondary institution on an LOP, a copy of the finding will be held in the student file at the Smith School of Business.

4.4.8.2.3 Application for an LOP and Admission to Host University
There is a non-refundable application fee for an LOP. Please see Non-Compulsory Fees, and complete the application form available on the Commerce portal.

An LOP, and the associated payment, is valid only for the host university and academic term for which it is issued. Students wishing to apply for an additional LOP must do so through the Commerce Office, prior to enrolling in any courses.

Students must submit the application for an LOP three weeks (15 business days) in advance of when they wish to receive the letter.

It is the student's responsibility to apply for admission to the host university by the host university's application deadline. Students who obtain an LOP should register as a special or visiting student not in a degree program. Students who register for a degree program at the host university will jeopardize their degree and admission status at Queen’s and will have to reapply back to Queen’s University through the University Application Centre (LOP will be null and void). Tuition fees are payable directly to that institution.
Students wishing to receive credit for a course taken at a university outside of Canada must apply for an International Letter of Permission (ILOP) from the Centre for International Management (exchange office). For more information, see International Letter of Permission.

4.4.8.3 International Letter of Permission

There are unique circumstances in which students may wish to study abroad in a particular country or at an institution where Smith does not have a formal exchange agreement. The major difference is that a student who takes the International Letter of Permission (ILOP) route applies as a visiting student to the university and pays the relevant international student fees to the host university. Students who wish to participate in a study-abroad experience at another post-secondary international institution where Smith does not have a formal exchange agreement must apply for an ILOP through the Smith Centre for International Management for the host institution and for specific courses to be taken. The ILOP serves as a guarantee that courses taken abroad will be accepted for credit towards a Queen’s degree, and must therefore be obtained prior to making any commitments to an institution abroad.

4.4.8.3.1 ILOP Eligibility

Students may only apply for an International Letter of Permission (ILOP) in the Fall or Winter terms to study at an institution with which Smith School of Business does not have an existing bilateral exchange agreement. Students should review the list of Smith Exchange Partners before pursuing an ILOP. Requests for the Summer term will be reviewed on a case-by-case basis.

To be granted an ILOP in the Summer term, students must be in good academic standing in the program, and have successfully completed a minimum of 24.0 graded units at Queen’s. Students are normally permitted to transfer a maximum of 6.0 units from an international institution in the Summer term. Students wishing to complete more than 6.0 units during the Summer term must submit a written request to the Associate Director of International Programs (Commerce).

Students may also apply for an ILOP for a Fall or Winter study term abroad. The eligibility requirements to apply for an ILOP for a term (i.e. to complete the equivalent of between 9.0 and 18.0 units) are the same as the eligibility requirements to participate in an international exchange. The recommended course load for an ILOP for the Fall or Winter term is 15.0 units. For more information, see International Exchange Eligibility.

4.4.8.3.2 Transfer of Credits from an International Letter of Permission.

The majority of the total units required for the degree program must be completed at Queen’s University. For more information see Transfer Credit.

Students wishing to receive credit for a course taken at an international institution must apply for an ILOP prior to applying for enrolment in classes at that institution. The application must state the name of the institution and provide a course outline of the specific course or courses in which the student wishes to enroll. Requests will not be considered without a course outline. Students are not permitted to transfer credit that was completed via a challenge examination (or other similar method of assessment).
Required Commerce courses may not be taken via ILOP. For more information, see [Required and Elective Courses](#).

Subject to approval, permission may be given for non-Commerce or Commerce elective courses. Credit will be given in courses for which an ILOP has been issued and which have been completed successfully with an equivalent grade of B- or higher (as defined by the university offering the course). Courses completed via ILOP with a grade less than B- will not appear on the Queen’s transcript, and cannot be counted as credit toward the student’s degree program.

Students are responsible for ensuring a sealed, official transcript from their host university is submitted to the Centre for International Management in order to receive their transfer credits.

When the course(s) taken at another institution are credited to a student's Queen's record, only the course(s) transferred will show on the transcript and not the grades(s) achieved (see [Transfer Credit](#) for more information). Failed units as the result of an ILOP will not appear on the Queen’s transcript, nor will they have implications for a student’s academic progress at Queen’s. However, the failed course will appear on the transcript from the host university and the student must make up the failed units before graduation.

For students taking the final course(s) for their degree elsewhere, the official transcript may not arrive at the Centre for International Management in time to graduate at the upcoming ceremony. Please contact the Commerce Office for further details.

If notification is received of a finding of a departure from academic integrity in a course taken by a Commerce student while studying at another post-secondary institution on an ILOP, a copy of the finding will be held in the student file at the Smith School of Business.

While studying on an ILOP, students will not be eligible for Queen’s bursaries and scholarships.

Students who study on an ILOP for a full academic year (Fall and Winter terms) are not eligible for the Dean's List for that academic year.

4.4.8.3.3 Application for an ILOP and Admission to Host University

There is a non-refundable application fee for an ILOP payable to the Commerce Office. Please see [Non-Compulsory Fees](#), and complete the ILOP application form available on the Commerce portal.

An ILOP, and the associated payment, is valid only for the host university and academic term for which it is issued. Each application allows for a maximum of six course evaluations only. Students wishing to request for additional course evaluations or for an additional ILOP for a different host university and/or academic term must do so through the Centre for International Management, prior to enrolling in any courses.

Students must submit the application for an ILOP by the specific deadlines outlined below.
### Academic Calendar 2019-2021

<table>
<thead>
<tr>
<th>Academic Term</th>
<th>Application Deadline</th>
<th>Acceptance Deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall Term</td>
<td>July 1</td>
<td>July 29</td>
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<tr>
<td>Winter Term</td>
<td>November 1</td>
<td>November 29</td>
</tr>
<tr>
<td>Summer Term</td>
<td>March 1</td>
<td>March 29</td>
</tr>
</tbody>
</table>

It is the student's responsibility to apply for admission to the host university by the host university’s application deadline. Students who obtain an ILOP should register as a special or visiting student not in a degree program. Students who register for a degree program at the host university will jeopardize their degree and admission status at Queen's and will have to reapply back to Queen's University through the University Application Centre (ILOP will be null and void). Tuition fees are payable directly to that institution.

Students who receive approval for an ILOP and who have officially accepted an offer through the International Exchange Program, must submit a written request to withdraw from their Exchange Program by the ILOP acceptance deadline. An international letter of permission cannot be issued unless the student withdraws from their Exchange Program and formally accepts the ILOP offer.

Students wishing to receive credit for a course taken at a Canadian university must apply for a Letter of Permission (LOP) from the Commerce Office. For more information, see [Letter of Permission](#).

#### 4.4.9 International Exchange

Smith School of Business has a well-established International Exchange Program that typically enables students to study internationally for one (1) or two (2) terms in third year or in the Fall term of fourth year. While abroad, students may take Commerce and non-Commerce elective courses at an international partner university.

Students are subject to the policies, regulations, and requirements of Queen's and the partner school while they are attending. It is the responsibility of every student to read and understand these policies, regulations, and requirements.

If notification is received of a finding of a departure from academic integrity in a course taken by a Commerce student while studying at an partner institution on an international exchange, a copy of the finding will be held in the student file at the Smith School of Business.

For more information on exchange, please contact the Centre for International Management.

#### 4.4.9.1 International Exchange Eligibility

To be eligible for the privilege of participating in International Exchange, students must:

1. Be in good academic standing (see [Academic Regulations and Standing](#))
2. Successfully complete all first and second year required Commerce courses, by the time they depart for exchange

Students who enter second/third year on academic probation may apply for exchange with the understanding that the probation must be lifted by the end of second/third year in order to be eligible to participate in an exchange.
Meeting the minimum academic requirements does not guarantee the privilege of participating in an international exchange. A student may be deemed ineligible for international exchange if he or she is not currently a suitable representative of Queen’s University and Smith School of Business. Reasons a student may be deemed ineligible include, but are not limited to, misrepresentation or omission of facts on any part of the exchange application, academic misconduct, breach of the Student Code of Conduct, conviction of a criminal offence, or any conduct that would bring the reputation of Queen’s University or Smith School of Business into disrepute. The decision that a student is ineligible for international exchange is made by the Executive Director the Commerce Program, in consultation with the Director of the Centre for International Management. A decision made by the Executive Director may be appealed to the Academic Progress Committee (see Appeals to the Academic Progress Committee).

All offers are conditional; if a student fails to meet one or more of the above-listed criteria, the exchange offer may be revoked.

4.4.9.2 Transfer Credits from International Exchange

Students are granted credits in accordance with the regulations on transfer credits (see Transfer Credit for more information). Students receive a transcript from the partner institution, which includes course names, grades and will be required for applications to post-graduate programs.

The majority of the units transferred back from the partner university must be commerce units (i.e. the equivalent of at least 9.0 of 15.0 units).

Failed units at an international exchange partner will not appear on the Queen’s transcript, nor will they have implications for a student’s academic progress at Queen’s. However, the failed course will appear on the transcript from the partner school and the student must make up the failed units before graduation. Courses failed on exchange will also impact a student’s eligibility for the Dean’s List and Dean’s List with Distinction. Please see Dean’s List.

4.4.10 Auditing Courses

Commerce students who wish to audit a course in another faculty must follow the policies and procedures of that faculty. Students who are interested in auditing a course should consult with the relevant Faculty Office to determine whether the course may be audited, and how to obtain permission to do so.

Only current Queen’s students may audit a Commerce course. Students must obtain the permission of both the instructor and the Director of Student Services (or delegate). Required Commerce courses cannot be audited.

In giving consent to audit a course, the instructor will discuss with the auditor to determine the extent of the auditor’s participation in classes, field trips, etc. Auditors are not entitled to submit assignments or write examinations.

Audited courses cannot be used as credit toward a degree program.
A fee will apply. For more information, see the Office of the University Registrar.

No part of this regulation may be appealed.

4.4.11 Retaking Courses
Students are permitted to retake a course that has already been completed, whether the student received a passing or failing grade on the first attempt. Please note that the opportunity to repeat a course is contingent on available space.

Each course is counted only once toward the degree.

When the exact course is retaken, only the attempt with the higher mark will count toward the degree program and will be included in the GPA. However, both entries will continue to appear on the student's transcript and each failure counts in the total number of failures. As such, each failed attempt will have implications for academic standing.

4.4.12 Personal Interest Credit
Note that this policy applies to courses taken at Queen's University only.
A student may choose to designate a degree-credit course for pass/fail grading that would normally have letter grading. A student may designate non-Commerce electives, subject to the policies of the Faculty or School offering the course, as a Personal Interest Credit.

The intention of such a designation is to encourage a student to explore a wide variety of subject matter and to promote interdisciplinarity.

A student may designate a course in which they have enrolled for pass/fail grading by submitting the appropriate application form to the Commerce Office before the deadline to drop the course without academic penalty, as indicated in the Commerce Sessional Dates, in each term.

Personal Interest Credits may not be applied for retroactively. Once the academic deadline to drop a class has passed for a specific term, students may no longer designate a course in that term for pass/fail grading.

The following regulations will apply to the designation of any pass/fail grading by the student:

(i) The student must have passed a minimum of 24.0 units at Queen's before a pass/fail course can be designated.
(ii) The student must be in good academic standing at the time that a course is designated for pass/fail grading.
(iii) The student may designate a maximum of 6.0 units for pass/fail grading throughout their Undergraduate Careers (excluding any courses designated pass/fail by an academic unit). The 6.0 unit total includes any units designated for pass/fail grading that result in a failing grade.
(iv) The student may designate a maximum of one course per term for pass/fail grading.
(v) Once a course has been designated for pass/fail grading, the student may change this designation only up to the deadline to drop the course without academic penalty, as indicated in the Commerce Sessional Dates, in each term. In the case of multi-term courses, the student may change the designation up to the deadline for the B half of the course. After this deadline, the student may not change this designation for any reason, regardless of academic performance.

(vi) The student may not designate a course for pass/fail grading if there is a finding of a departure from academic integrity in the course.

(vii) Only non-Commerce elective courses may be designated for pass/fail grading; no core Commerce courses or Commerce electives may be designated for pass/fail grading.

(viii) Courses offered by other Faculties and Schools are subject to the policies of that Faculty or School. The Faculty, School, or Department offering the course will determine whether the course is eligible to be designated as pass/fail.

(ix) No variation from the required course components and grading scheme as published in the course syllabus will be made for a student who designates a course for pass/fail grading. If the instructor assigns a grade of D- or greater, as determined by the grading scheme, the student will be deemed to have met the minimum standard in the course and will be given a grade of P.

(x) Students considering enrolling in a dual degree in the Faculty of Arts and Science should not designate courses that may be applied toward the requirements of that degree as pass/fail.

(xi) Any course designated for pass/fail grading that results in a failing grade will have implications for progression in the Commerce Program (see Academic Regulations and Standing), and will be included in the student’s GPA (see Pass/Fail Grades). No part of this regulation may be appealed.

