A meeting of Faculty Board will be held on **Friday, March 31, 2017 at 3:30 p.m.**
in the School of Kinesiology and Health Studies – KNS100

**AGENDA**

1. **Adoption of the Agenda**

2. **Approval of the Minutes**
   The Minutes of March 10, 2017 have been posted.

3. **Business Arising from the Minutes**

4. **Arts and Science Undergraduate Society Report**

5. **Dean’s Report**

6. **Question Period**

7. **Communications**

8. **Curriculum Committee Omnibus Report** – Appendix A - for approval
   Ms. Matrix will move “that the Omnibus Report of the Curriculum Committee, Part VI, be approved.”

9. **Academic Regulations** – Appendix B – for approval
   Ms. Bénard will move “that the additions and revisions to the Academic Regulations be approved.”

10. **Academic Program Regulations** – Appendix C – for approval
    Ms. Bénard will move “that the proposed revisions to the Academic Program Regulations be approved.”

11. **Report of New Offerings of Existing Courses** – Appendix D - for information

12. **Faculty Board By-Laws from the Procedures Committee** – Appendix E - for approval
    Mr. Parker will move “that the Faculty Board By-Laws be approved.”

13. **2018-2019 ASC Revised Sessional Dates** – Appendix F - for approval
    Ms. Blake will move “that the 2018-2019 ASC Sessional Dates be approved as revised.”

14. **Other Business**

    Pat Costigan, Secretary                              Richard Ascough, Chair
    Faculty Board                                         Faculty Board
<table>
<thead>
<tr>
<th>Dept.</th>
<th>Course Subject</th>
<th>Course Catalog Number</th>
<th>New Course Units</th>
<th>New Course Title</th>
<th>Transcript Title</th>
<th>New Course Description</th>
<th>New Prerequisite</th>
<th>Intended Learning Outcomes / Learning Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>MIR</td>
<td>EMPR</td>
<td>250</td>
<td>3.0</td>
<td>Managing Workplace Health, Safety, and Wellness</td>
<td>Managing Workplace Wellness</td>
<td>This course introduces students to employment relations practices and legislative frameworks related to workplace health and wellness. The course examines roles and responsibilities of employers, employees, and unions in occupational health and safety. Students will explore efforts to address stress and promote wellness, including mental health.</td>
<td>Level 2 or above</td>
<td>120(36L;84P)</td>
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<tr>
<td>MIR</td>
<td>EMPR</td>
<td>320</td>
<td>3.0</td>
<td>Workplace Mediation and Alternative Dispute Resolution</td>
<td>Workplace Mediation and ADR</td>
<td>This course introduces students to the various models of mediation used in the modern workplace to resolve conflicts as well as a variety of other emerging alternative dispute resolution (ADR) processes. Students are introduced to the theory, process, and practice of workplace mediation.</td>
<td>EMPR 200/3.0 or EMPR 220/3.0</td>
<td>120(36L;84P)</td>
</tr>
<tr>
<td>MIR</td>
<td>EMPR</td>
<td>330</td>
<td>3.0</td>
<td>Strategic HR Management: Building High Performance Workplaces</td>
<td>Strategic HR Management</td>
<td>High performance work systems (HPWS) refer to a series of interrelated practices in the management of human resources. In this course, students will learn how to design, implement, and manage a variety of high performance work practices in accordance with organizational strategy and culture.</td>
<td>EMPR 230/3.0</td>
<td>120(36L;84P)</td>
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<tr>
<td>MIR</td>
<td>EMPR</td>
<td>335</td>
<td>3.0</td>
<td>Managing Employee Attitudes for Organizational Success</td>
<td>Managing Employee Attitudes</td>
<td>There is increasing recognition of the critical role of managers in shaping key employee attitudes (job satisfaction, motivation, and engagement), with important effects for organizational performance. Students will explore a range of theories and practices that are demonstrated drivers of employee attitudes and organizational success.</td>
<td>EMPR 200/3.0 or EMPR 230/3.0</td>
<td>120(36L;84P)</td>
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<tr>
<td>LLCU</td>
<td>MOHK</td>
<td>101</td>
<td>3.0</td>
<td>Beginning Mohawk Language &amp; Culture I</td>
<td>Beg. Mohawk Lang &amp; Culture I</td>
<td>An introduction to the language and culture of the Kanyen'kehá:ka, the people of the Mohawk Nation. This course is designed for those who have neither been exposed to Kanyen'kéha, the Mohawk language, nor its traditional societal practices. Learn basic Mohawk language and gain a rich understanding of the Mohawk culture and tradition.</td>
<td>n/a</td>
<td>LLCU 101/3.0 Beginning Language &amp; Culture I (Topic: Mohawk I)</td>
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<tr>
<td>LLCU</td>
<td>INUK</td>
<td>101</td>
<td>3.0</td>
<td>Beginning Inuktitut Language &amp; Culture</td>
<td>Beg Inuktitut Lang &amp; Culture</td>
<td>An introduction to the history and culture of the Inuit of Canada with particular emphasis on their language, Inuktitut, in both writing and speaking. This course is designed for those who have little or no exposure to the Inuit language nor to the history of Canada’s Inuit peoples.</td>
<td>n/a</td>
<td>LLCU 101/3.0 Beginning Language and Culture I (Topic: Inuktitut)</td>
</tr>
<tr>
<td>LLCU</td>
<td>MOHK</td>
<td>102</td>
<td>3.0</td>
<td>Beginning Mohawk Language &amp; Culture II</td>
<td>Beg. Mohawk Lang &amp; Culture II</td>
<td>A continuation of MOHK 101/3.0. Students will participate and begin to develop the ability to read, write and speak some basic Mohawk Language and further their understanding of the richness of Mohawk Culture, traditions, and worldviews.</td>
<td>MOHK 101/3.0; LLCU 101/3.0 in same language (Mohawk).</td>
<td>LLCU 102/3.0 Beginning Language and Culture II (Topic: Mohawk II).</td>
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<tr>
<td>PSYC</td>
<td>PSYC</td>
<td>341</td>
<td>3.0</td>
<td>Laboratory in Social Psychology</td>
<td>Lab in Social Psychology</td>
<td>This course aims to provide students with hands-on experience in social psychology research. Students will learn principles of research methods in social psychology, involving literature review, research designs, data collection/management/analysis, and report.</td>
<td>None.</td>
<td>PSYC 203/3.0 and PSYC 241/3.0</td>
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<tr>
<td>PSYC</td>
<td>PSYC</td>
<td>315</td>
<td>3.0</td>
<td>Introduction to the Analysis of Psychological Signals</td>
<td>Analysis of Psych Signals</td>
<td>The objective of this course is to (1) introduce the student to basic techniques for the quantitative analysis of time-varying signals and (2) teach the student how to apply these techniques using MATLAB. Emphasis will be placed on methods appropriate to the psychological research environment.</td>
<td>Expertise in MATLAB or signal processing is not required.</td>
<td>PSYC 203/3.0</td>
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**COURSE REVISIONS**

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<tr>
<th>Course Catalog Number</th>
<th>Existing Course Units</th>
<th>Existing Course Title</th>
<th>Existing Course Description</th>
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<th>New Course Notes</th>
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<tbody>
<tr>
<td>LLCU</td>
<td>432</td>
<td>6</td>
<td>Field Research Practicum at Fudan University</td>
<td>Provides students with an opportunity to conduct field research under the guidance of a Fudan instructor. Queen’s students are paired with Fudan counterparts and undertake research on an important development/cultural theme, submit a written paper and do a class presentation. The research project will involve at least 10 hours of field work per week</td>
<td>Provides students with an opportunity to conduct social research under the guidance of a Fudan instructor. Queen’s students attend lectures on the interdisciplinary study of Shanghai and team up with Fudan counterparts to undertake research on social change in Shanghai. Assignments include in-class presentations and a final paper. Fall Term.</td>
<td>This course is part of a Study Abroad program in Shanghai, which will require students to pay a $500 program fee to cover costs over and above tuition.</td>
<td>This course is part of the Semester in Shanghai program in Arts and Science, which will require students to pay a $500 program fee to cover costs over and above tuition.</td>
<td>Departmental approval in advance from the course instructor and the Placement Coordinator, Department of Languages, Literatures and Cultures.</td>
<td>Acceptance as a participant in the Semester in Shanghai program administered by the International Programs Office.</td>
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### Course Changes