### 4.5 Grading

The grading system for courses in the Commerce Program is:

<table>
<thead>
<tr>
<th>Letter Grade</th>
<th>Grade Point</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>A+</td>
<td>4.3</td>
<td>90-100</td>
</tr>
<tr>
<td>A</td>
<td>4.0</td>
<td>85-89.9</td>
</tr>
<tr>
<td>A-</td>
<td>3.7</td>
<td>80-84.9</td>
</tr>
<tr>
<td>B+</td>
<td>3.3</td>
<td>77-79.9</td>
</tr>
<tr>
<td>B</td>
<td>3.0</td>
<td>73-76.9</td>
</tr>
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<td>B-</td>
<td>2.7</td>
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</tr>
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<td>C+</td>
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<td>0-49.9</td>
</tr>
</tbody>
</table>
4.5.1 Non-Evaluative Grades

4.5.1.1 Pass/Fail Grades
A grade of Pass (P) may be assigned when a student meets or exceeds the minimum standards in a course that has been designated for pass/fail grading either by an academic unit or by the student as a Personal Interest Credit (see Personal Interest Credit). A grade of Fail (F) will be given if the student does not meet the minimum standards in a course that has been designated for pass/fail grading. A course that has been assigned a grade of Pass will not be included in the student’s GPA but may be counted for credit towards a degree program. A grade of F in a course that has been designated for pass/fail grading will be included (with the corresponding grade point of 0.0) in any GPA calculation. Other non-evaluative grades (IN, GD) may be entered in accordance with the academic regulations.

4.5.1.2 Aegrotat Standing (AG)
Aegrotat Standing (AG) in a course is reserved for situations in which a student has completed and passed at least 60% of the work for a course but, because extenuating circumstances beyond his or her control, is unable to complete all the work of the course.

A student seeking Aegrotat standing in a class must submit a formal appeal to the Executive Director (or delegate; see Appeals to the Executive Director). Students should note, in particular, the Timeline of Appeals to the Executive Director. A student seeking Aegrotat Standing in a class must have the written support of the instructor. As part of the appeal, the instructor must indicate whether the student has demonstrated an understanding of the class material and must provide an estimation of the student’s grade in the class based on the work completed. The Executive Director will consider whether a request for academic consideration was made to the course instructor and/or the Commerce Office during the term. In addition, the decision-maker will consider whether the temporary designation Incomplete (IN) is appropriate for a course in which a student, because of extenuating circumstances, has not completed all term work for a course. As an alternative permission to submit course work late or defer the writing of a final examination may be granted.

If the request is granted, this estimated letter grade will appear on the student’s transcript together with a note reading “Aegrotat Estimated Grade.” Aegrotat grades will be included in the student’s grade point average (GPA), and can be used as credit earned towards a degree program.

Students may be granted Aegrotat and/or Credit standing for a maximum of 36.0 units during their entire program.

4.5.1.3 Credit Standing (CR)
Credit standing (CR) in a course is reserved for situations in which a student, who has completed all of the work of the course including the final examination, and achieved a passing grade in the course, but because of illness or other extenuating circumstances beyond his or her control (see Extenuating Circumstances), earned a substantially lower grade than might have been expected, normally a grade of C or lower.

A student seeking Credit Standing in a course must submit a formal appeal to the Executive Director (or delegate; see Appeals to the Executive Director). Students should note, in particular, the Timeline of
Appeals to the Executive Director. As part of the appeal, the instructor must provide written support. The Executive Director will consider whether a request for academic consideration was made to the course instructor and/or the Commerce Office during the term and, if academic consideration was provided during the term, what additional basis exists that might warrant substituting the grade assigned by the instructor.

If the request is granted, a course with credit standing will not be included in the student’s GPA, but can be used as credit earned towards a degree program. Students who wish to use a course in which they have credit standing as a prerequisite for registering in a further class may need to appeal to the instructor of the class if the prerequisite requirement includes a minimum grade. Instructors have the authority to waive this prerequisite at their discretion.

Students may be granted Aegrotat and/or Credit standing for a maximum of 36.0 units during their entire program.

4.5.1.4 Grade Deferred (GD)
Grade Deferred standing (GD) is a temporary designation reserved for circumstances in which:
1. A student has submitted all the work in a course, but the final grade is not available (e.g. late assignment not yet marked); or
2. A suspected departure from academic integrity is under investigation or under appeal and a final grade for the course cannot yet be determined.

The instructor shall indicate to the Director of Student Services (or delegate) the special circumstances under which the GD is being assigned, and in the case of (1) above, shall provide a timeline for submission of the final grade.

A grade of GD will not be included in the determination of a student’s grade point average, and any course with a GD designation may not be counted for credit towards a degree program.

NOTE: GD differs from the notation IN, which indicates that a student has not submitted all the work assigned and the instructor has agreed to accept the outstanding work.

4.5.1.5 Incomplete (IN)
Incomplete standing (IN) is a temporary designation reserved for a course in which a student who, because of extenuating circumstances beyond his or her control (see Extenuating Circumstances), has not completed all term work for a course and/or requests permission to defer the writing of a final examination.

A student seeking incomplete standing may be requested to provide documentation that demonstrates extenuating circumstances (see Official Documentation). The date for the work to be completed should be reached by mutual agreement between the instructor and student. Incomplete work can be submitted no later than the end of the subsequent term.
In cases where a student will receive a failing grade if all outstanding work is not completed or the exam is not written, an IN grade will be submitted by the instructor. A grade of IN will not be included in the determination of a student’s grade point average, and any course with an IN designation may not be counted for credit towards a degree program. If the outstanding work is not submitted by the end of the subsequent term, the IN grade will lapse to an F (failure) and will be included in the student’s grade point average.

Any extensions beyond either the date of the first agreement or the end of the subsequent term must be based on further extenuating circumstances and will require an appeal to the Executive Director (or delegate). For more information, see Appeals to the Executive Director.

4.5.1.6 Transfer Credit (TR)
A transfer credit (TR) designation is reserved for a course in which a student undertakes study at another accredited post-secondary institution (see Transfer Credit). A transcript note will accompany this entry, indicating the University or other academic institution from which the credit was earned, and the degree program to which the transferred course is being credited. Under no circumstances shall the grade provided by another post-secondary institution be placed on the Queen’s transcript.

Students who wish to use a course in which they have a TR designation as a prerequisite for registering in a further class may need to appeal to the instructor of the class. Instructors have the authority to waive this prerequisite at their discretion. Transfer credit designations will not be included in the student’s GPA but may be counted for credit towards a degree program.

4.5.1.7 Audit (AU)
The audit (AU) designation is reserved for courses in which a student officially attends a class as a registered auditor but in which the student does not undertake any work to be marked by the instructor.

Audit designations will not be included in the student’s GPA and will not be counted for credit towards a degree program. For more information, see Auditing Courses.

4.5.1.8 Dropped (DR)
The Dropped (DR) designation indicates a course that is dropped by a student after the deadline to drop without academic penalty (see Dropping Courses), or as the result of a successful appeal (see Academic Decisions and Appeals).

Dropped designations will not be included in the student’s grade point average and will not count for credit towards a degree. A student may not appeal to remove a DR grade from the transcript.

4.5.1.9 Not Graded (NG)
The not graded (NG) designation indicates the completion of the first half of a multi-term course. A student will receive an NG designation at the end of the first term in which the class was in progress. At the end of the second term in which the course is offered a letter grade or other appropriate designation shall be entered. Not graded designations will not be included in the student’s GPA and will
not be counted for credit towards a degree program. No course with an NG designation may subsequently be counted as partial or full credit towards completion of another course at Queen’s University, or as transfer credit. For more information see Dropping Multi-Term Courses.

4.5.1.10 Courses in Progress (no designation)
Transcripts shall note all courses in progress during the academic term in which they are offered. Courses in progress shall have no designation attached to them.

4.5.2 GPA
Year and cumulative GPAs are calculated on a weighted basis using the number of units assigned to the course.

All courses registered under the Bachelor of Commerce degree at Queen's are included in the calculation of the Bachelor of Commerce cumulative GPA.

The calculation of the Bachelor of Commerce year GPA will include all courses registered under the Bachelor of Commerce Program at Queen's in the regular academic session (September to April).

For students enrolled in a dual degree program, the cumulative GPA calculated on the transcript will include all courses taken under both degrees. However, for the purposes of Commerce awards and academic progression, only those courses registered under the Bachelor of Commerce will be included in the GPA.

4.5.3 Grading Specifications
All final marks, including those assigned after special examinations, may be based on the results of formal examinations and on grades obtained from other work throughout the course, which may include essays, exercises, reports, presentations, class tests/ quizzes, and class participation or other work.

At the beginning of each course, the professor will provide a clear statement of the basis on which the final mark will be assessed. All work assigned and the weight, if any, that it will contribute to the final mark will be specified. For example, an instructor may specify that students must pass the individual deliverable(s) to pass the course.

4.5.4 Class Participation
Class participation grades are allocated in some courses. Different instructors may define participation in different ways. For example, participation may include contributions to class discussions or discussion boards, class attendance, timely completion of assigned work, and any other relevant factors as judged by the instructor. Professors who elect to evaluate class participation as part of student evaluation should define the specific form and opportunities for this participation at the start of their course.
4.5.5  Dean’s List
Bachelor of Commerce students in years one, two, and three who obtain an academic year GPA of 3.50 or more will be placed on the Dean's Honour List and will have this honour noted on their transcripts. To be eligible for the Dean's Honour List the following conditions must be met:

a. Students must have completed an 80% course load for their particular year of study (September-April)
b. All courses, for the purpose of calculating a student's GPA, must have been completed at Queen's
c. The year GPA will be calculated on a weighted basis and shall include all courses studied at Queen's as part of the Bachelor of Commerce degree Those students studying abroad for one term on a

d. Smith School of Business International Exchange will be eligible for inclusion on the Dean's Honour List if:

   i. Their GPA on no fewer than 9.0 units in the term spent at Queen's of the year in which they went on exchange and the courses (no fewer than 9.0 units) taken in the Winter term at Queen's of the year prior to going on exchange was not less than 3.50; and
   ii. All courses studied on exchange were successfully completed in accordance with the standards of the partner university

e. Students who obtain an academic year GPA that is in the top 10% of their class will earn the honour of Dean's Honour List with Distinction

4.5.6  Graduation with First Class Honours
A student who graduates from the Bachelor of Commerce Program with a cumulative GPA of at least 3.50, and who has taken at least 90.0 units towards their Bachelor of Commerce degree at Queen's University, shall have the designation 'First Class Honours' placed on his or her transcript and the honour will be noted in the official Convocation program.

For the purposes of calculating the student's cumulative GPA, all courses taken at Queen's and registered as part of the Bachelor of Commerce degree will be included.

5  ACADEMIC REGULATIONS AND STANDING
Academic Regulations exist to maintain the standards of the Bachelor of Commerce Program, and to ensure the candidates of have the mandatory knowledge and experience to merit receiving the degree. Degrees are awarded according to the requirements and processes set out in the Academic Regulations.

Every student is responsible for knowing and meeting or upholding the Academic Regulations in order to progress through, and ultimately be awarded, the degree. The Academic Regulations below are currently in effect. Regulations are consistently reviewed and may change from time to time. Any changes that take place during the academic year will be communicated to students; it remains the student’s responsibility to be aware of any such changes.
Each candidate for the Bachelor of Commerce degree must successfully achieve the Regulations below. Failure to meet these Regulations will be reviewed by the Director of Student Services on behalf of the Executive Director, who may impose sanctions such as a requirement to withdraw from the program.

5.1 Progression in the Commerce Program

Each candidate for the Bachelor of Commerce degree must successfully meet or achieve the Regulations below in order to be in Good Academic Standing, to progress through the Program, and to be eligible for graduation from the Program.

Every student must achieve the following:

1. Attain an academic year GPA of not less than 2.00 at the end of the regular academic session (September – April); and
2. Maintain a cumulative GPA of not less than 2.00 (includes all courses taken at Queen's registered under the Bachelor of Commerce); and
3. Pass all courses attempted (including required courses, Commerce elective courses, and elective courses from other faculties); and
4. Be registered as a full-time student in the Bachelor of Commerce Program. That is, they must take at least 60% of the normal course load during the September to April time frame.

A student who fails to meet one of these requirements will be placed on academic probation for the following regular academic session (see Academic Probation).

A student may not be placed on academic probation more than once in the Commerce Program.

A student who fails to meet more than one of these requirements will be required to withdraw from the program (see Requirement to Withdraw).

Please note that a student's academic standing has implications for his/her eligibility to participate in an international exchange.

5.2 Academic Standing

Academic standing is assessed once a year at the end of the Winter Term. All students registered in the Bachelor or Commerce will be assessed.

The following Academic Standings may apply, depending on individual circumstances:

5.2.1 Good Academic Standing

In order to progress through the Program and to be eligible for the Bachelor of Commerce degree, students must be in Good Academic Standing. Students are considered to be in Good Academic Standing when they uphold the Academic Regulations set out in Progression in the Commerce Program.