<table>
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<tr>
<th>Department</th>
<th>Changes to:</th>
<th>Course Subject</th>
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<tr>
<td>COMP</td>
<td>Learning Hours</td>
<td>CISC</td>
<td>P81</td>
<td>3</td>
<td>Computers: Applications and Implications</td>
<td>120(36L;4G;80P)</td>
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<td>COMP</td>
<td>Learning Hours</td>
<td>CISC</td>
<td>221</td>
<td>3</td>
<td>Computer Architecture</td>
<td>120(12L;24G;84P)</td>
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<td>COMP</td>
<td>Learning Hours</td>
<td>CISC</td>
<td>226</td>
<td>3</td>
<td>Game Design</td>
<td>120(36L;60G;24P)</td>
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<td>COMP</td>
<td>Learning Hours</td>
<td>CISC</td>
<td>320</td>
<td>3</td>
<td>Fundamentals of Software Development</td>
<td>120(36L;24T;24G;36P)</td>
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<td>COMP</td>
<td>Learning Hours</td>
<td>CISC</td>
<td>322</td>
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<td>Software Architecture</td>
<td>120(36L;16G;68P)</td>
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<td>COMP</td>
<td>Learning Hours</td>
<td>CISC</td>
<td>327</td>
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<td>Software Quality Assurance</td>
<td>120(36L;84G)</td>
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<td>COMP</td>
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<td>CISC</td>
<td>340</td>
<td>3</td>
<td>Digital Systems</td>
<td>120(12L;24G;84P)</td>
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<tr>
<td>COMP</td>
<td>Learning Hours</td>
<td>CISC</td>
<td>458</td>
<td>3</td>
<td>Programming Language Processors</td>
<td>120(36L;36Lb;48G)</td>
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<td>COMP</td>
<td>Learning Hours</td>
<td>CISC</td>
<td>486</td>
<td>3</td>
<td>Game Engine Development</td>
<td>120(36L;15G;69P)</td>
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<td>COMP</td>
<td>Learning Hours</td>
<td>CISC</td>
<td>496</td>
<td>3</td>
<td>Game Development Project</td>
<td>129(9L;120G)</td>
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<td>COMP</td>
<td>Learning Hours</td>
<td>CISC</td>
<td>498</td>
<td>6</td>
<td>Information Technology Project</td>
<td>258(18S;240G)</td>
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<td>MAST</td>
<td>Learning Hours</td>
<td>MATH</td>
<td>326</td>
<td>3</td>
<td>Real Analysis</td>
<td>120(36L;12T;72P)</td>
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<tr>
<td>MIR</td>
<td>EMPR</td>
<td>200</td>
<td>3.0</td>
<td>Work and Employment Relations in Canada</td>
<td>No more than 3.0 units from EMPR 200/3.0; COMM 181/3.0</td>
<td>None</td>
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<tr>
<td>Sub-type(s)</td>
<td>Dept.</td>
<td>Degree Plan Code</td>
<td>Existing Core</td>
<td>New Core</td>
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<tr>
<td>Core, Additional Requirements</td>
<td>DBMS LISC-M-BSH</td>
<td>72.0 units</td>
<td>72.0 units</td>
<td>2. Option (33.0 units)</td>
<td>2. Option (30.0 units)</td>
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<tr>
<td>1. Core (27.0 units)</td>
<td>1. Core (30.0 units)</td>
<td>6.0 units in BIOL 102/3.0 and BIOL 103/3.0</td>
<td>6.0 units in BIOL 102/3.0 and BIOL 103/3.0</td>
<td>9.0 units from LISC_List_A at the 200 level or above</td>
<td>6.0 units from LISC_List_A at the 200 level or above</td>
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<tr>
<td>A. 6.0 units in BIOL 102/3.0 and BIOL 103/3.0</td>
<td>A. 6.0 units in BIOL 102/3.0 and BIOL 103/3.0</td>
<td>6.0 units in CHEM 112/6.0</td>
<td>6.0 units in CHEM 112/6.0</td>
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<tr>
<td>B. 6.0 units in CHEM 112/6.0</td>
<td>B. 6.0 units in CHEM 112/6.0</td>
<td>3.0 units in MICR 221/3.0</td>
<td>3.0 units in MICR 221/3.0</td>
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<tr>
<td>C. 3.0 units in MICR 221/3.0</td>
<td>C. 6.0 units in BCHM 218/3.0 and MICR 221/3.0</td>
<td>6.0 units in CHEM 281/3.0 and CHEM 282/3.0</td>
<td>6.0 units in CHEM 281/3.0 and CHEM 282/3.0</td>
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<tr>
<td>D. 6.0 units in CHEM 281/3.0 and CHEM 282/3.0</td>
<td>D. 6.0 units in CHEM 281/3.0 and CHEM 282/3.0</td>
<td>E. 6.0 units from PHGY 210/6.0 or PHGY 214/6.0</td>
<td>E. 6.0 units from PHGY 210/6.0 or PHGY 214/6.0</td>
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<th>Dept.</th>
<th>Degree Plan Code</th>
<th>Existing Additional Requirements</th>
<th>New Additional Requirements</th>
<th>Existing Course Lists</th>
<th>New Course Lists</th>
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<tr>
<td>Additional Requirements, List A</td>
<td>DBMS LISC-M-BSH</td>
<td>A. No more than 15.0 units chosen from LISC_List_A may be in PSYC or BIOL.</td>
<td>A. No more than 15.0 units chosen from LISC_List_A may be in PSYC or BIOL.</td>
<td>LISC_List_A</td>
<td>LISC_List_A</td>
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<td>ANAT; BCHM; CANC; CRSS; DDHT; EPID; LISC; MICR; NSCI; PATH; PHAR; PHGY; *Excluding: ANAT 270/3.0; BCHM 270/3.0; CANC 497/3.0; MICR 270/3.0; PHAR 270/3.0; PHGY 170/3.0; any course numbered 499; BIOL 205/3.0; BIOL 321/3.0; BIOL 322/3.0; BIOL 330/3.0; BIOL 331/3.0; BIOL 334/3.0; BIOL 339/3.0; BIOL 350/3.0; BIOL 369/3.0; BIOL 401/3.0; BIOL 403/3.0; BIOL 404/3.0; BIOL 430/3.0; BIOL 441/3.0; BIOM 300/3.0; CHEM 213/3.0; CHEM 221/3.0; CHEM 222/3.0; HLTH 323/3.0; MATH 221/3.0; MATH 225/3.0; MATH 228/3.0; MATH 232/3.0; MATH 272/3.0; PHYS 206/3.0; PHYS 214/3.0; PHYS 216/3.0; PHYS 242/3.0; PHYS 274/3.0; PSPC 100/6.0; PSPC 205/3.0; PSPC 215/3.0; PSPC 235/6.0; PSPC 251/3.0; PSPC 271/3.0; PSPC 300/6.0; PSPC 305/3.0; PSPC 322/3.0; PSPC 323/3.0; PSPC 333/3.0; PSPC 355/3.0; PSPC 360/3.0; PSPC 370/3.0; PSPC 375/3.0; PSPC 420/3.0; PSPC 422/3.0; PSPC 435/3.0; PSPC 457/3.0; PSPC 470/3.0; PSPC 471/3.0; PSPC 473/3.0; PSPC 475/3.0; STAT 263/3.0; STAT 361/3.0; STAT 460/3.0.</td>
<td>BIOL 205/3.0; BIOL 321/3.0; BIOL 322/3.0; BIOL 330/3.0; BIOL 331/3.0; BIOL 334/3.0; BIOL 339/3.0; BIOL 350/3.0; BIOL 369/3.0; BIOL 401/3.0; BIOL 403/3.0; BIOL 404/3.0; BIOL 430/3.0; BIOL 441/3.0; BIOM 300/3.0; BMED 270/3.0; BMED 370/3.0; BMED 380/3.0; BMED 383/3.0; BMED 482/3.0; CHEM 213/3.0; CHEM 221/3.0; CHEM 222/3.0; HLTH 323/3.0; MATH 221/3.0; MATH 225/3.0; MATH 228/3.0; MATH 232/3.0; MATH 272/3.0; PHYS 206/3.0; PHYS 214/3.0; PHYS 216/3.0; PHYS 242/3.0; PHYS 274/3.0; PSPC 100/6.0; PSPC 205/3.0; PSPC 215/3.0; PSPC 235/6.0; PSPC 251/3.0; PSPC 271/3.0; PSPC 300/6.0; PSPC 305/3.0; PSPC 322/3.0; PSPC 323/3.0; PSPC 333/3.0; PSPC 355/3.0; PSPC 360/3.0; PSPC 370/3.0; PSPC 371/3.0; PSPC 420/3.0; PSPC 422/3.0; PSPC 435/3.0; PSPC 457/3.0; PSPC 470/3.0; PSPC 471/3.0; PSPC 473/3.0; PSPC 475/3.0; STAT 263/3.0; STAT 361/3.0; STAT 460/3.0.</td>
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<tr>
<td>Sub-type(s)</td>
<td>Dept.</td>
<td>Degree Plan Code</td>
<td>Existing Core</td>
<td>New Core</td>
<td>Existing Option Courses</td>
<td>New Option Courses</td>
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**Core, Option,**

DBMS CRSS-O 33.0 units

- **Core:**
  - a. 9.0 units in BCHM 310/9.0
  - b. 3.0 units in PHGY 355/3.0
  - c. 6.0 units in CRSS 453/3.0 and (CRSS 454/3.0 or LISC 454/3.0 or CRSS 456/3.0)
  - d. 3.0 units at PHAR 450/3.0
  - e. 12.0 units from ANAT 499/12.0; PATH 499/12.0; PHAR 499/12.0; PHGY 499/12.0

- **Option:**
  - a. 9.0 units in BCHM 310/9.0
  - b. 3.0 units in PHGY 355/3.0
  - c. 6.0 units from CRSS 453/3.0; CRSS 454/3.0; LISC 454/3.0; CRSS 456/3.0; CRSS 498/3.0.
  - d. 3.0 units at PHAR 450/3.0
  - e. 12.0 units from ANAT 499/12.0; PATH 499/12.0; PHAR 499/12.0; PHGY 499/12.0

**Existing Option Courses**

- ii. Option: (9.0 units)
  - a. 3.0 units from LISC_List_G
  - b. 3.0 units from LISC_List_H
  - c. 3.0 units from LISC_List_I at the 200 level or above

**New Option Courses**

- ii. Option: (9.0 units)
  - a. 9.0 units from LISC_List_G

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<th>Sub-type(s)</th>
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**Course List**

DBMS CRSS-O

- **LISC_List_G** EPID 301/3.0 HLTH 323/3.0 PHGY 350/3.0
- **LISC_List_H** CRSS 454/4.0 CRSS 456/3.0 CRSS 498/3.0 PATH 430/3.0
- **LISC_List_J** ANAT BCHM EPID MICR PATH PHAR PHGY excluding: ANAT 270/3.0 BCHM 270/3.0 MICR 270/3.0 PHAR 270/3.0 PHGY 170/3.0 bio 205/3.0 BIOL 321/3.0; BIOL 322/3.0; BIOL 330/3.0; BIOL 331/3.0; BIOL 334/3.0; BIOL 339/3.0; BIOL 350/3.0; BIOL 401/3.0; BIOL 403/3.0; BIOL 404/3.0; BIOL 430/3.0; BIOL 441/3.0; BIOM 300/3.0; CHEM 213/3.0; CHEM 221/3.0; CHEM 222/2.0; MATH 221/3.0; MATH 225/3.0; MATH 228/3.0; MATH 271/3.0; NSCI 323/3.0; NSCI 324/3.0; NSCI 422/3.0; PHYS 206/3.0; PHYS 216/3.0; PHYS 242/3.0; PSYC 205/3.0; PSYC 215/3.0; PSYC 271/3.0; PSYC 370/3.0; PSYC 371/3.0; PSYC 380/3.0; PSYC 470/3.0; PSYC 471/3.0; STAT 268/3.0

- **LISC_List_G BMED 270/3.0** EPID 301/3.0 HLTH 323/3.0 PHGY 350/3.0
- **CRSS 453/3.0 CRSS 454/3.0**
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# FACULTY OF ARTS AND SCIENCE
## CURRICULUM COMMITTEE
### OMNIBUS REPORT VI

March 31st, 2017

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Respectfully Submitted,
Sidneyeve Matrix
Chair, Curriculum Committee
Changes are proposed to the following Academic Regulations of the Faculty of Arts and Science:

**Academic Regulation 2:** Enrolment and Registration Priorities
**Academic Regulation 3:** Number of Units in a Term and Academic Year
**Academic Regulation 6:** Attendance, Course Work and Conduct
**Academic Regulation 7:** Assessment of Performance
**Academic Regulation 8:** Final Examinations
**Academic Regulation 10:** System of Grading and Transcript Notations
**Academic Regulation 13:** Academic Standing
**Academic Regulation 14:** Credit for Courses Taken Elsewhere

All proposed additions and revisions are indicated below using strikethrough and yellow highlighting.

I. **Academic Regulation 2: Enrolment and Registration Priorities**

The proposed deletion from Regulation 2.2 results from the closure of the Bachelor of Physical and Health Education program. The proposed additions to Regulation 2.3 clarify the process for recording changes to students’ Plans.

**2.2 – Students at Level 1 (Fewer than 24.0 Units Completed)**

**2.2.1 – Programs and Plans for Level 1 Students**

Most students entering Level 1 of study will be registered in a degree program, but not a specific Plan.

Those students entering the Faculty of Arts and Science in one of the following four specialized degree programs

(i) Bachelor of Fine Art (Honours);
(ii) Bachelor of Music; or
(iii) Bachelor of Physical and Health Education (Honours); or
(iii) Bachelor of Science (Honours), Specialization in Kinesiology

will be registered in the appropriate Plan upon admission.

**2.3 – Students Entering Level 2 (24.0 to Fewer than 48.0 Units Completed)**

**2.3.2 – Academic Thresholds for Priority and Eligibility of Applicants**

During the Program/Plan selection period, students must choose one Plan for which they meet the automatic acceptance threshold criteria. They shall then be registered in that Plan. In addition, students may select up to one Plan for which they are eligible to be placed on the pending list but are not eligible for automatic acceptance. Following the selection period, departments will review the students on the pending list for each Plan under their administration. Any remaining spaces in that Plan shall be made available to students on the pending list in rank order of academic qualification. The Plans of Such students who are accepted from the pending list shall be changed.
de-registered from the Plan in which they were originally accepted to and registered in the new Plan. Those students who wish to pursue a Major-Minor Plan combination shall first select a Major Plan for which they are eligible for automatic acceptance or placement on a pending list and then select a Minor Plan in a similar fashion.

Each time a student is accepted into a new Plan, either by his/her own selection or by acceptance by a Department from a pending list, the Plan change will be recorded on the student record and displayed on the official transcript.

II. **Academic Regulation 3: Number of Units in a Term and Academic Year**

The proposed additions to Regulations 3.2.2 and 3.5 specify that the maximum course loads for full-time students in the Fall, Winter and Summer Terms include courses being taken at another post-secondary institution on a Letter of Permission. The proposed addition of Regulation 3.2.3 limits course enrolment for students who are participating in the QUIP program. The proposed addition to Regulation 3.6 and the proposed addition of Regulation 3.7 both reflect Academic Program Regulation 6 that was approved by Faculty Board on 22 April 2016, introducing a limit of 6.0 units from courses offered by other Faculties and Schools that can be counted to meet the requirements of Arts and Science degrees.

### 3.2 – Full-Time Registration Status

#### 3.2.2 – Maximum Course Loads for Full-Time Students

In any Fall-Winter period, full-time students may be registered in no more than 36.0 units, and no more than 18.0 units in either of the Fall or Winter Terms, including any courses being taken elsewhere on a Letter of Permission. More than 30.0 units should not be sought for the purpose of making up a deficiency due to past failure, or if the student’s cumulative GPA is less than 1.90. First-year students in most disciplines are not encouraged to attempt more than 30.0 units. Only 30.0 units may be requested during the summer class selection period. A student must obtain written permission from the Office of the Associate Dean (Studies) in order to take more than 36.0 units in the Fall-Winter period (or more than 18.0 units in any one term), including any courses being taken elsewhere on a Letter of Permission. Students who wish to appeal a negative decision to take more than 36.0 units (or 18.0 units in any one term), must appeal to the Board of Studies in writing (see Appeal of Academic Decisions, Section 3).

#### 3.2.3 – Maximum Course Loads for Internship Students

Students who are participating in the Queen’s University Internship Program (QUIP) are automatically enrolled in an internship course for each term of the internship. In addition to the INTN course, these students may also enrol in one course only during each internship term, to a maximum of 6.0 units.

### 3.5 – Summer Term

Students normally take no more than two courses (regardless of unit value) at any time during the Summer Term, including any courses being taken elsewhere on a Letter ofPermission. This is considered equivalent to a normal course load for a full-time student. Students on probation, with previous failures or with outstanding work from a previous term should not exceed this course load. Students in good standing who take more than two courses should closely monitor their ability to keep up with assigned readings, complete assignments on time and achieve a satisfactory academic standing in all work in each course. Students should be aware of the established deadlines for
dropping courses without academic penalty and are expected to drop courses, if necessary, before these deadlines. Taking on more than two courses at any time during the Summer Term does not constitute sufficient grounds for an academic appeal to drop courses after the deadline.

3.6 – Registration in courses Offered by the Faculty of Engineering and Applied Science
The number of Engineering and Applied Science courses that may be taken by Arts and Science students is limited, and may not exceed the number of Arts and Science courses taken in a given term.

Arts and Science students may, with permission of the instructor and the Associate Deans of both Engineering and Applied Science and Arts and Science, register for a maximum of two such courses in an academic term.

Students should note that, in accordance with the Academic Degree Program section of this Calendar:
(i) with the exception of the Plans listed in Academic Degree Program Regulation 6.A., a maximum of 6.0 units from courses offered by the Faculty of Engineering and Applied Science may be counted towards the Program and/or Plan requirements of any degree in the Faculty of Arts and Science;
(ii) not all courses offered by the Faculty of Engineering and Applied Science may be eligible for credit towards an Arts and Science degree program; and
(iii) the unit weighting of such courses may not be deemed equivalent in the two Faculties.

3.7 – Registration in courses Offered by other Faculties and Schools
With the exception of students who have transferred from another Faculty or School into the Faculty of Arts and Science, and with the exception of the Plans listed in Academic Degree Program Regulation 6, a maximum of 6.0 units from courses offered by other Faculties and Schools may be counted towards the Program and/or Plan requirements of any degree in the Faculty of Arts and Science.

III. Academic Regulation 6: Attendance, Course Work and Conduct

The proposed revision to Regulation 6.2 updates language related to the electronic submission of course work.

6.2 – Submission of Course Work
For purposes of evaluation, assignments and other course work must be submitted in a readable format. Many instructors will require that work be submitted electronically, and will state this at the outset of the class.

IV. Academic Regulation 7: Assessment of Performance

The proposed addition to Regulation 7.2.1 restricts adjustment of the elements listed in the class syllabus related to assessment. The proposed addition of Regulation 7.4 clarifies that students may not submit additional course work intended to raise their grade if they have already completed all the elements of the course.
7.2 – Scheduling of Class Elements

7.2.1 – Provision of a Class Syllabus

Before the end of the second week of the term in which a class starts, instructors must provide students with a class syllabus to include an outline of the basic features of the class. At a minimum, the class syllabus should include the intended student learning outcomes and a clear statement of the basis on which final marks are assigned. Instructors should specify the term work expected and weight, if any, that it will contribute to the final mark.

Once distributed to students, the syllabus statement regarding the types and timing of the class elements that will contribute to the final grade may not be adjusted if the changes will disadvantage any student in the class.

7.4 – Supplemental Course Work

After completion of the elements of the class that contribute to the determination of a student’s final grade in the class, as outlined in the class syllabus, a student may not submit additional work intended to raise the student’s final grade.

V. Academic Regulation 8: Final Examinations

The proposed additions, deletions and revisions of Regulations 8.2 through 8.5 reorganize the regulation to separate the rules related to the timing of final examinations from the location where the final examinations will be written, and to outline the process for students to request exceptions to the regulation. As a result of the revisions, the remaining sections are being renumbered.

8.2 – Scheduling of Final Examinations

8.2.1 – Location and Timing of Final Examinations

The final examination in any class offered in any Term or Session (including on-campus and online classes 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.

Final examinations may not last longer than 3 hours, except in the case of exchange students (see Academic Regulation 8.3) or students who require accommodation requested through Queen’s Student Accessibility Health, Counselling and Disability Services.

8.2.2 – Extenuating Circumstances

Students who are unable to write an examination at the scheduled time due to extenuating circumstances, beyond their control, must make alternate arrangements with the instructor or consider a request for an incomplete grade, aegrotat or credit standing (see Academic Regulation 6.3). Students who find themselves in such circumstances may seek permission to write the examination at a later time by making a request appealing in writing to the instructor of the course.

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.
Such students seeking permission to write an examination at an earlier time than the scheduled time due to extenuating circumstances, beyond their control, must appeal in writing to the Office of the Associate Dean (Studies) as well as to the instructor (see Appeal of Academic Decisions, Section 3).

8.2.3 – 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 Examinations Office, as soon as possible.

8.3 – 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 University Examinations Office for additional time of 0.5 hour to write each final examination. They may also bring one language translation dictionary to the examination.

8.4 – Location of Final 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.

8.4.1 – Students Living in the Kingston Area During the Academic Term
Students living in the Kingston area who are enrolled in either Queen’s on-campus or online classes, or both, are expected to write their mid-year and/or final examinations on campus.

8.4.2 – 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/or final examinations either:
(i) In-person at an approved examination centre; or
(ii) Online using an approved online proctoring service.

8.4.3 – Students at the Bader International Study Centre
Students attending the Bader International Study Centre who are also enrolled in a Queen’s online class will write their mid-year and/or final examinations at the Bader International Study Centre.

8.4.4 – 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, and if approved, an administrative charge will be assessed.

8.5 – Access to Examination Question Papers
8.5.1 – Publication of Previous Years’ 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 Associate Dean (Studies) only in exceptional circumstances and only on an annual basis, on the written request of the instructor, with the signed approval of the Head of Department.

8.5.2 – Release of Examination Question Papers as per Exchange Agreements
Exchange agreements may require instructors to release copies of final examinations, including those exempted from the policy in Academic Regulation 8.5.1 above, to exchange students for review by the home university.

8.5 – Examinations in Online Classes

8.5.1 – Location of Examinations in Online Classes
Students living in the Kingston area taking Queen’s online classes are expected to write their examinations on campus. For students living outside the Kingston area, a list of established examination centres for online classes is available from Continuing and Distance Studies. 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 Continuing and Distance Studies, and if approved, an administrative charge will be assessed.

8.5.2 – Scheduling of Online Examinations
Students must write the examinations in online classes at the time scheduled by the Examinations Office.

Students who face extraordinary circumstances beyond their control and cannot comply with the examination schedule must notify Continuing and Distance Studies. 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. Such students seeking permission to write the examination at an earlier time than the scheduled time must appeal in writing to the Office of the Associate Dean (Studies) as well as to the instructor (see Appeal of Academic Decisions, Section 3). In both cases an administrative charge will apply.

8.5.3 – Scheduling Deferred Online Examinations
Students who are granted permission by the instructor to defer their online examination(s) to a subsequent term and who request to reschedule at an off-campus location will be subject to a non-refundable administrative fee for each examination, including additional charges as may be incurred by the University to set up the deferred examination.

VI. Academic Regulation 10: System of Grading and Transcript Notations

The proposed additions to Regulation 10.2.2 specify that only courses offered by the Faculty of Arts and Science may be designated for pass/fail grading. The proposed addition to Regulation 10.3.1 clarifies that aegrotat grades may be used to gain entry to a degree Plan. The proposed addition to Regulation 10.3.4 clarifies the conditions under which a student may request an incomplete grade in a class. The proposed deletion from Regulation 10.3.4 allows an instructor to extend the deadline for submission of outstanding work in a class past the date agreed on by the student provided the date is no later than the end of the subsequent term.
10.2 – Pass/Fail Grades

10.2.2 – Pass/Fail Grades in Courses Designated by the Student (Personal Interest Credit)

A student may choose to designate a degree-credit course offered by the Faculty of Arts and Science for pass/fail grading that would normally have letter grading. The intention of such a designation is to encourage a student to explore subject matter in a field outside the program of study, to promote interdisciplinarity, and to minimize the risk to the student’s cumulative GPA.

A student may designate a course offered by the Faculty of Arts and Science in which they have enrolled for pass/fail grading by submitting the appropriate application form to the Office of the Associate Dean (Studies) before the deadline to drop the course without academic penalty in each term.

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

(vii) Only courses that are taken to fulfill the elective or total unit requirement of a degree program may be designated for pass/fail grading; no courses that may count as core, option or supporting courses to fulfill the requirements of any Plan in which the student is registered at the time of the pass/fail designation may be designated for pass/fail grading. If a student successfully completes a course designated for pass/fail grading and wishes to apply it toward the core or supporting course requirements of a Plan in which they subsequently register, they must obtain the agreement of the Department to substitute another appropriate course in its place. If a course designated for pass/fail grading is to be used to fill the option course requirements of a Plan in which the student subsequently registers, the student must choose a different option course.

(viii) Courses offered by other Faculties and Schools may not be designated for pass/fail grading.