A student who fails to uphold any one of the Academic Regulations is no longer in Good Academic Standing, and may be placed on Academic Probation or required to withdraw from the Bachelor of Commerce Program.
5.2.2 Academic Probation

A student who fails to meet one of the requirements for academic progression, as stipulated in Progression in the Commerce Program, will be placed on academic probation for the next regular academic session. Terms of probation are set by the Undergraduate Academic Progress Committee and will be communicated to the student in a letter from the Director of Student Services (or delegate). The notation "Placed on Academic Probation" will be placed on the student's transcript.

During probation, the student must strictly meet all of the terms of probation as outlined by the Academic Progress Committee and communicated by the Director of Student Services (or delegate). If the student fails to meet one or more of these conditions, he or she will be required to withdraw from the Commerce Program at the end of the academic session. A student who fulfills all of the terms of probation as laid out by the Academic Progress Committee will be removed from academic probation at the end of the academic session and will continue in the program under the normal conditions for progression. Once a student has been removed from academic probation, a notation will be placed on the student’s transcript to indicate that the student has successfully fulfilled the terms of probation.

A student may not be placed on Academic Probation more than once in the Commerce Program. Therefore, any student who - once cleared of probation - again fails to satisfy the normal requirements to remain in good academic standing, will be required to withdraw from the Commerce Program.

A student’s academic performance may be affected by significant extenuating circumstances beyond his/her control, resulting in Academic Probation. The student may appeal to the Academic Progress Committee (APC) to have Academic Probation reconsidered. The appeal submission must include documentation addressing the timeline and severity of the student’s extenuating circumstances, and connect these factors to the student’s academic performance. With this information, the APC may determine whether it is appropriate to waive the Academic Regulation, i.e. Academic Probation, given the circumstances. For more information, please see Academic Decisions and Appeals.

5.2.3 Requirement to Withdraw

A student will be required to withdraw from the Commerce Program if:

- At the end of the regular academic session, he or she has failed more than one course; or
- At the end of the regular academic session, he or she has:
  - Failed one course and has failed to attain an academic year GPA of at least 2.00; or
  - Failed one course and has failed to attain a cumulative GPA of at least 2.00; or
  - Failed to attain an academic year GPA and a cumulative GPA of at least 2.00; or
  - Failed one course and was not registered as a full-time student; or
  - Failed to maintain an academic year 2.00 GPA and was not registered as a full-time student (60% course load); or
  - Failed to maintain a 2.00 cumulative GPA and was not registered as a full-time student (60% course load).
- At the end of the regular academic session the student is a candidate for academic probation (i.e. not met one of the requirements in Progression in the Commerce Program) and was placed on academic probation in a previous regular academic session.
Students who are required to withdraw from the Bachelor of Commerce program may apply for admission by transfer to another Queen's faculty, subject to the admission criteria of that faculty. Students may be considered for readmission to the Bachelor of Commerce Program on the basis of successful academic performance within another Queen's faculty or at another university. Readmission to the program is by application for upper year transfer and is not guaranteed.

A student’s academic performance may be affected by significant extenuating circumstances beyond his/her control, resulting in a requirement to withdraw. The student may appeal to the Academic Progress Committee (APC) to have the requirement to withdraw from the program reconsidered. The appeal submission must include documentation addressing the timeline and severity of the student’s extenuating circumstances, and connect these factors to the student’s academic performance. With this information, the APC may determine whether it is appropriate to waive the Academic Regulation, i.e. the requirement to withdraw, given the circumstances. For more information, please see Academic Decisions and Appeals.

5.2.4 Effective Date of Sanctions
Sanctions or adverse academic decisions, such as Academic Probation (and its terms and conditions) or a requirement to withdraw, shall take effect as soon as the student accepts the sanction OR exhausts (or allows to lapse) their right to appeal to the next level in accordance with Section 30 of Queen’s University Senate Policy on Student Appeals, Rights and Discipline:
   a) Ordinarily, no sanction, penalty, or requirement to withdraw shall be put into effect until the student affected has either exhausted all channels of appeal or has allowed the time for appeal to lapse. For the purpose of this provision, the University will normally consider an adverse academic decision to be a sanction.
   b) Notwithstanding subsection (1), where an academic unit determines that the interests of third parties may be prejudiced by the continued enrollment of a student in a course or program, the unit may decide that pending an appeal from an adverse academic decision, the student should not be permitted to continue in the course or program, or may be precluded from progressing to the next academic stage.
   c) A student who is subject to an immediate sanction under this subsection may request that the Chair of the appellate body with jurisdiction over the matter expedite the hearing of the appeal. This request may result in a direction abridging the time for filing of documents, or other interim or preliminary directions made pursuant to section 31.

6 Academic Standards and Requirements

6.1 Academic Integrity
Queen’s University is dedicated to creating a scholarly community free to explore a range of ideas, to build and advance knowledge, and to share the ideas and knowledge that emerge from a range of intellectual pursuits.

Queen’s students, faculty, administrators and staff therefore all have responsibilities for supporting and upholding the fundamental values of academic integrity. Academic integrity is constituted by the five
core fundamental values of honesty, trust, fairness, respect and responsibility (see International Center for Academic Integrity ) and by the quality of courage. These values and qualities are central to the building, nurturing and sustaining of an academic community in which all members of the community will thrive. Adherence to the values expressed through academic integrity forms a foundation for the "freedom of inquiry and exchange of ideas" essential to the intellectual life of the University.

The following statements from “The Fundamental Values of Academic Integrity” (2nd edition), developed by the International Center for Academic Integrity (ICAI), contextualize these values and qualities:

1. Honesty: Academic communities of integrity advance the quest for truth and knowledge through intellectual and personal honesty in learning, teaching, research, and service.
2. Trust: Academic communities of integrity both foster and rely upon climates of mutual trust. Climates of trust encourage and support the free exchange of ideas which in turn allows scholarly inquiry to reach its fullest potential.
3. Fairness: Academic communities of integrity establish clear and transparent expectations, standards, and practices to support fairness in the interactions of students, faculty, and administrators.
4. Respect: Academic communities of integrity value the interactive, cooperative, participatory nature of learning. They honor, value, and consider diverse opinions and ideas.
5. Responsibility: Academic communities of integrity rest upon foundations of personal accountability coupled with the willingness of individuals and groups to lead by example, uphold mutually agreed-upon standards, and take action when they encounter wrongdoing.
6. Courage: To develop and sustain communities of integrity, it takes more than simply believing in the fundamental values. Translating the values from talking points into action — standing up for them in the face of pressure and adversity — requires determination, commitment, and courage. Students are responsible for familiarizing themselves with and adhering to the regulations concerning academic integrity. General information on academic integrity is available at Academic Integrity @ Queen's University, along with School specific information below.

6.1.1 Departures from Academic Integrity
A departure from academic integrity includes any deliberate attempt to gain unfair advantage academically for oneself or others. All forms of departure from academic integrity are considered serious offences within the University community. The following defines the domain of relevant acts without providing an exhaustive list:

6.1.1.1 Plagiarism
Allowing it to be thought that another's ideas or phrasings are one's own by failing to provide proper acknowledgement. Some examples are:

- Copying and pasting from the internet
- Copying a printed source or other resource without proper acknowledgement
- Copying from another student in the same or different year of the Program or another Program
- Copying from another's test paper
• Using direct quotations or large sections of paraphrased material in an assignment without appropriate acknowledgement
• Buying term papers or other assignments and submitting them as one's own
• Submitting the same piece of work in more than one course without the permission of the instructors
• Obtaining a copy of, or information about, a test or exam from an earlier section of the course and writing the test or exam later in the day or subsequent days.

6.1.1.2 Use of unauthorized materials
• Possessing or using unauthorized study materials or aids during a test
• Copying from another's test paper
• Using an unauthorized calculator or other aids during a test
• Unauthorized removal of materials from the library, or deliberate concealment of library materials
• Obtaining materials such as answer keys and using them to obtain an unfair advantage.

6.1.1.3 Facilitation
• Enabling another's breach of academic integrity
• Making information available to another student, such as knowingly allowing one's essay or assignment to be copied by someone else, giving a copy of a test or exam to a student writing the same test or exam later in the day or subsequent days
• Selling or distributing term papers or other assignments
• Knowingly assisting another person to conceal their departure from academic integrity.

6.1.1.4 Unauthorized collaboration
• Working with others, without the specific permission of the instructor, on assignments that will be submitted for a grade
• This applies to in-class or take-home tests, papers, or homework assignments. Students may not collaborate without the instructor's authorization.

6.1.1.5 Forgery
• Utilizing counterfeit documents or statements (e.g. creating or altering a transcript, medical note or other official documents).

6.1.1.6 Falsification
• Misrepresentation of one's self, one's work or one's relation to the University
• Altering transcripts or other official documents relating to student records
• Impersonating someone in an examination or test
• Submitting a take-home examination written, in whole or in part, by someone else
• Fabricating or falsifying research data or source material (whether by commission or by omission)
• Allowing someone else to do research work without the knowledge and approval of the instructor
• Failing to appropriately recognize contributions of others
• Attributing authorship of work to persons other than those who have contributed to the work in a meaningful way.

6.1.2 Process for Investigating Suspected Departures from Academic Integrity
The Smith School of Business Policy on Academic Integrity sets out complete procedures and processes for handling suspected departures from academic integrity. Students are responsible for familiarizing themselves with the policy. Normally, where a course professor has a concern about a possible departure from academic integrity, the professor will notify the student and investigate in accordance with Smith policy. The student will have an opportunity to respond and their response will be considered part of the evidence in the case.

In complex cases the professor may refer the case to the Smith School of Business Academic Integrity Panel for investigation. In this situation, the Academic Integrity Panel will notify the student of the potential departure and investigate in accordance with Smith policy.
In cases of a subsequent departure from academic integrity (that is, where there is a previous departure on record for the student), the professor will make a finding but refer the case to the Academic Integrity Panel for the determination of a sanction.

6.1.3 Sanctions for Departures from Academic Integrity
Following the investigation of the suspected departure from Academic Integrity, the professor/Academic Integrity Panel will either: i) make a finding of a departure from academic integrity and impose a sanction (or refer the matter to the AI Panel for sanction); or ii) determine there was no departure and destroy all evidence of the notice and investigation.

Any student who is found to have committed a violation of academic integrity may face a range of sanctions, including but not limited to: receiving a warning, a grade of zero on the assignment, a failure in the course, a recommendation to Queen's Senate that the student be required to withdraw from the University for a period of time, or that a degree be rescinded.
Records of findings of departures from AI are kept in the Dean's Office and in the Program Office.

Students who are found to have subsequent violations of academic integrity will normally face progressively more serious sanctions.

6.2 Attendance
Students must be registered in a class section to be eligible to attend or otherwise participate in lectures, tutorials, tests, and examinations associated with the class. Students are expected, and at the discretion of the instructor may be required, to be present at all lectures, tutorials, tests, and examinations in their classes and to submit essays, exercises, reports, and work at the prescribed times.

Courses offered on-campus will not be modified to allow students to complete the course without regularly attending classes.
Student conduct in lectures, tutorials, tests and examinations must conform to the Queen’s University Student Code of Conduct.

6.2.1 Absence and Missed Course Work
A student who claims illness or compassionate grounds as reason for missing lectures, laboratory work, or assignments is responsible for making alternative arrangements with the instructors concerned for extensions or other consideration. For more information see Academic Consideration for Students in Extenuating Circumstances.

6.3 Academic Consideration for Students in Extenuating Circumstances
Queen’s University recognizes that students may have extenuating circumstances that temporarily affect their ability to fulfill their academic obligations and requirements. The institutional response to requests for academic consideration due to extenuating circumstances is based on the principle of good faith, wherein the university and instructors are requested to assume that student circumstances and documented requests are legitimate unless there is compelling evidence to suggest otherwise. Similarly, students are requested to assume that the university and instructors will provide academic considerations that are deemed to be in the best interest of the student, taking into account academic progress and essential academic requirements and standards.

For more information, see the full policy.

Please note that when making requests for academic consideration, it is the responsibility of the students to follow up with the instructor. In the case of a deferred examination, it is up to the instructor to determine the date of the deferred examination. Deferred examinations could be scheduled up to the end of the subsequent term.

As a matter of academic integrity, a student is responsible for making an honest declaration concerning the nature of their illness and its impact on their academic obligations. Declarations thought to be false may be investigated under the Smith Academic Integrity Policy. For more information, see Academic Integrity.

6.4 Language
In accordance with Queen’s University Language Policy, examinations and assignments are to be submitted in English, except where a Faculty Board has approved an alternative practice or where a special agreement has been entered into between the Commerce Program and a student.

6.5 Acceptable Use of Information Technology Resources Policy
All members of the Queen’s community are bound by the Queen’s policy on the Acceptable Use of Information Technology (IT) Resources. The policy states:

The use of Queen’s University information technology (IT) resources must be consistent with the academic mission of the University. These IT resources are provided to support the teaching, learning, research and administrative activities of the Queen's community. As a member or guest of the Queen's community, you may have access to valuable internal and external networks and
resources, and Sensitive Information, and you are expected to use these resources in a responsible, ethical, and legal manner. Your actions should not adversely affect the ability of others to use these resources, or compromise the security and privacy of sensitive information.

6.5.1 Submission of Electronic Assignments
Students may be required to submit assignments electronically. It is the responsibility of the student to ensure that all electronic submissions are corruption-free.

6.6 Examinations
6.6.1 Access to Examinations
The term final examination paper refers to the final examination question paper in a course together with the graded answer paper written by the student. These documents, in accordance with the Senate Policy on Student Access to Final Examination Papers, must be retained by the professor or the School for a period of 12 months.

6.6.1.1 Informal Access
Professors may informally review the final examination paper or other coursework with a student who requests it and are encouraged to do so. However, access may not be granted before the final marks are released.

6.6.1.2 Formal Access
A student may obtain access to their final exam, as well as all other material submitted by, but not returned to, the student and for which a mark has been assigned. This may be supervised access to, or a copy of, the final examination paper or other coursework. The student should contact the instructor to arrange for formal access to their final exam or other coursework.

6.6.1.3 Access to Examination Question Papers
For reference purposes, final examination question papers will normally be made available by the end of September (for the previous academic year) to students through their publication in the Exambank, which is available online. Exemptions from the policy for particular examination question papers may be granted by the Executive Director (or delegate) only in exceptional circumstances and only on an annual basis, on the written request of the instructor, with the signed approval of the Executive Director (or delegate).

6.6.2 Tests and Examinations in the Last Two Weeks of Classes
In order to not interfere with the prescribed number of weeks of instruction and to encourage good attendance in classes during the last two weeks of classes, instructors shall not schedule major tests or quizzes during this period in either the fall or winter terms.

Major Tests or Quizzes
A test or quiz which:
1. Takes place outside of a regular lecture period;
2. Covers more than the work of the preceding six weeks; and/or
3. Counts for more than 20% of the final mark in a 3.0 unit course or 10% of the final mark in a 6.0 unit course cannot be due between the beginning of the 11th week of classes (Monday) and seven (7) calendar days after the first day of the examination period.

**Take Home or Defacto Examinations**
Take home or other forms of de facto examinations are essentially replacements for final examinations or end-of-term tests for which the Senate provides a schedule.

A take-home examination which:
1. Covers more than the work of the preceding six weeks; and/or
2. Counts for more than 20% of the final mark in a 3.0 unit course or 10% of the final mark in a 6.0 unit course

cannot be due between the beginning of the 11th week of classes (Monday) and seven (7) calendar days after the first day of the examination period.

**Major Term Essays**
A major term essay – which counts for more than 20% of the final mark in a 3.0 unit course or 10% of the final mark in a 6.0 unit course - must be assigned in the first six weeks of the term if it is due any time between the beginning of the 11th week of classes (Monday) and the last day of the examination period.

**Presentations**
A presentation which:
1. Takes place outside of a regular lecture period;
2. Covers more than the work of the preceding six weeks; and/or
3. Counts for more than 20% of the final mark in a 3.0 unit course or 10% of the final mark in a 6.0 unit course

must be assigned in the first six weeks of the term if it is to be held in the last two weeks of term or at any time during the final examination period.

**6.6.3 Scheduling of Final Examinations**
The final examination in any class offered in any term or session (including Summer Term) must be written on the campus on which the class was taken, at the end of the appropriate term or session at the time scheduled by the Examinations Office. The final examination schedule may not be changed once the schedule is posted.

A student who is unable to write an examination due to extenuating circumstances must make alternate arrangements with the instructor. Students who find themselves in such circumstances may seek permission to write the examination at a later time by appealing in writing to the instructor of the course. For more information see [Academic Consideration for Students in Extenuating Circumstances](#).

Final examinations may not last longer than 3 hours, except in the case of exchange students (see [Additional Examination Time for Official Exchange Students](#)) or students who require accommodation requested through Queen’s Student Accessibility Services.
6.6.3.1 Scheduling Conflicts
A student discovering a conflict (two examinations at the same hour, three consecutive examinations in a 24-hour period or an examination at the same hour as a religious observance) should report the conflict to the University Registrar’s Exams Office, as soon as possible.

6.6.4 Location of Final and Mid-Year Examinations
The final examination in any on-campus class offered in any Term or Session must be written on the campus on which the class was taken.

6.6.4.1 Students Living in the Kingston Area during the Academic Term
Students living in the Kingston area during the academic term who are enrolled in either Queen’s on-campus or online classes, or both, must write their mid-year and final examinations on the Kingston campus.

Students may not request to write an exam for an on-campus course at a different location.

6.6.4.2 Students Living outside the Kingston Area during the Academic Term
Students living outside the Kingston area who are enrolled in Queen’s online classes will write their mid-year and final examinations either:

i. In-person at an approved off-campus examination centre; or

ii. Online using an approved online proctoring service.

Whether an exam is written in person or online is at the discretion of the instructor. Students may not request to write an in-person exam online, or vice versa.

6.6.4.3 Examination Centres for Online Classes
For students living outside the Kingston area, a list of established examination centres for online classes is available from Arts and Science Online. If there is not an established centre within 100 kilometres of a student’s residence, one will be established at no charge.

Students requesting a change to the examination centre location after the deadline to make these changes must contact Arts and Science Online. If a change is approved, an administrative charge will be assessed.

6.6.5 Extenuating Circumstances Affecting Final and Mid-Year Examinations
Students who are unable to write an examination at the scheduled time due to extenuating circumstances, beyond their control (such as serious illness, death in the family), should make arrangements with the instructor to write a deferred examination. For more information, see Academic Consideration for Students with Extenuating Circumstances. Note that personal plans do not qualify as extenuating circumstances under this policy.

Students who are unable to write an examination in an online class at the scheduled time due to extenuating circumstances, beyond their control, must also notify Arts and Science Online. Students who are granted permission by their instructor(s) to defer the examination(s) in their online classes to a
subsequent term will be subject to a non-refundable administrative fee to reschedule each examination, including additional charges as may be incurred by the University to set up the deferred examination.

6.6.5.1 Extenuating Circumstances Warranting an Early Examination
Normally students are not permitted to write an examination at a time earlier than the scheduled time. Students seeking permission to write an examination at an earlier time than the scheduled time due to very exceptional circumstances, beyond their control, must make a written request to their instructor.

6.6.5.2 Extenuating Circumstances Occurring Immediately Prior to an Examination
Students who experience sudden illness or other extenuating circumstances, beyond their control, immediately prior to a scheduled examination, should not write the examination. Instead, students in such circumstances should submit a request for academic consideration prior to the examination start time. Once the request has been made and as soon as they are able, students must contact their instructor(s) to make arrangements to write a deferred examination.

Students should remain available to write the deferred examination at the examination venue on short notice.

6.6.5.3 Extenuating Circumstances Occurring During an Examination
Once a student begins an examination, the attempt will be considered valid except in the case of exceptional circumstances. Students who experience sudden serious illness during the course of writing a scheduled examination that prevents them from completing the examination, must notify an Examination Proctor prior to leaving the examination hall, or prior to exiting the examination session of an online proctored examination. The Commerce Office will review the Examination Proctor’s report, and liaise with the instructor of the course to determine if the examination attempt is considered valid. If students leave the examination hall or exit an online examination session without notifying an Examination Proctor, the examination attempt will be considered valid and no retroactive academic consideration will be possible.

If, after consultation with the instructor, the examination attempt is not considered to be valid, permission for the student to re-write the final examination may be granted, at the discretion of the instructor and/or Executive Director (or delegate), with documentation of the extenuating circumstances.

6.6.6 Additional Examination Time for Official Exchange Students
Students studying at Queen’s on an official exchange and whose first language is not English may apply to the Centre for International Management for additional time of 0.5 hour to write each final examination. They may also bring one language translation dictionary to the examination.

6.6.7 Special Examinations
A student may petition the instructor of the course in question for permission to take a Special Examination. Normally, permission will be granted only if there have been extenuating circumstances – that is, personal circumstances beyond a student’s control – adversely affecting a student’s performance at Queen’s University. Official documentation may be required.
6.6.8 Examination Conduct

Students are required to bring their Queen’s Photo ID to the examination and to display it at the top corner of the examination table. Any candidate arriving at an examination hall after the beginning of the examination will receive only the remaining time in which to write the examination. The late candidate’s paper will be marked only at the discretion of the instructor. No candidate will be allowed to leave the examination hall within 30 minutes of the distribution of examination papers.

No articles such as textbooks, notes, books of tables, data sheets, graphs, paper, written material, calculators, etc., may be taken into the examination hall unless authorized by the instructor. Calculators acceptable for use during quizzes, tests, and examinations are intended to support the basic calculating functions required by most Commerce courses. For this purpose, the use of the Casio 991 series calculator is permitted in all faculties without approval. All other calculators, including financial calculators will need to be approved by the Commerce Office. Calculators approved by the Commerce Office may be used for Commerce exams only.

Students should bring only essential items to the examination. Food, drinks (except bottled water in a transparent bottle), backpacks, computers and purses are not permitted in the examination hall. Any use of communication devices (including but not limited to cell phones, smart phones, smart watches, media players, earphones, headsets) and electronic devices with memory capabilities or web-access is prohibited during an examination. All electronic devices must be turned off and placed under the student’s seat. The University assumes no responsibility for personal property lost in or near any examination hall.

Students are responsible for adhering to all Examination Regulations as published by the Office of the University Registrar and/or the Queen’s Senate. All examination hall irregularities will be reported in writing by the Chief Proctor to the instructor of the course and to the Director of Student Services (or delegate). Normally, such irregularities will be dealt with under the regulations pertaining to departures from academic integrity.

6.7 Queen’s University Code of Conduct

Queen’s University is dedicated to learning, intellectual inquiry, the dissemination and advancement of knowledge, personal and professional development, and good citizenship.

Students are responsible individuals and members of society with rights and responsibilities as learners and citizens in the communities in which they learn and live.

In becoming a member of the Queen’s community, every Student accepts the University’s policies, rules and procedures and acknowledges the right of the University to set standards of conduct, as well as the right of the University and/or its Authorized Agent(s) to impose sanctions for conduct found to have violated those standards.

Students are expected to adhere to and promote the University’s core values of honesty, trust, fairness, respect and personal responsibility in all aspects of University life, academic and non-academic.
It is these core values that are intended to inform and guide Student conduct as they foster mutual respect for the dignity, property, rights and well-being of others.

For more information see the Student Code of Conduct.

### 6.7.1 Non-Academic Misconduct Cases

The University is committed to a developmental and educational response to student misconduct. The University is a place for Student growth and development. The non-academic misconduct system at Queen’s ("NAM System") is part of that broader learning environment; the process for responding to non-academic misconduct seeks to take into account the well-being of each student and the safety and well-being of the community, and encourages informal resolution.

The principles of development, deterrence, restitution, and where appropriate, Restorative Justice, will guide decision-makers within the NAM System.

Sanctions under the NAM System are intended to be educational rather than punitive whenever appropriate.

This Student Code of Conduct ("Code") outlines the kinds of activities and behaviours that constitute non-academic Student misconduct and associated sanctions.

For more information see the Non-Academic Misconduct Intake Office (NAMIO).

### 6.7.2 Professionalism and Facilities Etiquette

All study and work spaces provided by Smith School of Business should be treated with respect and care. All students are expected to use the facilities in Goodes Hall for the purposes for which they are intended, and to leave spaces clean, tidy, in the proper furniture configuration and with the room supplies.

### 7 Academic Decisions and Appeals

Various types of academic decisions may be made by a course professor, Program Director, Associate Dean, Academic Progress Committee, Academic Integrity Panel, Academic Appeals Committee and/or the University Student Appeal Board.

The appeals process at Queen’s University is comprised of several levels of appeal by different appeal bodies. In accordance with the Senate Policy on Student Appeals, Rights and Discipline, the decision system is based on the principle that "decisions should generally be made by those who are most familiar with the context”.

Students are encouraged to consult the University Ombudsperson as a resource for information and advice (for more information see Office of the University Ombudsperson), as well as the Senate Policy on Student Appeals, Rights and Discipline.
Only students registered in the Commerce Program are eligible to initiate an appeal using the program’s appeal procedure (see the Senate Policy on Faculty Jurisdiction with Respect to Student Appeals of Academic Decisions). Students who have graduated from the Commerce Program are not eligible to submit an appeal of any kind twenty (20) business days after their graduation. Students who voluntarily withdraw are not eligible to submit an appeal of any kind after twenty (20) business days after their withdrawal.

Appeals of academic decisions fall into four possible categories:
1. Appeals of grades
2. Appeals not related to academic progression
3. Appeals of academic standing and progression decisions
4. Appeals of academic integrity decisions

7.1 Extenuating Circumstances

Commerce students are required to meet “essential academic requirements and standards” defined as the knowledge and/or skill which must be acquired and/or demonstrated for a student to successfully meet the learning objectives or degree level requirements of a required academic activity (e.g. comprehensive exam), course, program, or professional certification.

The Academic Regulations for Commerce are designed to ensure that academic standards are upheld and that all students are treated fairly and equitably. The appeal process is available to reconsider the suitability of sanctions or penalties imposed upon a student in light of information brought forward by the student concerning such extenuating circumstances.