10.3 – Non-Evaluative Grades

10.3.1 – Aegrotat Standing

Aegrotat estimated standing in a course is reserved for situations in which a student, who has completed and passed at least 60 per cent of the work for a course, but because of illness or other extenuating circumstances beyond his or her control, is unable to complete all the work of the course (see Academic Regulation 6). Aegrotat grades will be included in the student’s grade point average (GPA), and can be used as credit earned towards a degree program, and can be used to qualify for entry to a degree Plan.

10.3.4 – 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, has not completed all term work for a course or requests permission to defer the writing of a final examination. The student must have participated actively in the class and only one or two elements of the class may be outstanding. Students with extenuating circumstances who have been unable to complete the majority of the work in a class should consider an appeal to drop a class after the deadline rather than requesting an incomplete grade in the class.

A student seeking incomplete standing may be requested to provide, at the instructor’s discretion, a medical certificate or other documentation that demonstrates extenuating circumstances, and
must arrange with the instructor to complete a “Permission for an Incomplete Grade Mark or Deferred Examination” form available from the Arts and Science website. The “Permission for an Incomplete Grade Mark or Deferred Examination” form indicates the current letter grade for the course based on the work completed, the specific work yet to be finished and a date by which the outstanding work will be submitted. 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 GPA, 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 GPA.

In cases where a student will pass the course even if the outstanding work is not completed or the exam is not written, the actual earned letter grade will be assigned. The letter grade shall be included in the student’s GPA and may be counted for credit towards a degree program. If the outstanding work is not submitted by the end of the subsequent term, the original letter grade shall stand.

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 Office of the Associate Dean (Studies) with support from the instructor (see Appeal of Academic Decisions, Section 3).

VII. Academic Regulation 13: Academic Standing

Additions to Regulations 13.4.1, 13.4.3 and 13.5.1 were approved by Faculty Board in March 2016 that were intended to change the academic standing of a student who was on probation, had a cumulative GPA of less than 1.60 and had one previous requirement to withdraw for one year that was waived on appeal. The student would be required to withdraw for one year only, instead of for a minimum of three years, to force the student to take a one-year withdrawal before a three-year withdrawal period would be imposed. However, to enforce the one-year withdrawal, the would not be appealable. We now believe that it would benefit the student to return to the previous regulations and allow the student to appeal the three-year withdrawal period. Therefore the previous changes are being reversed.

13.4 – Requirement to Withdraw for One Year (RTW1)

13.4.1 – Criteria for RTW1

A student shall be Required to Withdraw for One Year if he or she:

(i) has a cumulative GPA of less than 0.70 at the time of assessment; or

(ii) is on academic probation at the time of assessment and has a cumulative GPA of less than 1.60; or

(iii) is on academic probation at the time of assessment, has a cumulative GPA of less than 1.60 and has only one previous Requirement to Withdraw for One Year that was waived on appeal.
The academic standing “Required to Withdraw for One Year” shall be placed on the student’s transcript.

13.4.3 – Appeal of Decisions on RTW1
Information about an appeal to waive the requirement to withdraw for one year can be found in Appeal of Academic Decisions, Section 3. If the requirement to withdraw for one year was imposed following a previous requirement to withdraw for one year that was waived, the subsequent requirement to withdraw for one year may not be appealed.

13.5 – Requirement to Withdraw for a Minimum of Three Years (RTW3)

13.5.1 – Criteria for RTW3
A student shall be Required to Withdraw for a Minimum of Three Years if he or she:

(i) has a cumulative GPA of less than 0.70 at the time of assessment and has previously been required to withdraw for one year, even if that previous requirement to withdraw was waived on appeal; or

(ii) is on academic probation at the time of assessment, has a cumulative GPA of less than 1.60 and has previously been required to withdraw that was not waived. Note that any student who has been required to withdraw and returns to studies is automatically placed on academic probation under Academic Regulation 13.3. Therefore, any student previously required to withdraw must achieve a cumulative GPA of greater than 1.60 at their next academic assessment upon their return to studies, or they will be required to withdraw for a minimum of three years.

VIII. Academic Regulation 14: Credit for Courses Taken Elsewhere

The proposed addition to Regulation 14.1 specifies that a student may not have more than 3.0 units of outstanding incomplete grades in a previous term in order to be eligible for a letter of permission.

14.1 – Letters of Permission
Subject to the requirements of Academic Regulations 3.2.2 and 16, a student on a degree program in the Faculty of Arts and Science may be permitted to take undergraduate classes elsewhere for credit toward a degree offered by the Faculty of Arts and Science. The student must obtain a letter of permission from the Arts and Science Faculty Office prior to enrolling in classes at another post-secondary institution. There is a non-refundable application fee for a letter of permission, which is issued for a specified post-secondary institution and for a specified term.

The letter of permission is issued for a specified post-secondary institution and for a specified term. The student must begin the class(es) in the term specified in the letter of permission. Failure to do so will require the student to apply for either a new or a retroactive letter of permission in order to transfer the credit(s) toward the Queen’s degree.

To obtain a letter of permission, a student must be in good academic standing (see Academic Regulation 13), have a minimum cumulative GPA of 1.60, and have completed a minimum of 6.0 units on a degree program in the Faculty of Arts and Science and must not have more than 3.0 units of incomplete grades in a previous term (grade of IN). A student who is completing the final course(s) of an honours degree must have a minimum Plan GPA and a minimum cumulative GPA of 1.90.
Proposed Revisions to the Academic Program Regulations
of the Faculty of Arts and Science
31 March 2017

Changes are proposed to the Academic Program Regulations of the Faculty of Arts and Science, [http://www.queensu.ca/artsci/students-at-queens/academic-calendar](http://www.queensu.ca/artsci/students-at-queens/academic-calendar). All proposed additions and revisions are indicated below using strikethrough and highlighting.

I. **Overlap in Degree Plans**

The proposed additions to Regulation 3 address the overlap between degree Plans and recently-introduced Certificate programs. In keeping with Faculty regulations regarding overlap in Major-Minor combinations, core and option courses used to fulfill the requirements of one Plan or Certificate cannot be counted towards the core and option requirements of the second Plan or Certificate.

3. **Overlap in Degree Plans and Certificates**

The following rules indicate how courses are to be counted for credit towards a Program where there is overlap between the course requirements of either two Plans included in the same said Program overlap or a Plan(s) and a Certificate(s).

A. **Core and Option Courses:** When Plans are combined, and when Plans and Certificates are combined, the core and option courses used to fulfill the requirements of one Plan or Certificate cannot be counted towards the core and option requirements of the second Plan or Certificate.

ii. **Plan and Certificate combinations**

Where there is overlap in the core, the course(s) must be counted as part of the degree Plan and alternate course(s) must be chosen for the Certificate, in consultation with the Department administering the Certificate. Alternates may not be allowed where the Department believes that such alternates will compromise the integrity of the Certificate. Where there is overlap between the core in the degree Plan and the options in the Certificate, or the core in the Certificate and the options in the degree Plan, or between options in the degree Plan and the Certificate, a different option must be chosen.

B. **Supporting and Additional Required Courses:** When Plans and Certificates are combined the supporting courses and any additional required courses in one Plan or Certificate may be counted towards any of the core, option, supporting or additional requirements of the second Plan or Certificate.

II. **Electives**

The proposed additions to Regulation 5.A. reflect two new subject codes that will now be included in the list of elective subjects that may be taken by Arts and Science students. PPEC (Politics, Philosophy
and Economics) was approved by Faculty Board with the introduction of the new B.A.(Honours) in Politics, Philosophy and Economics. ENIN (Entrepreneurship and Innovation) was approved for several new courses that will form part of the Queen’s Entrepreneurship and Innovation Certificate, a pan-University credential being developed by several Faculties and Schools.

The proposed deletions to Regulation 5.B. will provide students outside the B.Mus. program with access to courses in ear training and music education, and will increase flexibility for B.Mus. students who decide to change their degree Plans. The proposed additions to Regulation 5.B.vi. reflect the new course numbering scheme for the music ensembles.

5. Electives

A. Electives may be chosen freely from the following list of subject codes, subject only to those qualifications noted in 5.B. below, and prerequisites:

ASC_Course Catalogue
ANAT; ARAB; ARTF; ARTH; ASTR;
BCHM; BIOL; BIOM; BISC;
CANC; CHEM; CHIN; CISC; CLST; COCA; COGS; COMP; CRSS; CWRI;
DDHT; DEVS; DRAM;
ECON; EMPR; ENGL; ENIN; ENSC; EPID;
FILM; FREN; FRST;
GEOL; GISC; GNDS; GPHY; GREK; GRMN;
HEBR; HIST; HLTH;
IDIS; INTS; ITLN;
JAPN; JWST;
KINE; KNPE;
LANG; LATN; LIBS; LING; LISC; LLCU;
MATH; MBIO; MICR; MUSC; MUTH;
NSCI;
PACT; PATH; PHAR; PHED; PHGY; PHIL; PHYS; POLS; PORT; PPEC; PSYC;
RELS;
SOCY; SOFT; SPAN; STAT; STSC; SURP;
UNSP;
WRIT;
Save and except for some courses in CHEM, CISC, GEOL, MATH, PHYS and STAT that were formerly offered only to students from the Faculty of Engineering and Applied Science.

B. The following qualifications apply to the list in 5.A.:

v. Except for the Bachelor of Music Program, none of the following Music courses:

ASC_Disallowed MUSC
MUSC 125/6.0; MUSC 127/3.0; MUSC 128/3.0; MUSC 225/6.0; MUSC 227/3.0; MUSC 228/3.0; MUSC 325/6.0; MUSC 425/6.0;
vi. Except for the Bachelor of Music and Bachelor of Music Theatre Programs, up to 12.0 units from MUSC 100/1.5; MUSC 112/1.5; MUSC 115/1.5; MUSC 160-169/1.5; MUSC 178/1.5; MUSC 179/1.5; MUSC 200/1.5; MUSC 212/1.5; MUSC 215/1.5; MUSC 260-269/1.5; MUSC 278/1.5; MUSC 279/1.5; MUSC 300/1.5; MUSC 312/1.5; MUSC 315/1.5; MUSC 360-369/1.5; MUSC 378/1.5; MUSC 379/1.5; MUSC 400/1.5; MUSC 412/1.5; MUSC 415/1.5; MUSC 460-469/1.5; MUSC 478/1.5; MUSC 479/1.5; but only if completed in 2013-14 or later;

vii. Except for the Bachelor of Music and Bachelor of Music Theatre Programs, no more than 6.0 units from MUSC 180-189/3.0;

viii. In the Bachelor of Music Program no more than 108.0 units in MUSC.

III. Courses in Other Faculties and Schools

The proposed revisions to Regulation 6 clarify the limitations on courses from other Faculties and Schools that may be counted to meet the requirements of Arts and Science degrees.