Smith School of Business recognizes that students may experience extenuating circumstances that temporarily affect their ability to fulfill their academic obligations and requirements. Extenuating circumstances means a personal circumstance beyond the student’s control that has a direct and substantial impact on the student’s ability to meet essential academic requirements or standards. Extenuating circumstances include but are not limited to a sudden or acute physical or mental illness, serious injury to self or significant others, bereavement, a traumatic event, or other serious personal/family crisis.

The following examples do not qualify as extenuating circumstances: taking on additional work shifts; running for election; serving on student government or other committees/associations; experiencing a brief and/or mild illness for which academic consideration has been granted.

Please note extenuating circumstances do not include personal or family events (e.g. holidays, weddings), academic or exam stress, or transportation or technological difficulties.

Students are responsible for notifying their instructors and/or the Commerce Office if they will be absent or are unable to complete any portion of their course work, research, or other program requirements or complete it on time, due to extenuating circumstances. It is the student’s responsibility to communicate and work with the instructor and/or Commerce Office for the purpose of determining academic considerations.
Smith School of Business is committed to responding to students in a fair and consistent manner. Academic consideration may be individualized due to the nature of each student’s specific circumstances, and according to Commerce program requirements. The Commerce Office may exercise discretion in responding to requests for academic consideration in extenuating circumstances, as appropriate, while working with faculty to ensure that essential academic course requirements are met. It is the student’s responsibility to provide updates related to ongoing needs.

Through this process, reasonable academic consideration will be implemented as appropriate during the course of the term. During the process of deciding academic appeals, the decision-maker will look at whether the student raised the issue of extenuating circumstances with their instructors and/or the Commerce Office in a timely manner and whether reasonable academic consideration was made.

For more information, see Academic Consideration for Students in Extenuating Circumstances.

7.1.1 Unresolved Circumstances
The appeals process does not compensate for extenuating circumstances that the student is unable to resolve, or for which the student is unwilling to actively seek accommodation. In addition, the appeals process does not compensate for extenuating circumstances that are actively being accommodated, for example where a student’s permanent disabilities are being accommodated through Queen’s Student Accessibility Services Office. Multiple appeals citing the same extenuating circumstances will be reviewed very closely. This review may include, with the permission of the student, consultation with the appropriate professionals involved to obtain more detailed information. In order for such an appeal to succeed, there must be convincing evidence that the circumstances that affected the student’s academic performance will be resolved within a reasonable timeline, or will be appropriately managed on an ongoing basis.

Extenuating circumstances that temporarily affect a student’s ability to fulfill their academic obligations and requirements should be raised by the student through the academic consideration procedure during the term in which the course is offered. The nature of the extenuating circumstances raised on appeal must differ in substance from the earlier situation for which academic consideration was provided.

7.1.2 Official Documentation
Official documentation does not need to outline the specifics of the particular condition or matter affecting the student. The information should clearly indicate the ways in which the extenuating circumstances directly affected the student’s performance, and it should verify that these effects were substantial enough to cause the academic problem. Information on the start, duration, and present state of the extenuating condition is critical to helping the committee to make an informed decision. Further, the documentation should include a clear statement on whether the condition or circumstances have either improved or are being managed so that they will not have a significant detrimental effect on the student’s future academic performance.

All official documentation for all levels of appeal may be verified.
7.1.3 Extenuating Circumstances as They Relate to Academic Performance

Note that the actual detailed personal circumstances are not as important as the effects of these events on a student’s academic performance. Therefore, students should make a direct connection between the extenuating circumstances as outlined in the supporting documents and the effect on their academic performance. Students must outline the following:

- when the particular event(s) occurred
- how long they were affected
- what course work was affected
- whether a request for academic consideration was made to the course instructor and/or the Commerce Office, and
- if academic consideration was provided, why it was not adequate.

Students should also outline what steps they took to deal with the extenuating circumstances during or after the occurrence (for example, consultation with a health-care professional or personal counsellor). When considering extenuating circumstances, it is recognized that each situation may vary in terms of impact and severity. The designated decision maker(s) will consider these factors in each case, and will use discretion and judgement in determining whether an academic appeal should be granted. When warranted by the extenuating circumstances, the decision-maker may make some allowance for the impact of those circumstances.

7.2 Integrity of the Academic Transcript

It is essential to maintain the integrity of a student’s official transcript at the University as an accurate and complete record of academic activities. According to Queen’s University policy, an Official Transcript is a complete record that includes the extent and quality of all Senate-approved work (academic and continuing education) attempted at the institution. A student’s transcript lists the courses taken each year of his or her studies and any available course marks. Thus, a transcript is an official summary of a student’s academic performance. Once a student has written the final exam and/or submitted deliverables for the course within the academic term, the transcript should reflect that fact. An academic appeal that would significantly alter a student’s transcript (e.g. removing the grade recorded for a completed course) typically will not be granted.

7.3 Appeals of Grades

7.3.1 Review of Graded Work in a Course

Students have the right to review all graded work in a course, including the final examination. For the purposes of this section, “final examination” means the final examination question paper and the graded answer paper written by the student.

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1 [http://www.queensu.ca/registrar/resources/policies/transcript](http://www.queensu.ca/registrar/resources/policies/transcript)
7.3.2 Reassessment of Tangible Deliverables (e.g. Examinations, Essays, Reports, etc.)

7.3.2.1 Informal Review
A student with questions about a grade for a tangible deliverable should follow the review policy (if any) outlined in the course syllabus in the applicable course; if the syllabus does not have a review policy, the student should request an informal review before requesting a formal reassessment.

Students with questions about a final examination grade should first request an informal review of their final examination. Instructors may arrange for a supervised informal review of the final examination paper with a student who requests it, and are encouraged to do so. However, access to the final examination may not be granted to a student before the final marks are released.

Students are encouraged to contact their instructors regarding an informal review in a timely manner, as requests for a formal reassessment must be made within twenty (20) business days of release of the grade. If a grade changes as the result of an informal review by the instructor, the student has twenty (20) business days from the release of the new grade to submit an appeal for a formal reassessment.

If a student believes that an informal review may not be appropriate under particular circumstances, the student must provide a rationale as to why an informal review was not requested when submitting the appeal for formal reassessment.

7.3.2.2 Formal Reassessment
If informal access to a tangible deliverable is not granted, or the student is not satisfied with the informal review, the student may ask for the assistance of the Commerce Office in order to initiate a formal reassessment through an appeal to the Associate Dean, Faculty (or delegate).

In a formal reassessment, the entire deliverable will be reassessed; a student may not request that only a portion of a deliverable be reassessed. A reassessment may result in the grade increasing, decreasing, or remaining the same. Note that a passing grade may be reassessed as a failure. If the grade increases or decreases, the original instructor will be asked to recalculate the final course grade. Note that a passing final course grade may be recalculated as a failing final course grade.

An appeal, once begun, cannot be put on hold. If the appeal is withdrawn, the right to appeal the grade will expire once twenty (20) business days from release of the grade have passed.

7.3.2.3 Process
The student must meet with an Academic Advisor in order to submit an appeal for a reassessment. If a deliverable was completed as a team, each member of the team must agree in writing to submit the appeal. The Academic Advisor will request from the instructor the class average on the tangible deliverable, which will be communicated to the student for consideration prior to submission of the appeal and payment of the administrative fee.
In the appeal request, a student must:

(i) provide a written statement that clearly articulates grounds for reconsideration and specifically identifies the substance of an answer where the student believes the mark given was not correct, for example:

(ii) show, in an objective answer, that a correct answer has been counted as incorrect;

(iii) show, in a qualitative or essay answer, that the response has been under-evaluated substantially;

(iv) provide relevant documentation to support the appeal (e.g. class notes, etc.); and

(v) submit the original, unaltered graded material (if the work has been returned to the student)\(^2\)

Non-substantive statements that do not relate directly to the content of the deliverable (e.g. “I worked hard on this assignment”, or “I don’t usually get grades like this”) do not constitute acceptable grounds for a reassessment.

The Associate Dean, Faculty (or delegate) will facilitate the reassessment by appointing two reviewers. One of the two reviewers is normally the original instructor; however, if the original instructor is not available, or if the student can demonstrate bias or other conflict on the part of the original instructor, the Associate Dean, Faculty (or delegate) may appoint another reviewer with good knowledge of the course material. In such cases, the original instructor may be asked to provide any documentation relevant to the reassessment.

Each reviewer will independently assess the deliverable using the guidelines set out by the course instructor. Reviewers will be provided with the class average on the deliverable, which may be considered as part of the reassessment.

The Associate Dean, Faculty (or delegate) will arbitrate the final grade. In such cases, the class average on the deliverable being reassessed may also be considered as part of the arbitration. The Associate Dean, Faculty (or delegate) will report the grade to the Commerce Office. The result of the appeal will usually be communicated to the student within forty (40) business days of receiving the request.

The result of the appeal may be further appealed by the student to the Academic Progress Committee only on the basis of an error in process or procedure.

\(^2\) It is the responsibility of the student to preserve all original exercises, papers, reports, and other graded material for the course and to submit relevant materials with the appeal. In any formal appeal for reassessment of a tangible deliverable, the student must accept the responsibility for ensuring that the work presented for reassessment is in fact the original work submitted for evaluation. If the work has been altered, the submission will be investigated as a departure from Academic Integrity according to the Smith School of Business Policy on Academic Integrity.
7.3.3 Reassessment of Intangible Deliverables (e.g. Participation, Professionalism, Peer Review, Presentations, etc.)

7.3.3.1 Informal Review
A student with questions about a grade for an intangible deliverable should follow the review policy (if any) outlined in the course syllabus in the applicable course; if the syllabus does not have a review policy, the student should request an informal review before requesting a formal reassessment.

Students are encouraged to contact their instructors regarding an informal review in a timely manner, as requests for a formal reassessment must be made within twenty (20) business days of release of the grade. If a grade changes as the result of an informal review by the instructor, the student has twenty (20) business days from the release of the new grade to submit an appeal for a formal reassessment.

If a student believes that an informal review may not be appropriate under particular circumstances, the student must provide a rationale as to why an informal review was not requested when submitting the appeal for formal reassessment.

7.3.3.2 Formal Reassessment
If an informal review of an intangible deliverable is not granted, or the student is not satisfied with the informal review, the student may ask for the assistance of the Commerce Office in order to initiate a formal reassessment through an appeal to the Associate Dean, Faculty (or delegate).

In a formal reassessment, the entire deliverable will be reassessed; a student may not request that only a portion of a deliverable be reassessed. A reassessment may result in the grade increasing, decreasing, or remaining the same. Note that a passing grade may be reassessed as a failure. If the grade increases or decreases, the original instructor will be asked to recalculate the final course grade. Note that a passing final course grade may be recalculated as a failing final course grade.

An appeal, once begun, cannot be put on hold. If the appeal is withdrawn, the right to appeal the grade will expire once twenty (20) business days from release of the grade have passed.

7.3.3.3 Process
The student must meet with an Academic Advisor in order to submit an appeal for a reassessment. If a deliverable was completed as a team, each member of the team must agree in writing to submit the appeal. The Academic Advisor will request from the instructor the class average on the intangible deliverable, which will be communicated to the student for consideration prior to submission of the appeal and payment of the administrative fee.

In the appeal request, a student must:
(i) provide a written statement that clearly articulates the grounds for reconsideration and identifies specifically why the mark given was not a correct assessment; and
(ii) provide relevant documentation to support the appeal (e.g. rough work, email communication, record of attendance, etc.); and
(iii) submit any original, unaltered material related to the grade (such as a graded PowerPoint deck, rubric, or written feedback from the instructor).  

Non-substantive statements that do not relate directly to the content of the deliverable (e.g. “I worked hard on this assignment”, or “I don’t usually get grades like this”) do not constitute acceptable grounds for a reassessment.

The Associate Dean, Faculty (or delegate) will facilitate the reassessment by appointing one or more reviewers, depending on the nature of the appeal. The original instructor is normally a reviewer; however, if the original instructor is not available, or if the student can demonstrate bias or other conflict on the part of the original instructor, the Associate Dean, Faculty (or delegate) may appoint another reviewer, or reviewers, with good knowledge of the course material. In such cases, the original instructor may be asked to provide any documentation relevant to the reassessment (such as attendance records). In cases where two reviewers are appointed, each will independently assess the deliverable using the guidelines set out by the course instructor. Reviewers will be provided with the class average on the deliverable, which may be considered as part of the reassessment.

The Associate Dean, Faculty (or delegate) will arbitrate the final grade. In such cases, the class average on the deliverable being reassessed may also be considered as part of the arbitration. The Associate Dean, Faculty (or delegate) will report the grade to the Commerce Office. The result of the appeal will usually be communicated to the student within forty (40) business days of receiving the request.

The result of the appeal may be further appealed by the student to the Academic Progress Committee only on the basis of an error in process or procedure.

7.3.4 Fees
An administrative fee will be charged for each reassessment request. As stated above, the complete appeal for reassessment must be submitted, and payment made, within twenty (20) business days of the grade being released. For more information see Non-Compulsory Fees.

The fee is refundable only if the reassessment results in an increase to the letter grade for the deliverable in question (e.g. B to B+). There is no refund if the appeal is withdrawn by the student.