6. Courses in Other Faculties and Schools

With the exception of the Plans indicated below, a maximum of 6.0 units from courses offered by other Faculties and Schools may be counted towards the Program and/or Plan requirements of any degree in the Faculty of Arts and Science. The following courses are approved:

A. Faculty of Engineering and Applied Science

(elective) MECH 333/3.0;
(Biotechnology Plan only) CHEE 229/3.0; CHEE 342/3.0; CHEE 380/3.0; CHEE 405/3.0; CHEE 440/3.0; CHEE 450/3.0; CHEE 484/3.0
(Computing Plans only) APSC 221/3.0; ELEC 470/3.0; ELEC 471/3.0; ELEC 474/3.0; ELEC 476/3.0; ELEC 478/3.0

B. Faculty of Health Sciences

(elective or Biochemistry or Life Sciences Plans) BMED 270/3.0; BMED 271/3.0; BMED 370/3.0; BMED 373/3.0; BMED 380/3.0; BMED 383/3.0; BMED 471/3.0; BMED 482/3.0
(elective) BMED 271/3.0; BMED 373/3.0; BMED 471/3.0
(Biochemistry or Life Sciences Plans) Up to 9.0 units from BMED 270/3.0; BMED 370/3.0; BMED 380/3.0; BMED 383/3.0; BMED 471/3.0; BMED 482/3.0
(elective) NURS 100/3/0; NURS 323/3.0; NURS 326/3.0; NURS 425/3.0

Students who transfer from the Bachelor of Health Sciences programs may use up to 12.0 units in BMED courses towards the Program and Plan requirements in Arts and Science (Admission Regulation 5.3).

C. Faculty of Law

(elective) LAW 201/3.0; LAW 202/3.0; LAW 203/3.0; LAW 204/3.0
(Political Studies Plans) LAW 201/3.0
(Gender Studies Plans only) LAW 516/3.0; LAW 533/3.0

D. Smith School of Business

(elective) or Applied Economics and) COMM courses numbered below 600
(Economics Plans) COMM 211/3.0; COMM 221/3.0
(Applied Economics Plan) Up to 9.0 units from COMM 211/3.0; COMM 221/3.0; COMM 311/3.0; COMM 313/3.0; COMM 322/3.0; COMM 323/3.0; COMM 324/3.0; COMM 325/3.0; COMM 326/3.0; COMM 327/3.0; COMM 329/3.0
Report of New Offerings of Existing Courses
March 2017

The Department listed below has:

1. provided intended student learning outcomes for courses that will be delivered in a different format and/or location from the original offering of the course as approved by Faculty Board;
2. indicated the delivery format and/or location for the proposed offering of the course;
3. provided learning hours for the existing and proposed offerings of the course; and
4. certified that the Department Curriculum Committee or Undergraduate Studies Committee has determined that the proposed offering of the course will have the same intended student learning outcomes as the original offering of the course.

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Respectfully submitted,
Sue Blake
Assistant Dean (Studies)
BY-LAWS OF THE
FACULTY OF ARTS AND SCIENCE

By-Law No. 1
Rules of Procedure in the Faculty of Arts and Science

By-Law No. 2
Standing Committees of the Faculty Board
of the Faculty of Arts and Science

By-Law No. 3
Undergraduate Student Representation

Reviewed May 2007
Approved July 2008
Reviewed October 2012
Amended March 2013
Amended March 2017
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BY-LAW NUMBER 1
RULES OF PROCEDURE IN THE FACULTY OF ARTS AND SCIENCE

THE FACULTY BOARD

1. Membership

A) Academic Staff
   (i) All members of the academic staff in the Faculty as defined in Article 1.3 (a),
   (b), (c) and (d) of the Collective Agreement.
   (ii) Those members of other Faculty Boards who are currently giving instruction
   to students registered in the Faculty of Arts and Science
   (iii) The Head of the Engineering and Science Library and the Head, Learning and
   Research Services, Stauffer Library, or their delegates, ex officio.

B) Students
   (i) The Undergraduate DSC Chairs (or delegate) as selected by the Arts and
   Science Undergraduate Society (ASUS) in accordance with the procedures set
   out in the DSC Charter. Co-chairs of any given unit will receive only one vote
   between them.
   (ii) The Presidents or their delegates of the Concurrent Education Students’
   Association (CESA), the Computing Students’ Association (COMPSA) and
   the Physical and Health Education & Kinesiology Students’ Association
   (PHEKSA), or their successors.
   (iii) The President, Vice-President, and the Academics Commissioner of the Arts
   and Science Undergraduate Society.
   (iv) The ASUS Senators.
   (v) The current student representatives on the Faculty of Arts and Science
   Graduate Councils.
   (vi) The Vice-President (Graduate) of the Society of Graduate and Professional
   Students, or his or her delegate.

C) Administration
   (i) The Dean, Vice-Dean, and Associate Deans of the Faculty
   (ii) The Dean of the School of Graduate Studies, ex officio;
   (iii) The Principal, the Vice-Principals, Provost, the University Librarian, the Chief
   Information Officer and Associate Vice-Principal (Information Technology
   Services), and the Registrar, ex officio. Members of the administration named
   to Faculty committees may designate delegates from their senior staff to act in
   their place.

D) Non-Academic Staff
   (i) Assistant Deans of the Faculty of Arts and Science.
   (ii) Four non-academic staff members chosen by the Nominating Committee and
   elected by Faculty Board for such a term as the Nominating Committee may
determine.
All members (ex-officio and elected) shall have voting rights unless otherwise stated.

2. Functions [NOTE: The following list of functions is revised from a by-law of the Board of Trustees, which established the Faculty Board in 1913.]

   A) To recommend to the Senate programs of study leading to degrees, and for-credit diplomas and certificates, and the conditions of admission;
   B) To submit to the Senate names for both ordinary and honorary degrees;
   C) To recommend the sessional dates, subject to the approval of the Senate;
   D) To control registration subject to the approval of the Senate;
   E) To deal with class failures;
   F) To exercise academic supervision over students;
   G) To make such recommendations to the Senate as the Faculty may deem expedient for promoting the efficiency of the University;
   H) To pass such regulations and by-laws as may be necessary for the exercise of the functions of the Faculty.

These functions shall be exercised by the Faculty Board either by motion duly moved and passed, or by by-law.

3. Chair

   A) The Chair shall be an Associate or full Professor and shall be nominated by the Nominating Committee and elected by the Faculty Board. Elections shall be made from a maximum of three names presented by the Nominating Committee. The Chair shall serve for three calendar years be elected for a three year term beginning July 1 and shall be eligible for re-election. The Chair shall be ex-officio a member of the Committee of Departments.

   B) In the absence of the Chair, the Secretary shall invite a member of the Faculty, being an Associate or full Professor in rank, to preside.

4. Secretary

   A) The Secretary shall be elected from among the Faculty Board, by Faculty Board, and shall not be a member of Faculty Office staff.

   B) The Secretary shall:
      (i) Record the proceedings of Faculty Board, and shall circulate its agenda, minutes, reports and resolutions;
      (ii) Ensure that minute books less than three years old are kept in the Faculty
Office;
(iii) Ensure that minute books older than three years be sent to Queen’s Archives, but that a copy be kept in the Faculty Office for as long as is considered necessary;

C) The Dean shall appoint an administrative secretary to assist the Secretary.

D) The Secretary shall be elected for a two-year term beginning July 1, and shall be eligible for re-election.

MEETINGS

5. Regular Meetings
   A regular monthly meeting of the Faculty Board shall be held at 3:30 p.m. on the second or third Friday of each month from September to April, inclusive, unless otherwise ordered by special motion or by the Chair of Faculty Board.

6. Special Meetings
   The Dean of the Faculty may at any time summon a special meeting, and shall do so whenever requested in writing by at least twenty members. In the absence of the Dean or the Dean’s delegate, the Chair or the Secretary is authorized to summon a meeting in accordance with Article 23.

7. Attendance Required
   Every department in the Faculty shall be represented at all regular and special meetings. The Head of a department is responsible for ensuring that the department is represented. A small department may, if necessary, be represented by a member of another department by arrangement. The Chair and Secretary of the Faculty Board may not be regarded as representing the department(s) of which they are members.

8. Quorum
   Thirty (30) members shall constitute a quorum of the Faculty Board.

9. Visitors
   Visitors may be invited to meetings of the Faculty Board at the discretion of the Chair. Visitors may speak to issues discussed at Faculty Board but shall not propose motions nor vote on any motions.

   Observer are those appointed by another body to attend meetings regularly for information and to report back to that body. Observers may not vote but may speak upon invitation from the Chair.

   Other non-member attendees may not vote but may speak upon invitation from the Chair.
10. **Items of Business**
   Items for the agenda shall be requested by the Secretary and shall be submitted not less than ten days before the regular Faculty Board meeting.

11. **Order of Business**
   A) At each regular meeting, the business shall be presented in the following order:
      - Adoption of Agenda
      - Adoption of Minutes
      - Business Arising from the Minutes
      - ASUS Report
      - Dean’s Report
      - Question Period
      - Communications
      - Reports of Committees
      - New Motions
      - Other Business
   B) At each special meeting, the business shall be confined to the agenda.

12. **Question Period**
    At each regular meeting, there shall be a question period, which shall not exceed fifteen minutes. Questions shall be of such a character as to elicit information about the operations of the Faculty on matters of sufficient importance to claim the attention of the Faculty Board.

13. **Points of Order**
    A) The Chair may speak on points of order in preference to other members, and shall decide on all questions of order, subject to appeal to the Faculty on motions regularly seconded.
    
    B) When called upon to decide on a point of order or practice, the Chair shall, if requested by any member of the Faculty Board, state the rule applicable to the case; and where the rules governing the procedure of the Faculty do not cover the point of order or procedure raised, Bourinot’s Rules of Order (in its most recent edition) shall be the authority and shall govern except as described in part C) of this article.
    

14. **Duration of Meetings**
    No meeting of the Faculty Board shall continue more than two hours unless two-thirds of the members present agree to continue with the business of the meeting.

15. **Style of Address**
    In addressing or referring to members of the Faculty Board, members will use the following styles: the style of “Mister” and “Ms.” shall be used, or the member’s preferred gender or non-gendered descriptor if known.
MOTIONS

16. Notice of Motion
   A) With the exception provided for in (B), all motions shall be preceded by a notice of motion, which shall appear on the written agenda circulated by the Secretary. All notices of motion shall include the text of the motion.

   B) (i) Motions may be added to the agenda during a meeting provided that two-thirds of the members of Faculty Board present approve of the addition.

       (ii) For any motion added to the agenda to pass, it must be approved twice by a simple majority: at the meeting of Faculty Board at which it was moved, and at an additional meeting.

       (iii) If an additional meeting is required as a result of a vote under (ii), it will normally be held on the Friday following, unless two-thirds of the members of Faculty Board present agree to hold the second vote at a different time.

17. Action on Motions
   A) All motions of substance shall be in writing.

   B) No question or motion shall be debated or put unless it has been seconded.

   C) When the motion is seconded, it shall be stated by the Chair before debate.

   D) All motions of substance shall be referred to a committee for report, except that the rule of reference to a committee may be waived with the consent of two-thirds of the Faculty Board present. The Secretary shall keep a record of motions so referred, and be prepared to inform the Faculty Board about the state of such motions until they have been reported.

18. Procedure
   A) The Chair shall put all motions and amendments under discussion in reverse order to that in which they are moved.

   B) When a motion is under debate, no motion shall be received unless (i) to amend, (ii) to refer to committee or to waive the rules of reference, (iii) to put the question, (iv) to postpone, (v) to adjourn.

   C) Ordinarily no member shall speak more than once to the same question (and then no longer than five minutes unless permitted by the Chair), except the mover who shall have the right of replying after all the members who choose to speak have spoken. Members may at any time, with the permission of the Chair, clarify a material part of their remarks, if they seem to have been misunderstood.
D) No rule governing the procedure of the Faculty Board shall be suspended unless two-thirds of the members present shall consent thereto. Nor shall any rule be repealed or amended without notice of motion given during a previous meeting.

19. **Record of Voting**

When a vote or division is taken in the Faculty Board, any member may require that the numbers be recorded in the Minutes.

**COMMITTEE OF THE WHOLE**

20. **Definition**

The Faculty Board may at any time form itself into a committee of the whole body. A motion made in committee of the whole is not seconded, and the rule limiting the number of times a member may speak (see Article 19 (c)) is withheld except that no member may speak more than once to any question until every other member choosing to speak shall have spoken.

21. **Procedure**

A committee of the whole is ordinarily appointed by a motion “that this Faculty reconstitute itself as a committee of the whole to consider a certain proposed resolution respecting [a specified subject]”. When the matters referred to a committee of the whole have been considered, the Faculty Board is re-established and receives a report from the Chair, who shall then accept a motion arising from this report.

**AGENDA, MINUTES, REPORTS**

22. **Agenda**

   A) (i) The draft agenda for all meetings of Faculty Board shall be prepared by the Secretary in consultation through a meeting with the Chair of Faculty Board, the Associate Deans, the Assistant Deans, and any guests invited to the meeting at the discretion of the Chair of Faculty Board.

   (ii) The Secretary shall distribute a draft agenda to members of Faculty Board and post it on the Arts and Science website one week before the regular meeting of Faculty Board.

   (iii) Attachments shall normally be posted on the Arts and Science webpage and the links shall be included in the announcement specified in (ii).

   B) Notice of regular meetings, together with a request for items for the agenda, shall be made available to the members of the Faculty Board at least ten days before each meeting. Notice of special meetings, together with the agenda, shall be made available to the members of the Faculty Board at least two working days before the meeting.

   C) (i) Members of Faculty Board may write to the Secretary of Faculty Board before
noon on the Tuesday before a meeting of Faculty Board to propose additional items for the agenda, and any material to be included as an attachment to the agenda must be submitted by that time.

(ii) The Secretary shall inform Faculty Board of any item that was proposed for the agenda but not included.

D) The Secretary shall post the final agenda and all attachments on the Arts and Science website three working days before the regular meeting of Faculty Board, and shall also send the text of the final agenda, and the link to all attachments, to the Faculty Board listserv three working days before the meeting.

E) The first item of business of any meeting of Faculty Board shall be the consideration of the agenda as circulated. At the same time as the agenda is adopted, Faculty Board shall decide which, if any, part of the meeting shall be closed to persons who are not members, declaring at the same time why the meeting is to be closed. In addition, at other times a meeting may be closed by a simple majority vote as a result of a motion acceptable to the Chair.

23. Minutes

Together with the agenda and its attachments, the minutes should provide a person who was not at the meeting of Faculty Board with a full understanding of what business was transacted at the meeting.

A) In form, the minutes may be in one of two styles, “full” and “brief.” The minutes shall normally record substantive discussions in full style: the key lines of argument and all significant points that were presented should be recorded, and attributed to speakers by name. All questions raised in question period, and the answers provided, shall be recorded in full style. For more routine matters, the minutes may use a brief style, indicating the actions taken and not attributing particular points to individual speakers.

B) Any member of Faculty Board may request that a statement made in session be read into the minutes, and this shall be done unless the statement is ruled out of order by the Chair.

C) Any member of Faculty Board may request that “full” style be used for a particular agenda item, and this shall be done unless a motion for brief style minutes is approved by majority vote.

D) Minutes of any meeting shall be made available to all members of Faculty Board prior to the next meeting. Complete minutes and committee reports, after they have been formally received by Faculty Board, should be available to any member of the University on request to the Secretary of Faculty of Arts and Science, except for:

(i) notes of discussions which are excluded from the public record by procedural motion; and

(ii) confidential reports.
24. Confidential Material
All personal reports on students and other confidential matters contained in minutes, reports, or agenda are to be clearly so marked, and are to be treated as confidential documents at all times.

25. Reports
Copies of all reports shall accompany the agenda of the relevant meeting. Otherwise the report shall not be proceeded with, except with the consent of two-thirds of the members of the Faculty Board present.

COMMITTEES

26. Terms of Reference
A committee is bound by its terms of reference. If a committee finds it desirable to extend or reduce an enquiry beyond the terms of reference which it has been assigned, it shall obtain from the Faculty Board express authority to do so. A motion to concur in a recommendation for extension or reduction of a committee’s terms of reference requires notice.

[NOTE: Committee Representation outside the Faculty of Arts and Science: The Faculty of Arts and Science is represented on the Senate and on Standing Committees of the Senate, and on the Council of the School of Graduate Studies. A member of the Faculty of Arts and Science who is instructing in another Faculty is also a member of that Faculty Board.]

27. Chairs of Standing Committees
Unless otherwise provided, the Dean shall appoint the Chair of each standing committee from the membership of the committee. The Chair shall serve for one year and shall be eligible for reappointment. In the case of a committee no longer having a Chair from July 1, the Dean shall be authorized to appoint a new committee member who will act as Chair, pending ratification at the first Faculty Board meeting in the Fall term.

28. Secretaries of Committees
Each committee, other than the Committee of Departments, shall select its Secretary from its own membership.

29. Standing Committees
A) Standing committees are formed to recommend on recurring business.

B) A standing committee is established, and its membership and terms of reference determined, by resolution of the Faculty Board.

C) ASUS will normally provide the student membership for committees of the Faculty Board. The Nominating Committee, however, may use its discretion in nominating for committees of the Faculty Board students registered in the Faculty of Arts and Science.
who have not been elected to DSCs. Any such student member of a Faculty committee who has not been elected to the Faculty Board by a DSC will not be deemed a member of the Faculty Board. Non-academic staff members who serve on standing committees shall be chosen from those who are already members of the Faculty Board.

D) Once established, a Standing committee serves continuously. Except for the Committee of Departments, there will be progressive changes in membership.

E) Each Standing committee shall report to the Faculty Board at least once a year.

30. **Sub-Committees**
   Committees of the Faculty Board may establish sub-committees, and may co-opt to them members not on the parent committee.

31. **Special Committees**
   A Special Committee is formed to consider a particular question. A Special committee is established, and its membership, Chair and terms of reference determined by the Faculty Board, Dean or Chair. A Special committee shall serve until discharged by the Faculty Board.

32. **Elections**
   A) The Nominating Committee shall present nominations to all Standing Committees and elective offices within the jurisdiction of the Faculty Board and of teaching members of Faculty Board to the Senate.
      - The report of the Committee nominating teaching members of Faculty Board to Senate shall be circulated with the agenda for the regular January meeting.
      - The report of the Committee nominating teaching members of Faculty Board to Senate shall be circulated with the agenda for the regular January meeting. [NOTE: According to Senate regulations, any Senator, including those representing Faculty Board, missing three Senate meetings in any given academic year may be removed from office. For Faculty Board Senators this decision would be made at the discretion Chair of the Nominating Committee. If necessary, a replacement Senator would then be elected by Faculty Board.]
      - The report presenting nominations to the various elective committees and offices of Faculty Board shall be circulated with the agenda for the regular March meeting.

For all reports from the Nominating Committee containing nominations, the Chair shall call for further nominations from the floor and, when there are no more, shall declare nominations closed. If an election is necessary it shall be held immediately.

   B) Student members of committees of Faculty Board shall be appointed by the Arts and Science Undergraduate Society. The list of student members shall be presented to Faculty Board by the Nominating Committee for information.

32. **Quorum**
   One half of the elected membership constitutes a quorum of a Standing Committee during the academic year, and one half of the elected teaching membership constitutes a quorum of a Committee outside the academic year.
OTHER REGULATIONS

34. Introduction, Revision, and Amendment of By-Laws
By-Laws may be introduced or revised on motion after due notice, and such motion shall be referred to the Standing Procedures Committee. All By-Laws shall be given two readings by the Faculty Board. All By-Laws shall be signed by the Chair and the Secretary of the Faculty Board.

35. Distribution of the By-Laws
The Secretary of the Faculty shall prepare copies of the By-Laws in the latest revised form and shall maintain them online on the Faculty website. The Secretary shall ensure that all new members of the Faculty Board receive access to a copy of the By-Laws in the latest revised form.

36. Establishment
A By-Law shall take effect on its being approved by the Faculty Board.
BY-LAW NUMBER 2
STANDING COMMITTEES OF THE FACULTY BOARD OF
THE FACULTY OF ARTS AND SCIENCE
(See also By-Law Number 1, Rules of Procedure, Articles 27-30)

1. DEFINITIONS

A) Faculty Board shall include all academic units that comprise the Faculty of Arts and Sciences as approved by the Senate of the University from time to time.

B) For the purposes of nomination to committees of the Faculty, three divisions shall be deemed to be comprised the following academic units or their successors, with new units being assigned to a division as seems appropriate to the Dean in consultation with the new unit itself:

(i) Departments of Humanities:

- Fine Art (Visual Art)
- Art History & Art Conservation
- Classics
- Dan School of Drama and Music
- English Language & Literature
- Film and Media
- French Studies
- History
- Languages, Literatures, & Cultures
- Philosophy
- Religious Studies

(ii) Departments of Social Sciences

- Cultural Studies
- Economics
- Employment Relations
- Environmental Studies
- Gender Studies
- Global Development Studies
- Geography and Planning
- Kinesiology & Health Studies
- Political Studies
- Psychology
- Sociology
(iii) **Departments of Natural Sciences and Mathematics:**

- Biology
- Chemistry
- Computing
- Geological Sciences & Geological Engineering
- Mathematics & Statistics
- Physics, Engineering Physics, and Astronomy

2. **STANDING COMMITTEES**

Standing Committees are established, and membership and terms of reference determined, by resolution of the Faculty Board in order to recommend on recurring business (By-law 1, Article 30.A & B). Each Standing committee shall report to the Faculty Board at least once a year (By-law 1, Article 30.E).

The following shall be the standing committees of the Faculty of Arts and Science (see By-Law 1, Article 30):

- Committee of Departments
- Procedures Committee
- Nominating Committee
- Curriculum Committee
- Board of Studies
- Academic Integrity and Conduct Panel
- Academic Orientation Committee
- Awards Committee

The Nominating Committee shall present nominations to all Standing Committees within the jurisdiction of the Faculty Board for the approval at Faculty Board (as per By-law 1, Article 33).

Student members of standing committees of Faculty Board shall be appointed by the Arts and Science Undergraduate Society (By-law 1, Article 33.B), and normally are drawn from members of DSCs (By-law 1, Article 30.C). The Nominating Committee, however, may use its discretion in nominating for committees of the Faculty Board students registered in the Faculty of Arts and Science who have not been elected to DSCs. Any such student member of a Faculty committee who has not been elected to the Faculty Board by a DSC will not be deemed a member of the Faculty Board (By-law 1, Article 30.C). The Nominating Committee shall present to Faculty Board for information the list of student members of standing committees (By-law 1, Article 33.B).

Non-academic staff members who serve on standing committees shall be appointed by the Nominating Committee from those who are already members of the Faculty Board (By-law 1, Article 30.C).
Unless otherwise provided, the Dean shall appoint the Chair of each standing committee from the membership of the committee itself (By-law 1, Article 28). The Chair shall serve for one year and shall be eligible for reappointment. In the case of a committee no longer having a Chair from July 1, the Dean shall be authorized to appoint a new committee member who will act as Chair, pending ratification at the first Faculty Board meeting in the Fall term.

Each committee, other than the Committee of Departments, shall select its Secretary from its own membership (By-law 1, Article 29).