7.4 Appeals to the Executive Director
The Executive Director of the Commerce Program (or delegate) makes some decisions, not directly related to academic progression, for students in the Commerce Program.

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3 It is the responsibility of the student to preserve all original materials for the course and to submit relevant materials with the appeal. In any formal appeal for reassessment of an intangible deliverable, the student must accept the responsibility for ensuring that any material presented for reassessment is in fact the original material. If the material has been altered, the submission will be investigated as a departure from Academic Integrity according to the Smith School of Business Policy on Academic Integrity.
Appeals to the Executive Director include requests:

- To add a course after the last official date for adding classes (see Adding and Dropping Courses)
- To drop a course after the last day of classes, but before the course is complete (see Adding and Dropping Courses)
- For Aegrotat (AG) standing in a class (see Aegrotat Standing)
- For Credit (CR) standing in a class (see Credit Standing)
- For an extension of the deadline to submit incomplete work in a course that has been graded Incomplete (see Incomplete)
- Related to eligibility for international exchange (see International Exchange)
- Other comparable matters

There are four (4) levels of appeal for matters related to the above items:

1. Executive Director
2. Academic Progress Committee (APC)
3. Academic Appeals Committee (AAC) of Faculty Board
4. University Student Appeal Board (USAB)

**7.4.1 Timeline of Appeals to Executive Director**

Any appeal of the academic matters listed above must be made by the end of the subsequent term of that in which the course being appealed was taken.

<table>
<thead>
<tr>
<th>Term of Course being Appealed</th>
<th>One-Term Appeal Deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall Term</td>
<td>April 30</td>
</tr>
<tr>
<td>Winter Term</td>
<td>September 15</td>
</tr>
<tr>
<td>Summer Term</td>
<td>December 31</td>
</tr>
</tbody>
</table>

This timeline is in place for several reasons. First, the one-term timeline offers students time to seek academic advising, to write and submit an appeal, and to collect the supporting documents necessary to the appeal. Second, the appeal timeline is in place to ensure that decision making takes place in a timely manner, allowing students to continue in their academic programs without ongoing concern for unresolved matters. Third, the appeal timeline is in place to ensure fair decision making. The interested parties and the contexts within which the matter originated may not be available after this time period. Therefore, the inability to accurately assess the circumstances leading to the matter under appeal can compromise the decision-making process.

Students who have graduated from the Commerce Program are not eligible to submit an appeal of any kind twenty (20) business days after their graduation.

**7.4.1.1 Requests to Waive the Timeline**

Exceptions to this regulation can only be granted in cases where extenuating circumstances render the student unable to appeal within the specified timeline. The student must be able to show that the extenuating circumstances were ongoing. The student must also be able to demonstrate that these circumstances prevented the student from acting between the time the original decision was received and the time at which the appeal was eventually initiated. Requests to waive the regulation governing
the timeline for appeals must be submitted in writing. A request of this type should include a presentation of the specific reasons for the delay and must include documents that support the reasons for this delay.

7.4.2 Submitting an Appeal to the Executive Director
Appeals require evidence of extenuating circumstances beyond the student’s control, and supporting official documentation. For more information see Extenuating Circumstances and Official Documentation.

As part of the written appeal, a student should:

- submit the appropriate appeal form to an Academic Advisor;
- attach a letter outlining the reasons for the request and any other detail that may help the Executive Director (or delegate) understand the student’s case;
- include all relevant documentation that the student believes supports the appeal (e.g. medical notes); and
- pay the non-refundable fee that applies to the appeal request, if applicable.

Once all of the required documentation and payment have been received, the student’s appeal will be reviewed by the Executive Director (or delegate).

After reviewing all information, the Executive Director (or delegate) shall either:

- grant the student's appeal; or
- reject the student’s appeal; or
- move the decision to the Academic Progress Committee (APC)

The Executive Director (or delegate) shall give his/her decision and supporting reasons in writing within a reasonable period of time as demanded by the complexity of the case.

The decision will advise the student that, if new information becomes available, an appeal may be resubmitted to the Executive Director (or delegate) for further consideration.

The decision shall also advise that the student has the right to appeal the original decision, in writing to the APC. A student who wishes to appeal an academic decision must give written notice of his or her intent to appeal and submit his or her appeal within ten (10) business days of receipt of the decision to be appealed. The decision shall also direct the student to the University Ombudsperson as a resource for information and advice.

7.5 Appeals to the Academic Progress Committee
There are three (3) levels of appeal for matters related to academic progression and decisions that have already been assessed by the Executive Director.

1. Academic Progress Committee (APC) of the Commerce Program
2. Academic Appeals Committee (AAC) of Faculty Board
3. University Student Appeal Board (USAB)
7.5.1 Terms of Reference
The Undergraduate Academic Progress Committee is responsible for making decisions about academic progression and other academic matters relating to the Bachelor of Commerce program at the Smith School of Business.

Academic Progress Committee members are knowledgeable about the Smith School of Business Bachelor of Commerce program, and Queen’s University policies and procedures.

7.5.2 Jurisdiction
Decisions on academic matters not directly related to progression in the Bachelor of Commerce program are made by the Executive Director of the Commerce Program (hereafter called the “Executive Director”).

In accordance with the Senate Policy on Student Appeals, Rights and Discipline, the Academic Progress Committee (APC) is established by the Smith School of Business Faculty Board to monitor and make decisions about the academic progress of Bachelor of Commerce students.

The APC considers the cases and special circumstances, if any, of students who appeal a decision regarding the application of the academic regulations, and appeals of other academic decisions made by the Executive Director.

Students may appeal the following matters:

i. Application of the Bachelor of Commerce progression regulations, including but not limited to Academic Probation, requirements to withdraw, and other comparable decisions (see Academic Probation and Requirement to Withdraw);

ii. Decisions made by the Executive Director, including but not limited to requests:
   a. To add a course after the last official date for adding classes (see Adding and Dropping Courses)
   b. To drop a course after the last day of classes, but before the course is complete (see Adding and Dropping Courses)
   c. For Aegrotat (AG) standing in a class (see Aegrotat Standing)
   d. For Credit (CR) standing in a class (see Credit Standing)
   e. For an extension of the deadline to submit incomplete work in a course that has been graded Incomplete (see Incomplete)

4 The Senate Policy on Student Appeals Rights and Discipline can be found at http://www.queensu.ca/secretariat/sites/webpublish.queensu.ca.uslcwww/files/files/policies/senateandtrustees/SARDPolicy.pdf. Please note that the policy defines reasonable as follows: “[A] decision that is grounded in logic... [A] reasonable decision is one that is supported by logical inferences from accepted premises and facts.” The commentary further notes that “[i]f there is more than one conclusion that may be reasonably drawn from the same premises and facts, the choice of one conclusion over another does not make the decision unreasonable.” This is the sense in which “reasonable” is used here.
f. Related to eligibility for international exchange (see International Exchange)
g. Other comparable matters

iii. Decisions made by the Associate Dean (Faculty) regarding reassessments of grading (see Appeals of Grades)

An appeal of i) can only be made based on Extenuating Circumstances supported by Official Documentation.

An appeal of ii) can be made based on the following considerations:
   a. lack of procedural fairness;
   b. inappropriate consideration of extenuating circumstances;
   c. academic policies and principles reflected in the School’s regulations were not upheld; or
   d. the decision made was unreasonable.

An appeal of iii) can be made based on the following considerations:
   a. lack of procedural fairness.

7.5.3 No Jurisdiction
The APC does not have jurisdiction to hear appeals of:
   i. matters related to the reassessment of deliverables which are not related to process and procedure (such appeals are made to the Associate Dean, Faculty);
   ii. findings or sanctions related to departures from Academic Integrity (such appeals are heard by the Smith School of Business Academic Integrity Panel);

7.5.4 Membership
APC hearings shall normally be heard by a minimum of four (4) members, three (3) of whom are faculty and one (1) of whom is a student. An APC hearing may not be heard by fewer than three (3) members, two (2) of whom are faculty and one (1) of whom is a student. One of the faculty members shall be appointed Chair if the Chair of APC is unable to participate.
   i. Five (5) faculty members (one of whom shall be appointed the Chair) will normally serve for a period of three (3) years, preferably with staggered terms. Faculty members are appointed by the Associate Dean (Faculty). New members shall assume their duties on July 1 of each year.
   ii. The student member will be the Academics Officer of the Commerce Society; however, the Executive Director, in consultation with the Chair of the APC and the Commerce Society Executive, reserves the right to appoint an alternate if the Academics Officer is unavailable or faces a conflict of interest. The primary student representative shall assume his or her duties on September 1 of each year. The alternate student member will be a currently registered student in any of the School’s programs.

The APC will be supported by the Director of Student Services of the Commerce Program (hereafter called the “Director of Student Services”), and her/his delegate(s). These persons will serve as advisors to the APC, and may attend APC hearings, and will have no voting rights.
7.5.5 Role of the Chair
The Chair of the APC will be a faculty member. Another member of the APC may be delegated the role of Chair if the appointed Chair is unable to participate in a particular case. Normally, the Chair shall:

i. convene hearings;
ii. preside over Hearings of the APC according to the Rules of Procedure and give procedural direction for the conduct of individual cases to the extent that a procedural issue is not dealt with in the Rules of Procedure;
iii. participate in the deliberations and decision-making;
iv. guide the APC in the uniform and consistent application of the regulations and relevant policies;
v. ensure Hearings are conducted fairly and with due process; and
vi. draft and finalize the decision of the APC consistent with the findings and reasons of the APC members.

7.5.6 Rules of Procedure
The following Rules of Procedure apply to the General Proceedings, Appeal Hearings ("Hearings"), Decisions, Post-Hearing and Record-Keeping matters of the Undergraduate Academic Progress Committee (APC).

These Rules of Procedure shall be interpreted liberally to facilitate the just, expeditious, and cost-effective determination of every proceeding on its merits.

7.5.6.1 APC Decisions will be made in accordance with relevant school regulations and policies
The APC will adhere to the Commerce program Academic Regulations as well as policies and procedures of the School and Queen’s University.

7.5.6.2 All appeals are to be heard by the APC in camera
To protect the privacy and confidentiality of students, APC meetings and Hearings are closed to the public.

Hearings are not normally recorded, unless a special request is made by the appellant in advance of the Hearing. In such a case, the Chair of the APC ("Chair") will decide whether to record the Hearing. The Chair may also wish to record a Hearing, and will inform the parties of the intention to do so in advance of the Hearing. Any transcripts of a Hearing will be provided to either party upon request, in which case a copy will also be provided to the other party. Transcripts must be treated as confidential. There will be no recording of the APC’s deliberations. Participants may take their own notes during the Hearing. All such notes are transitory and are not considered to be University Records.

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5 See the APC Rules of Procedure for the rules regarding pre-hearing, hearing, and post-hearing matters.
6 See the Queen’s University Policy on Transitory Records: https://qshare.queensu.ca/Groups/USEC/Legal/WebDocs/Published/Fact%20Sheet%20-%20Transitory%20Records.pdf

Transitory Records are created or received by the University in the course of conducting its activities, but have no ongoing operational, informational, evidential or historical value. Usually transitory records have an immediate or short-term value, pertaining to an immediate task or minor transaction. They can exist in any format or medium. An example is an e-mail confirming attendance at a meeting.
7.5.6.3 No conflict of interest
In cases where an APC member has, or may be reasonably perceived to have, a conflict of interest with respect to a specific case, that individual may not serve at the APC Hearing in connection with that case.

7.5.6.4 APC members are to be present for the entire hearing
No member of the APC will participate in the deliberations or final Decision of the APC unless the member is present for the entire appeal hearing.

7.5.6.5 Supplementary rules of procedure
As needed, the Chair has the power to issue such supplementary rules of procedure as may be necessary to govern the conduct of an Appeal.

7.5.6.6 The APC has not power to compel any person to attend a hearing
The Chair may request the participation of parties and witnesses, but it has no power to compel participation.

7.5.7 Appeal Hearing
A student who wishes to appeal the application of the Commerce Program progression regulations or an academic decision made by the Executive Director has a right to a Hearing before the APC.

The student must give written notice of his or her intent to appeal within five (5) business days of receipt of the decision to be appealed. The student must submit his or her written appeal, including any supporting documentation, within ten (10) business days of receipt of the decision to be appealed.

If a student would like to request an extension of the deadline to submit the written appeal and/or documentation, a written request must be submitted to the Director of Student Services (or delegate). The student must submit this request before the original deadline, along with a written rationale explaining why the extension is required and, if applicable, a description of the nature of the documentation to be submitted. The APC will evaluate the request and, if the request is approved, provide a revised deadline. The Director of Student Services (or delegate) will communicate the decision to the student.

7.5.8 Written Submissions
As part of the written appeal, a student should:
   i. submit a brief letter to address the progression or academic decision;

7 Normally, having taught the appellant in a class that is neither directly the subject of the appeal nor indirectly the subject of the appeal is not considered a conflict of interest and does not require that the APC member recuse themselves. A conflict of interest may be present if: there is a relationship between the APC member and the student (such as a consulting or family relationship); the APC member has an interest in the outcome of the decision; there is evidence to suggest the APC member has pre-judged the case; the APC member was involved in an earlier stage of decision-making.