3. THE COMMITTEE OF DEPARTMENTS

A) Membership

• the Principal;
• the Vice-Principal (Academic);
• the Dean, Vice-Dean, Associate Deans, and Assistant Deans of the Faculty of Arts and Science;
• the Dean of the School of Graduate Studies and Research;
• the Registrar;
• the Chair of the Faculty Board;
• the Secretary of the Faculty Board;
• each department of the Faculty shall have one representative, who shall be the Head of the department or a representative chosen by the Head. Any Department Head included in the above list of non-departmental members (i.e., Chair; Secretary) may name another member of the department to represent it.

B) Officers

The Dean of the Faculty shall be Chair of the Committee of Departments, and the Secretary of the Faculty Board shall normally be Secretary.

C) Terms of Reference

   i) to provide a forum for the timely and transparent process of consultation and collaboration among unit Heads and between unit Heads and the Dean’s office;

   ii) to consider and make recommendations upon matters concerning the well-being of the Faculty;

   iii) to consider and advise upon policy for the development of the Faculty;

   iv) to consider and make recommendations upon such matters as are referred to it;

   v) to form ad hoc sub-committees as necessary to report back to the Committee of Departments or the Advisory Group.
D) Standing Sub-committees

The Committee of Departments shall have a standing Advisory Group.

ADVISORY GROUP

A) Membership

- the Dean ex-officio, who shall serve as Chair.
- six members elected by the Committee of Departments, two from each of the constituencies: Humanities, Social Sciences, and Natural Sciences and Mathematics.

Elected members must be unit Heads (or equivalent) and will serve for up to three years, retiring in rotation initially established by lot. A member may not be renewed for a subsequent consecutive term. A department may have only one faculty member on the Advisory Council at any given time.

B) Meetings

(i) the Advisory Group shall convene once a month at least one week prior to the meeting of Committee of Departments;

(ii) the Advisory Group may consider any and all matters that relate to the Faculty of Arts and Science, but must consider in full those issues that are brought to its attention by the members of Committee of Departments.

C) Terms of Reference

(i) to set the Agenda for Committee of Department meetings;

(ii) to report to Committee of Departments on a monthly basis;

(iii) to bring to the attention to the Committee of Departments action to be considered to be brought forward to Faculty Board and to refer such items directly to Faculty Board with the approval of the Committee of Departments;

(iv) to recommend ad hoc committees to be established by Committee of Departments;

(v) to establish Guidelines for the work of the Committee of Departments.
4. PROCEDURES COMMITTEE

A) Membership
- the Dean or delegate;
- the Chair of the Faculty Board, *ex officio*;
- three (3) members of the teaching staff elected by the Faculty Board for three-year terms, one member being from each of the constituencies: Humanities, Social Sciences, and Natural Sciences and Mathematics;
- three (3) undergraduate student members of the Faculty as determined by the ASUS executive;
- a representative of the non-academic staff, chosen for such a term as the Nominating Committee may determine.

B) Terms of Reference

(i) to review from time to time the procedures of the Faculty Board and to recommend to the Faculty Board changes in by-laws;

(ii) to consider and make recommendations upon such matters as may be referred to it.

5. NOMINATING COMMITTEE

A) Membership
The Nominating Committee shall consist of:
- six (6) teaching members of the Faculty Board elected for a period of three years, two (2) from each of the three constituencies: Humanities, Social Sciences, and Natural Sciences and Mathematics. The teaching members shall serve for three years and shall retire in rotation, and shall not be eligible for immediate reappointment.
- the President of the Arts and Science Undergraduate Society, *ex officio*,
- the Vice-President of the Arts and Science Undergraduate Society, *ex officio*,
- four (4) additional undergraduate student members of the Faculty as determined by the ASUS executive,
- a representative of the non-academic staff, chosen for such a term as the Nominating Committee may determine.

The Nominating Committee will be supported by one or more assistants appointed by the Faculty Office. Such persons will serve as advisors to the Board and will have no voting rights.

B) Terms of Reference

(i) The Nominating Committee shall present in January of each year nominations from among the teaching members of the Faculty Board to the Senate.
(ii) At the regular March meeting of the Faculty Board the Nominating Committee will present nominations from among all members of the Faculty Board to the elective positions of all of the standing committees and offices of the Faculty Board.

(iii) The Nominating Committee shall make nominations to fill irregular vacancies at any time when so instructed. The Nominating Committee may at its discretion nominate a single candidate for any such vacancy.

(iv) The Nominating Committee shall inform the nominee(s) before presenting their names to the Faculty Board.

6. CURRICULUM COMMITTEE

A) Membership

- the Dean of the Faculty of Arts and Science, ex officio;
- Associate Deans of the Faculty of Arts and Science, ex officio;
- the Registrar, ex officio;
- nine (9) teaching members of the Faculty Board elected for a period of three years, three from each of the three constituencies: Humanities, Social Sciences, and Natural Sciences and Mathematics. One member shall be elected each year from each group constituency and retiring members shall not be eligible for re-election for one year after the expiration of their term.
- One faculty member elected to be Chair of the Curriculum Committee.
- six (6) undergraduate student members of the Faculty as determined by the ASUS executive.

New members shall assume their duties on July 1 of each year.

B) Terms of Reference

(i) to consider and make recommendations upon such matters as are referred to it by academic units;

(ii) to examine programs of instruction, degree programs, interdisciplinary studies and methods of instruction, and to make appropriate recommendations to the Faculty Board;

(iii) to study proposals and to advise departments on proposals for new plans or programs referred to it by the Faculty Board under By-Law 1, 10 (ii); and to report to the Faculty Board, for approval, its recommendation on these proposals in time for inclusion in the Calendar of the Faculty of Arts and Science;

(iv) to approve changes in structure and course offerings within existing plans or programs submitted to the committee from the department(s) concerned and to report this action to the Faculty Board for ratification before the changes are implemented within the department concerned;
(v) to approve changes in courses offered outside of existing plans submitted to the committee from the department concerned and to report these to the Faculty Board for ratification before they are implemented within the department concerned;

(vi) to study and advise upon problems of inter-faculty instruction, and to confer with the Curriculum Committees of other Faculties;

(vii) To receive reports of new offerings of existing courses from departments and to submit summary reports of such to Faculty Board.

7. BOARD OF STUDIES

A) Membership
   • Nine (9) faculty members shall be elected for a period of three years, three from each of the constituencies: Humanities, Social Sciences, and Natural Sciences and Mathematics. New members shall assume their duties on July 1 of each year.
   • Three (3) student members shall serve for a one-year term and will be comprised of any three members of the ASUS executive or student delegates appointed by the executive. When scheduling meetings, a concerted effort will be made to accommodate students’ schedules. The student members shall assume their duties on May 1 of each year.

The Board will be supported by non-academic staff appointed by the Faculty Office. Such persons will serve as advisors to the Board and will have no voting rights.

The Chair of the Board of Studies will be one of the elected faculty members on the committee and shall be appointed by the Dean. The Chair shall
   • convene hearings;
   • preside over every hearing of the Board;
   • ensure consistency of decisions;
   • ensure hearings are conducted fairly and with due process;
   • not vote in a hearing, except in the case of a tie;
   • write the Board’s final decision for communication to the student; and
   • convey any recommendations of the Board to the Associate Dean (Studies).

All Board of Studies hearings shall be heard by four (4) members:
   • one faculty member from each of the following constituencies: Humanities, Social Sciences, and Natural Sciences and Mathematics.
   • the fourth member of the Board shall normally be a student member. If no student member is available, however, then a faculty member will be selected.

These members shall be drawn from the pool consisting of 9 faculty members and 3 student members representing Arts and Science as outlined above.

B) Terms of Reference:
Decisions about the academic progress of students are made by the Associate Dean (Studies), who has full knowledge of the circumstances, familiarity with the particular Faculty and/or university regulations, and experience in dealing with issues in the larger Faculty context. This process is in accordance with the Senate’s Policy on Student Appeals, Rights and Discipline, which recognizes that “decisions should generally be made by those who are most familiar with the context”.

The Board of Studies (hereafter called the “Board”) is established by the Faculty of Arts and Science and created by Faculty Board to

(i) review, hear, and decide on student appeals of decisions of the Associate Dean (Studies), including but not limited to student-enrolment decisions, registration, accommodation, incomplete grades, deferred exams, term grades, final exams, final grades, requirements to withdraw and other comparable decisions, but excluding matters of Academic Integrity.

(ii) make recommendations to the Associate Dean (Studies) regarding matters of policy arising from Board of Studies discussions and hearings; and

(iii) serve as the final body of academic appeal within the Faculty of Arts and Science.

8. ACADEMIC INTEGRITY AND CONDUCT PANEL

A) Membership

• Three (3) faculty members shall normally serve for a period of three years – one from each of the constituencies: Humanities, Social Sciences, and Natural Sciences and Mathematics. New members shall assume their duties on July 1 of each year;

• One (1) faculty member shall normally serve as an alternate Panel member for a period of three years and may come from any constituency. The new member shall assume his or her duties on July 1 of each year;

• One (1) student member shall serve for a one-year term and may be any member of the ASUS executive or a student delegate appointed by the executive. When scheduling meetings, a concerted effort will be made to accommodate the student’s schedule. The student member shall assume his or her duties on May 1 of each year.

The Panel will be supported by one or more non-academic staff persons and a secretary appointed by the Faculty Office. Such persons will serve as advisors to the Panel and will have no voting rights.

The Chair of the Panel will be one of the elected faculty members and shall be appointed by the Dean. The Chair shall

• convene hearings;
• preside over every hearing of the Panel;
• ensure consistency of decisions;
• ensure hearings are conducted fairly and with due process;
• not vote in a hearing, except in the case of a tie;
• write the Panel’s final decision for communication to the student; and
• convey any recommendations of the Panel to the Associate Dean (Studies).

All Panel hearings shall be heard by four (4) members and must include one faculty member from each of the following constituencies: Humanities, Social Sciences, and Natural Sciences and Mathematics. One of the faculty members shall be the Chair of the Panel.

The fourth member of the Panel will normally be a student member. If no student member is available, however, then a faculty member (known as the “alternate”) will be selected.

B) Terms of Reference

Decisions about matters of academic integrity and misconduct in an academic setting are made by the Associate Dean (Studies), who has full knowledge of the circumstances, familiarity with the particular Faculty and/or university regulations, and experience in dealing with issues in the larger Faculty context. This process is in accordance with the Senate’s Policy on Student Appeals, Rights and Discipline, which recognizes that “decisions should generally be made by those who are most familiar with the context”.

The Academic Integrity and Conduct Panel (hereafter called the “Panel”) is established by the Faculty of Arts and Science and created by Faculty Board to

(i) review, hear, and decide on student appeals of decisions of the Associate Dean (Studies) in findings and/or sanctions of a departure from academic integrity,

(ii) make recommendations to the Associate Dean (Studies) regarding matters of policy arising from Panel discussions and hearings; and

(iii) serve as the final body of academic appeal within the Faculty of Arts and Science in matters of academic integrity.