In cases where a conflict is unclear, the remaining members of the APC will determine if the member should be recused.

8 Note that in complex cases, additional time may be required. The Chair has the power to make exceptions to the stated timeframes as appropriate based on the complexity of the case. Parties must make requests for additional time to the Chair as soon as they determine the need for additional time.
ii. include all relevant documentation that the student believes supports the appeal (e.g. medical notes)
iii. indicate whether she or he intends to appear before the APC;
iv. indicate if she or he will bring a representative to the hearing and advise who that representative will be, and;
v. indicate their desired remedy for the situation.

In the case of appeals of academic decision made by the Executive Director or Associate Dean (Faculty), the Chair of the APC will share the Student’s Submission with the relevant decision maker, who will have five (5) business days following receipt of the Student’s Submission to respond with their own written Submission if they wish.

The Executive Director or Associate Dean (Faculty)’s Submission should include:
   i. the reasons for their decision;
   ii. any pertinent evidence, and;
   iii. a list of any witnesses they intend to bring to the Appeal Hearing.

7.5.9 Pre-Hearing
The Director of Students Services and her/his delegates will:
   i. set a hearing date for the APC;
   ii. coordinate the collection of materials relevant to the student’s appeal including, but not limited to, the written submissions as above;
   iii. distribute the appeal file to the APC members and any other party to the appeal;
   iv. arrange for the Hearing to be conducted in an appropriate space;
   v. attend the Hearing when asked.

It is the expectation students who wish to attend the hearing (in person or by phone) will make themselves available within a reasonable period of time. Typically, this will be within fifteen (15) business days from the date the student is contacted by email to schedule a hearing. All students are expected to actively monitor their Queen’s email account and respond in a timely manner. Late requests to schedule a hearing because the student missed email communication from the APC or delegate(s) will not be considered.

After setting a Hearing date, the Director of Student Services or his/her delegate(s) will give the student notice of the Hearing. A notice of Hearing will include:
   i. a statement of the time, place and purpose of the Hearing;
   ii. a statement of the structure of the meeting, including the names of all parties expected to be in attendance;
   iii. a statement that explains a student has a right to representation and highlights the role of the Office of the University Ombudsperson; and
   iv. a statement that explains if the student notified does not attend the Hearing, the APC may proceed in the student’s absence and the student will not be entitled to any further notice in the proceeding.
### 7.5.10 The Proceeding

i. APC members will have access to the student's appeal file, which will contain the following materials:
   a. the original decision letter;
   b. all written response(s) by the student to the progression or academic decision;
   c. all documents provided by the student;
   d. the written response of the Executive Director if one was provided;
   e. a copy of the student's most recent transcript;

ii. The student has the right to appear in-person, electronically, or to opt not to appear at the Hearing.

iii. A Hearing may proceed and a decision made without additional input from the student in cases where the student opts not to appear at their Hearing.

iv. The student has the right to representation, including a Dispute Resolution Advisor and/or legal counsel and/or other agent (all at the student’s own expense) at the Appeal Hearing. The student may make oral submissions or their representative may make submissions on their behalf. The student must inform the Chair of the name and role of any representatives in advance of the Hearing.

v. If the student is appealing a decision made by the Executive Director or Associate Dean (Faculty), he or she (or delegate) will normally attend the hearing, and make oral submissions. He or she may also bring representation who may make submissions on their behalf.

vi. Members of the APC may ask questions of the Commerce Program representative(s) for the purpose of clarification.

vii. Other witnesses may be asked to participate in the Hearing as deemed necessary by the Chair. Witnesses are individuals who have first-hand knowledge of the matters at issue in the Appeal Hearing; the evidence of ‘character’ witnesses will not normally be received by the APC. Each party shall have an opportunity to question witnesses. The Chair can limit questioning of a witness if the Chair believes the questioning is irrelevant, abusive, or otherwise inappropriate.

viii. The Chair has the right to exclude evidence that is deemed irrelevant, repetitive, or otherwise inappropriate.

ix. If, during the course of the Hearing, the Chair decides that more information is required in order to clarify a matter, the Chair may adjourn the Hearing to permit the relevant parties to bring forward such information or facts or to permit the APC to obtain such information.

x. The Chair may decide to adjourn the Hearing at the request of a party if the Chair believes that a party may be unfairly prejudiced should the Hearing proceed.

xi. The APC has the right, after the Hearing, to seek confirmation and/or verification of any evidence, claims, or submissions made by any participants in the Hearing. If versions of evidence are found to be conflicting or inaccurate, the Chair may request submissions from the Parties on this issue. Where it appears that false information was provided to the APC, the matter may be investigated under the Smith School of Business Academic Integrity Policy.
7.5.11 The Decision
After hearing all the evidence, the APC shall deliberate in camera. The deliberations of the APC are confidential.

Following deliberations, the APC may:

i. Dismiss the Appeal and uphold the original decision of the Executive Director or Associate Dean (Faculty). In the case that the student be required to withdraw, a formal letter advising the student of the requirement to withdraw will be issued; or,

ii. Allow the Appeal and grant the remedy requested by the student; or,

iii. Allow the Appeal in part and modify the original decision, and impose an appropriate sanction. This may include:
   a. Imposing specific conditions under which the student will be permitted to continue in the Program and/or any requirements the student must meet, including the timelines within which such conditions and/or requirements must be met;
   b. Requiring the student to:
      i. repeat a course;
      ii. achieve a minimum grade(s) or Grade Point Average;
   c. Placing the student on Academic Probation until the student satisfies all conditions and/or requirements within the timeline(s) set by the APC.
   d. Impose other terms and/or conditions as may be appropriate for the specific situation.

The APC may not award financial compensation to a student.

The APC’s Decision shall be communicated to the student within five (5) business days, or within a reasonable time as demanded by the complexity of the case, by the Director of Student Services or his/her delegate(s).

The Decision Letter will include the reasons for the Decision, will advise that the student has a right to appeal, in writing, to the Smith School of Business Academic Appeals Committee, and will advise that notice of intent to appeal must be given within five (5) business days of receipt of the APC’s decision. It will also direct the student to the University Ombudsperson as a resource for information and advice.

The Decision Letter shall be the official record of the Appeal. The Decision Letter will include the effective date of any actions to be taken by the Program (see Effective Date of Sanctions). However, in accordance with the Senate Policy on Student Appeals, Rights and Discipline, section 20, the student normally is entitled to exhaust all levels of appeal before sanctions are applied.

7.5.12 Interests of Third Parties
In certain circumstances, the Commerce Program Representative may present information to the APC if it is thought that the interests of third parties may be prejudiced by the continued enrolment of a student in a course or program. In such a case, the APC will determine whether the student is prohibited from continuing their studies.
If the student is permitted to continue in their Program during the appeal process, certain conditions may be imposed upon the student, having regard for the need to protect the interests of the third party/parties. The APC shall address the effective date of any conditions and/or prohibitions in the Decision Letter.

7.5.13 Records Management
Appeal Records consist of all documents filed by the parties, the recording, if any, of the Appeal Hearing(s), the transcript, if any, of the recording, and the Decision Letter issued by the APC.

7.5.13.1 Responsibilities of the Chair
The APC Chair or delegate is responsible for collecting and distributing Appeal Records. The Chair (or delegate) shall handle such records in a secure manner which protects the confidentiality of the documents.

7.5.13.2 Records Responsibilities of the Chair
Once the APC renders its decision:
   i. The Decision Letter is the official record of the Decision, a copy of which shall be kept by the Commerce Program Office.
   ii. Original Appeal Records are to be kept by the Commerce Program Office in accordance with records retention policy.
   iii. Transitory records shall be destroyed immediately following the issuance of the APC’s Decision.
   iv. Duplicated records shall be destroyed.

7.6 Appeals of Academic Integrity Decisions
Course professors will normally investigate and make decisions regarding possible violations of academic integrity in their courses in accordance with the Smith School of Business Academic Integrity Policy.

Appeals of professors’ decisions regarding academic integrity are made to the Academic Integrity Panel.

In cases where the Academic Integrity Panel is the initial decision maker, appeals are made to the Academic Appeals Committee.

7.7 The Academic Appeals Committee
The Smith School of Business Academic Appeals Committee (AAC) has jurisdiction over all matters related to academic appeals involving students registered in the School of Business (with the exception of the PhD and Master of Science programs). The AAC hears appeals of decisions made by Academic Progress Committee and the Academic Integrity Panel.

Please see the terms of reference for the AAC for further information.

Appeals of decisions made by the AAC are made to the University Student Appeal Board.
7.8 THE UNIVERSITY STUDENT APPEAL BOARD
Students wishing to appeal a decision by the Academic Appeals Committee must make their intention known to the University Student Appeal Board (USAB). All students should be familiar with their rights as established in the Senate Policy on Student Appeals, Rights and Discipline, which governs the USAB.

The USAB is the final internal appeal body at Queen’s University. The decision of the USAB is final, and there is no further level of appeal.

7.9 APPEALS AT PARTNER INSTITUTIONS
Appeals of academic decisions at exchange institutions, or other intuitions hosting Queen’s students, are subject to the policies and procedures at those universities. Students should note that Queen’s has no jurisdiction, or ability to influence, partner exchange universities in these matters.

8 STUDENT SERVICES

8.1 EDUCATIONAL EQUITY
Through the Educational Equity Policy, Queen’s University recognizes that the values of equity and diversity are vital to and in harmony with its educational mission and standards of excellence. It acknowledges that direct, indirect and systemic discrimination exist within our institutional structures, policies and practices and in our community. These take many forms and work to differentially advantage and disadvantage persons across social identities such as race, ethnicity, disability, gender identity, sexual orientation, faith and socioeconomic status, among other examples.

Queen’s is committed to counteracting discrimination in this institution and developing a climate of educational equity that recognizes and respects the equal dignity and worth of all who seek to participate in the life, work and mission of the University. Such a climate is created and maintained by developing a university-wide commitment to and understanding of educational equity, supported by policies, programs, curricula, practices and traditions that facilitate individuals - and equity-seeking groups - free, safe, and full participation.

Any student who has concerns related to educational equity may contact the Executive Director, Director of Student Services, the University Ombudsperson, Queen’s Student Accessibility Services (QSAS), and/or the Human Rights Office.

8.2 ACCOMMODATION FOR SPECIAL NEEDS/DISABILITIES
Queen’s Policy Concerning Students with Disabilities states:
Queen’s University is committed to facilitating the integration of students with disabilities into the University community. While all students must satisfy the essential requirements for courses and programs, the administration, faculty, staff, and students at Queen’s are expected to provide reasonable accommodation to students with disabilities. Reasonable accommodation may require members of the University community to exercise creativity and flexibility in responding to the needs of students with disabilities while maintaining academic standards.
This policy acknowledges that fundamental to the academic and personal success of students is their responsibility both to demonstrate self-reliance and to identify needs requiring accommodation.

It is the responsibility of students in need of accommodation for a disability or other special need to contact Queen’s Student Accessibility Services to register for formal accommodations. In partnership with Student Accessibility Services, the Program will work to ensure that appropriate modifications or accommodations are made in accordance with Queen’s Policy on Academic Accommodations for Students with Disabilities and Queen’s Academic Accommodations for Students with Disabilities Procedure.

8.3 Academic Advising
Students should contact an Academic Advisor with questions about degree requirements, electives or other academic matters as appropriate.

8.4 Personal Counselling
Queen’s University provides personal counselling services through Student Wellness Services. Student Wellness Services supports the personal, academic, and social development of students at Queen’s University by providing a range of programs and services.

Students may also contact the Commerce Office to discuss supports available through Smith School of Business.

8.5 The University Ombudsperson
Queen’s University is committed to the just, fair and equitable treatment of each and every member of the University community. In keeping with this commitment, the Office of the University Ombudsperson at Queen’s University helps students, alumni, parents, staff, and faculty understand policies and procedures within the university. The central role of the Office of the University Ombudsperson is to help ensure procedural fairness in university decision-making.

9 Optional Programs

9.1 Queen’s Option
Before graduating from the Commerce Program, students may complete a package of related courses from the Faculty of Arts and Science called the "Queen’s Option." This package consists of:

- 12.0 related units from the Faculty of Arts and Science
- At least 6.0 units must be at the 200 level or above (in other words, the package consists of a maximum of 6.0 units at the 100-level)

Normally, the courses used towards the Queen’s Option will contain the same prefix (e.g. PSYC). However, where a department in the Faculty of Arts and Science has approved a substantial relationship between courses, related courses may contain different prefixes but meet the requirements for the Queen’s Option. To determine whether such a relationship has been established, consult the departmental chapter of the Arts and Science calendar. The department may list "credit for courses in
other departments" or may include courses with different prefixes in their list of courses of instruction. In either case, the courses listed are approved as part of a Queen's Option in that area.

A Queen's Option in Economics may only include courses with the prefix "ECON" and it cannot include ECON 110 as it is a required Commerce course. If a Commerce student who started in Fall 2013 or before takes ECON 212 or ECON 222 as a substitute for COMM 172, then the course taken cannot be used toward the Economics option. Up to 6.0 AP or IB units may be applied toward the Queen's Option package where specific credit has been granted by Queen's University.

Completion of the Queen's Option does not appear on the official student record, but students may wish to refer to this achievement on their CV or resume.

9.2 **Certificate in Social Impact**

Students who earn the Certificate in Social Impact will develop an in-depth understanding of leading edge thinking and practices in social impact and graduate with a Certificate in Social Impact in addition to their degree.

To earn a Certificate in Social Impact in addition to a Bachelor of Commerce degree, students must complete the following components:

- Achieve a minimum grade in the mandatory social impact related program course.
- Complete the required number of elective courses from the approved list of "Social Impact" themed courses. Students may take relevant courses when on international exchange with the approval of the International Exchange Advisor. Students may request the review of additional courses not on the approved list.
- Fully participate in one Social Impact Summit and one Social Innovation Bootcamp, both hosted by the Centre for Social Impact. Other conferences may also qualify but approval by the Centre is required prior to attending.
- Actively participate in approved outreach activities with registered charities or non-profit community organizations.
- Complete a personal reflection portfolio.

For more information, see the [Centre for Social Impact](#).

9.3 **Dual and Second Degrees**

Bachelor of Commerce students may be admitted to complete a secondary undergraduate degree within the Faculty of Arts and Science. There are two options to do this:

- Dual Degree (Concurrent): A Dual Degree is completed concurrently while the student is registered in the BCom degree
- Second Degree Program (Consecutive): The Second Degree is completed consecutively after completion of the BCom degree.

For more information on the Dual Degree/Second Degree, please visit the [Faculty of Arts and Science website](#).
9.3.1 Academic Requirements
For students enrolled in a Dual Degree or Second Degree program, courses must be registered under the appropriate program and proper fees paid. Fees are based on the degree program to which the course is registered, not the type of course.

Students should consult regularly with Academic Advisors to ensure the requirements of both degrees are met.

9.3.2 Change of Course Registration
Students may not transfer completed courses from one degree to another.

Dual Degree students must contact a Commerce Academic Advisor to move any in-progress course from one degree to another if the course is not registered under the correct degree.

9.4 BCOM / JD (FACULTY OF LAW)
The six-year combined BCom/JD program reduces completion time by one year for undergraduate students admitted to the Bachelor of Commerce degree program at Queen’s. Students entering the third-year of the Queen’s BCom program are eligible to apply through an internal application process at Queen’s.

9.4.1.1 Academic Regulations
Please note the following policies that apply to students in the BCom/JD Combined Program:
- The final 9.0 units taken the fifth year of the program must be Commerce, and must be completed at Queen’s. They may not be transferred from another post-secondary institution. The 9.0 units may include up to 6.0 units of independent study courses.
- There are one-way exclusions for COMM 381 and 382 – these courses may be taken before beginning the combined degree program, but not when students return in the fifth year.
- If a student exceeds the maximum 36.0 units of non-Commerce units that can be registered under the Bachelor of Commerce (including any International Baccalaureate (IB), Advanced Placement (AP), or CEGEP credits earned in high school and the 21.0 units of Law accepted in lieu of Arts and Science), those additional units will not count toward the degree requirements for either the BCom or the JD degrees.

10 ADMINISTRATIVE POLICIES
10.1 THE FACULTY BOARD OF SMITH SCHOOL OF BUSINESS
In May 1963, the Faculty Board of Smith School of Business was established by the Board of Trustees of the University on the Senate’s recommendation, to provide an appropriate body for the regulation of the conduct of the School’s academic programs.

The Faculty Board of Smith School of Business (SSB) is constituted as follows: the Principal (ex officio), the Dean and Associate Dean(s) of Smith School of Business, all regular faculty of SSB, all adjunct academic staff of SSB, all other persons, who are currently teaching or whose appointment is in force at
the date of the meeting or those in other faculties giving required courses for any of the degree programs in SSB; one senior administrative officer from each of the major teaching programs (e.g., BCom, Queen’s MBA, Exec MBA, AMBA, Exec MBA Americas, Master of Management, MSc/PhD); a representative of all non-academic, non-teaching staff of Smith School of Business (to be elected by this group); President of the Commerce Society, two BCom student Senators, two other representatives from the Commerce Society, one student representative from the Queen’s MBA program, one student representative from the Executive MBA Programs, one representative from the AMBA Program, one representative from the Exec MBA Americas Program, one student representative from the Master of Management Programs, one representative from the MSc Program, one from the PhD Program.

10.1.1 Review of Record by Faculty Board
The Faculty Board of the School of Business reserves the right to review the record of any student. The Faculty Board will recommend to the Senate the granting of the Degree, after all courses have been completed in accordance with the provisions specified in this Calendar.

10.2 Student Names
As the University is committed to the integrity of its student records, each student is required to provide either on application for admission or on personal data forms required for registration, their complete, legal name. Any requests to change a name, by means of alteration, deletion, substitution or addition must be accompanied by appropriate supporting documentation in accordance with the University Policy on Student Names.

10.3 Confidentiality
The Commerce Program acknowledges that confidentiality is a serious and important issue for students. All staff sign confidentiality agreements. These confidentiality agreements are kept on file, and students may request a copy at any time.

10.4 Conflict of Interest
Fairness or objectivity may be compromised if academic evaluation is conducted, even in part, by one to whom there is a close personal or professional tie (for example, a family member). Where such a tie does exist between student and instructor, or between student and teaching assistant, the parties involved have the responsibility to declare a potential conflict of interest. Teaching assistants with a conflict of interest should inform the course instructor, who may assist, without prejudice, in arranging evaluation by alternative means. Course instructors with a conflict of interest should inform the Executive Director who may assist, without prejudice, in arranging evaluation by alternative means.

10.5 Withdrawal and Re-admission
A student who withdraws from the Commerce Program, whether voluntarily or as a result of a requirement to withdraw, is subsequently no longer considered to be an enrolled student of Queen’s University (if the student has not successfully transferred to another Queen’s faculty). Students who require a leave of absence should see Timeframe.
Following voluntary withdrawal from the Commerce Program, former students may apply for re-admission. It is important to note that prior admission to the Commerce Program is not a guarantee of future re-admission. To initiate an application for re-admission, former students must submit all documents and materials required by the admissions procedures in place at the time of their application for re-admission.

In some cases a student who has voluntarily withdrawn will be re-admitted on Academic Probation. Students who withdraw while on Academic Probation will continue on Probation if they are re-admitted to the Program.

Students who have been required to withdraw from the Commerce Program may reapply to the Program on the basis of successful academic performance at another Queen’s faculty or another university. Applications will be considered on a case-by-case basis. There is no a guarantee of re-admission.

All students who return to the Commerce Program must adhere to the regulations and requirements in place at the time of re-admission.

Students with Queen’s or Smith scholarships will be reviewed on a case-by-case basis.

**10.6 Financial Policy**

**10.6.1 Tuition Fees**

Important fee information can be found on the Office of the University Registrar’s website, and all questions regarding fees should be addressed to the Office of the University Registrar.

Commerce tuition is assessed on a per unit basis. This applies to all courses registered under the Bachelor of Commerce degree, including all Commerce electives and electives from other faculties. The Board of Trustees reserves the right to make changes in the published scale of fees if, in its opinion, circumstances so warrant.

Fees are assessed on a per-term basis.

**10.6.2 Fee Schedule**

The deadlines for adding and dropping courses without financial penalty are located on the Office of University Registrar’s website.

These deadlines do not necessarily correspond with the academic deadlines listed in Sessional Dates. Students are advised to familiarize themselves with this information in order to avoid financial penalty resulting from a change of registration.

For more information see Course Registration.
10.6.3 Outstanding Debts

Queen’s University Senate Policy on Student Debtors provides that:

Any student with an overdue debt with the University will not be permitted to register or receive examination results, official transcripts or marks reports until the outstanding account is settled in full or until an acceptable arrangement for settling the account is made. In no case will a diploma be released to a student with an outstanding debt with the University.

Students with outstanding debts may also be restricted from registering for, or attending, courses and until all debts have been paid in full or an acceptable arrangement for the payment of debt has been reached.

A degree will not be released to a student with an outstanding debt to the University.

10.6.4 Non-Compulsory Fees

There is an administration fee charged to students who request a service that is non-compulsory to their program. This includes appeals for grade reassessments, domestic Letters of Permission (LOP), International Letters of Permission (ILOP), and appeals for late course drops. These fees can be paid in the Commerce Office (Goodes Hall, Room 130). Fees must be paid before any documentation is processed. Fees are payable by Visa, Mastercard, or Interac.

Appeal for Reassessment: $40.00 per appeal

The fee is refundable only if the reassessment results in an increase to the letter grade for the deliverable in question (e.g. B to B+). There is no refund if the appeal is withdrawn by the student.

Letter of Permission/International Letter of Permission (LOP/ILOP): $50.00 per letter

Appeal for Late Course Withdrawal: $50.00 per appeal

10.6.5 Financial Assistance

Student Awards, as part of the Office of the University Registrar, plays a key role in supporting the University’s mission. Their goal is to ensure that all students have the opportunity to attend Queen’s, regardless of their personal financial circumstances. To achieve this, a variety of funding sources may be required.

The Student Awards office is responsible for administering all merit-based undergraduate funding and all need-based funding for both undergraduate and graduate students. Merit-based (scholarship) funding recognizes and rewards students for their achievement, both academic and extra-curricular. Need-based funding (bursaries, awards, work study, loans and grants) is disbursed to students on the basis of demonstrated financial need. Awards Officers are available throughout the year to provide financial advising on budgeting and the various options available to assist students with financing their Queen’s education.
10.7 APPLICATION TO GRADUATE
A degree candidate must apply to graduate through SOLUS. No other method of degree application is used. For more information on the timeframe for completion of the Bachelor of Commerce, please see Timeframe.

It is the student’s responsibility to indicate their intention to graduate using this method.

10.8 TRADEMARK AND COPYRIGHT
Smith School of Business is the owner of its trademarks (logo, name, colours) and custom materials (workbooks, study guides, cases). Smith School of Business retains ownership of all trademarks and copyrights, and students may not duplicate or reproduce these trademarks and copyrights without specific written permission from the Dean of Smith School of Business and the Executive Director. This is particularly important regarding the use of the logo, which may not be reproduced on clothing or other materials without the prior written consent of the Dean and the Executive Director. The School assumes no responsibility for any costs incurred by students who proceed to use the School logo without receiving prior written permission. Persons who use the School trademark and copyrights without permission will be subject to legal action to block usage.

10.9 CONTACT INFORMATION
Commerce Office
The Stephen J.R. Smith School of Business
Goodes Hall, room 130
Queen’s University
Kingston, Ontario, Canada K7L 3N6
613.533.2301
commerce@queensu.ca

11 Academic Information for Non-Commerce Students

11.1 COURSES FOR NON-COMMERCE STUDENTS
All 200-level Commerce courses are term-length half-courses worth 3.0 units each. 200-level courses are not open to students in the Bachelor of Commerce Program. Exclusions, prerequisites, and other conditions for each of the following courses are included with the specific course descriptions in this Calendar and on SOLUS.

COMM 200  Business Fundamentals
COMM 201  Introduction to Business for Entrepreneurs*
COMM 211  Financial Accounting
COMM 212  Management Accounting
COMM 221  Introduction to Finance
COMM 231  Fundamentals of Marketing
COMM 251  Organizational Behaviour

*Open to students enrolled in ECEi (Electrical and Computing Engineering Innovation Degree Program)
There are also several upper-year Commerce elective courses that are open to upper-year students in other faculties; however, these courses are reserved for Commerce students until the open enrolment period. Non-Commerce students must ensure they have completed the appropriate prerequisite courses.

Please see Courses of Instruction for courses available and relevant prerequisites.

11.2 Admission by Transfer
There are a limited number of spaces for upper-year transfer students. To be considered for admission, upper-year applicants must have a minimum grade point average (GPA) of 3.3 (B+). However, most successful applicants have a minimum GPA of 3.7 (A-).

As well as submitting academic documentation, all upper-year applicants to the Bachelor of Commerce program must complete a Personal Statement of Experience (PSE).

Calculus at either the senior high school or university level is a prerequisite. There are no other specific university-course prerequisites.

For more information on transferring as an upper year student, please see Undergraduate Admission.

11.3 Admission as a Non-Degree Student
A small number of spaces may be available for students who have already completed an undergraduate degree and who would like to take courses at Smith School of Business for one or two terms during one academic year. Interested students should contact Undergraduate Admission.

Admission to particular courses is based on space availability. Once registered at Queen's University, non-degree students must meet all normal academic course requirements. Non-degree students may not complete a Queen's Bachelor of Commerce degree by means of this program.

11.4 Certificate in Business
The Certificate in Business has been designed for Queen's University students in the Faculties of Arts and Science, Applied Science and Engineering, and the School of Nursing who want to gain fundamental knowledge in the key areas of business in order to broaden their career options upon graduation. For more information please visit the Certificate in Business website.