9. ACADEMIC ORIENTATION COMMITTEE

A) Membership

• the Dean or delegate, ex-officio;
• the President of the Arts and Science Undergraduate Society or delegate, ex-officio;
• the Academic Coordinator of the Arts and Science Undergraduate Society’s Orientation Committee, ex-officio;
• the Academic Coordinator of the School of Kinesiology & Health Studies Students Association’s Orientation Committee, ex-officio;
• the Academic Coordinator of the Concurrent Education Students Association’s Orientation Committee, *ex-officio*;
• the Academic Coordinator of the Computing Students Association’s Orientation Committee, *ex-officio*;
• the Director of the School of Kinesiology and Health Studies or delegate, *ex-officio*;
• three teaching members of the Faculty Board elected for a period of three years, one from each of the three constituencies: Humanities, Social Sciences and Natural Sciences and Mathematics;
• one representative of the non-academic staff elected for a period of three years;
• one undergraduate student member of the Faculty appointed by the ASUS executive for a period of two years.

Elected members shall retire in rotation and shall not be eligible for immediate re-election. New members shall assume their duties on November 1 of each year.

B) Terms of Reference

(i) to develop an academic orientation program that introduces incoming students to the nature of learning in a university environment, consisting of academic activities during Orientation Week;

(ii) to work with the non-academic staff appointed by the Faculty office and the ASUS, CESA, PHESA and COMPSA Orientation Committees to implement the aforementioned academic orientation programs;

(iii) to report to Faculty Board the form of any information to be distributed on behalf of the Faculty to the incoming students;

(iv) to develop and recommend to Faculty Board before the end of February the approximate time schedule for the academic components of Orientation Week, in conjunction with the ASUS, CESA, PHESA and COMPSA Orientation Committees;

(v) to report to Faculty Board on its activities in November and February of each year;

(vi) to consider and make recommendations upon such matters as are referred to it.

10. AWARDS COMMITTEE

(A) Membership

• the Associate Dean (Studies) *ex-officio*;
• the Associate Registrar (Student Awards) *ex-officio*;
• three members elected by Faculty Board, one from each of the constituencies: Humanities, Social Sciences, and Natural Sciences and Mathematics. Members will serve for three years, retiring in rotation initially established by lot.
(B) **Officers**
   The Dean shall appoint the Chair annually from the appointed members.

(C) **Terms of Reference**
   
   (i) to approve the names of winners of Faculty awards.

   (ii) to advise the Dean on awards policy and on the terms of the awards.
BY-LAW NUMBER 3
UNDERGRATUATE STUDENT REPRESENTATION

1. Student Representation on Faculty Board

In order to secure effective cooperation in the work of departments, and in order to secure representative student membership on Faculty Board, student representatives will be appointed to Faculty Board by the Arts and Science Undergraduate Society (ASUS) in accordance with the procedures set out in the DSC Charter, and as per Faculty Board by-law 1.B above.

SIGNATURES

__________________________  __________________________
Richard Ascough            Patrick Costigan
Chair, Faculty Board       Secretary, Faculty Board
### MAY 2018

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
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<tbody>
<tr>
<td>1</td>
<td>Summer Term begins.</td>
</tr>
<tr>
<td>1</td>
<td>Tuition fees due in full for Summer Term classes (May-June/6W1 and May-July/12W Sessions).</td>
</tr>
<tr>
<td>7</td>
<td>Summer Term classes begin (May-June/6W1 and May-July/12W Sessions).</td>
</tr>
<tr>
<td>11</td>
<td>Students unable to register in Summer Term (May-June/6W1 and May-July/12W Sessions) by this date must appeal in writing to the Office of the Associate Dean (Studies). If the appeal to register late is granted, students must pay tuition fees in full.</td>
</tr>
<tr>
<td>11</td>
<td>Last date to add Summer Term classes (May-June/6W1 and May-July/12W Sessions).</td>
</tr>
<tr>
<td>11</td>
<td>Last date to drop Summer Term classes (May-June/6W1 Session) without financial penalty.</td>
</tr>
<tr>
<td>18</td>
<td>Last date to add Summer Term classes (May-June/6W1 Session) without financial penalty.</td>
</tr>
<tr>
<td>21</td>
<td>Victoria Day (classes will not be held).</td>
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</tbody>
</table>

### JUNE 2018

**NOTE:** Spring 2018 Convocation dates will be published by the Office of the University Registrar in November 2017. Refer to [http://www.queensu.ca/registrar/convocation/ceremonies](http://www.queensu.ca/registrar/convocation/ceremonies) to view these dates.

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Last date to drop Summer Term classes (May-June/6W1 Session) without academic penalty.</td>
</tr>
<tr>
<td>1</td>
<td>Last date to apply to the University for admission as a part-time student for Fall Term.</td>
</tr>
<tr>
<td>1</td>
<td>Last date for Queen’s students to apply for admission to a Dual Degree program for Fall Term.</td>
</tr>
<tr>
<td>1</td>
<td>Last date for Queen’s students to apply to transfer into the Faculty of Arts and Science for Fall Term.</td>
</tr>
<tr>
<td>1</td>
<td>Last date to apply to the University for upper-year full-time admission for Fall Term from another post-secondary institution.</td>
</tr>
<tr>
<td>7</td>
<td>Last date to apply for accommodation for an official examination conflict for the June, July and August examination sessions.</td>
</tr>
<tr>
<td>15</td>
<td>Last date for receipt of required documentation from students seeking admission for Fall Term to full- or part-time study, including transfer students, to ensure that an admission decision is made before the Term begins.</td>
</tr>
<tr>
<td>18</td>
<td>Summer Term classes end (May-June/6W1 Session).</td>
</tr>
<tr>
<td>21,22</td>
<td>Summer Term examinations in May-June/6W1 Session classes (TENTATIVE).</td>
</tr>
<tr>
<td>29</td>
<td>Last date to drop Summer Term classes (May-July/12W Session) without academic penalty.</td>
</tr>
</tbody>
</table>

### JULY 2018

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Tuition fees due in full for Summer Term classes (July-August/6W2 Session).</td>
</tr>
<tr>
<td>2</td>
<td>Canada Day holiday (classes will not be held).</td>
</tr>
<tr>
<td>3</td>
<td>Summer Term classes begin (July-August/6W2 Session).</td>
</tr>
<tr>
<td>9</td>
<td>Students unable to register in Summer Term (July-August/6W2 Session) by this date must appeal in writing to the Office of the Associate Dean (Studies). If the appeal to register late is granted, students must pay tuition fees in full.</td>
</tr>
<tr>
<td>9</td>
<td>Last date to add Summer Term classes (July-August/6W2 Session).</td>
</tr>
<tr>
<td>9</td>
<td>Last date to drop Summer Term classes (July-August/6W2 Session) without financial penalty.</td>
</tr>
<tr>
<td>9-27</td>
<td>Summer class selection period (TENTATIVE).</td>
</tr>
<tr>
<td>-------</td>
<td>------------------------------------------</td>
</tr>
<tr>
<td>15</td>
<td>First date to apply in SOLUS to graduate in Fall 2018 (TENTATIVE).</td>
</tr>
<tr>
<td>27</td>
<td>Summer Term classes end (May-July/12W Session).</td>
</tr>
<tr>
<td>30</td>
<td>Last date to drop Summer Term classes (July-August/6W2 Session) without academic penalty.</td>
</tr>
<tr>
<td>31</td>
<td>Summer Term examinations in May-July/12W Session classes begin (TENTATIVE).</td>
</tr>
<tr>
<td>31</td>
<td>Last date to apply for admission to the Upper-Year Program at the Bader International Study Centre for Fall Term.</td>
</tr>
</tbody>
</table>

**AUGUST 2018**

<table>
<thead>
<tr>
<th>1</th>
<th>Refer to <a href="http://www.queensu.ca/artssci_online/apply/dates-and-deadlines">http://www.queensu.ca/artssci_online/apply/dates-and-deadlines</a> for deadlines for admission to Distance Studies for the Fall Term.</th>
</tr>
</thead>
<tbody>
<tr>
<td>3</td>
<td>Summer Term examinations in May-July/12W Session classes end (TENTATIVE).</td>
</tr>
<tr>
<td>6</td>
<td>Civic Holiday (classes will not be held).</td>
</tr>
<tr>
<td>13</td>
<td>Summer Term classes end (July-August/6W2 Session).</td>
</tr>
<tr>
<td>15,16</td>
<td>Summer Term examinations in July-August/6W2 Session classes (TENTATIVE).</td>
</tr>
<tr>
<td>21</td>
<td>Time period to add and drop classes (open enrolment period) begins (TENTATIVE).</td>
</tr>
<tr>
<td>31</td>
<td>Summer Term ends.</td>
</tr>
</tbody>
</table>

**SEPTEMBER 2018**

<table>
<thead>
<tr>
<th>1</th>
<th>Fall Term begins.</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Tuition fees due in full for Fall Term classes.</td>
</tr>
<tr>
<td>1</td>
<td>Orientation Week begins (arrival day).</td>
</tr>
<tr>
<td>1</td>
<td>Welcoming Ceremony for new students.</td>
</tr>
<tr>
<td>3</td>
<td>Labour Day.</td>
</tr>
<tr>
<td>6</td>
<td>Fall Term classes begin.</td>
</tr>
<tr>
<td>19</td>
<td>Students unable to register in Fall Term by this date must appeal in writing to the Office of the Associate Dean (Studies). If the appeal to register late is granted, students must pay tuition fees in full.</td>
</tr>
<tr>
<td>19</td>
<td>Last date to add Fall Term and multi-term classes.</td>
</tr>
<tr>
<td>19</td>
<td>Last date to drop Fall Term and multi-term classes without financial penalty.</td>
</tr>
<tr>
<td>30</td>
<td>Residence, UHIP and Student Activity fees due in full.</td>
</tr>
</tbody>
</table>

**OCTOBER 2018**

<table>
<thead>
<tr>
<th>8</th>
<th>Thanksgiving Day (classes will not be held).</th>
</tr>
</thead>
<tbody>
<tr>
<td>15</td>
<td>Last date to apply in SOLUS to graduate in Fall 2018 (TENTATIVE).</td>
</tr>
<tr>
<td>16</td>
<td>University Day.</td>
</tr>
<tr>
<td>25,26</td>
<td>Fall mid-term break.</td>
</tr>
</tbody>
</table>
## November 2018

**Note:** Fall 2018 Convocation dates will be published by the Office of the University Registrar in May 2018. Refer to [http://www.queensu.ca/registrar/convocation/ceremonies](http://www.queensu.ca/registrar/convocation/ceremonies) to view these dates.

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>Last date to drop Fall Term classes without academic penalty.</td>
</tr>
<tr>
<td>7</td>
<td>Last date to apply for accommodation for an official examination conflict for the December examination session.</td>
</tr>
<tr>
<td>9</td>
<td>Remembrance Day Service (classes cancelled 10:30-11:30 a.m.).</td>
</tr>
<tr>
<td>15</td>
<td>Last date to apply for admission to the Upper-Year Program at the Bader International Study Centre for Winter Term.</td>
</tr>
<tr>
<td>30</td>
<td>Fall Term classes end.</td>
</tr>
</tbody>
</table>

## December 2018

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Refer to <a href="http://www.queensu.ca/artsci_online/apply/dates-and-deadlines">http://www.queensu.ca/artsci_online/apply/dates-and-deadlines</a> for deadlines for admission to Distance Studies for the Winter Term.</td>
</tr>
<tr>
<td>1</td>
<td>Last date for Queen’s students to apply for admission to a Dual or Second Degree Program for Winter Term.</td>
</tr>
<tr>
<td>1</td>
<td>First date to apply in SOLUS to graduate in Spring 2019 (TENTATIVE).</td>
</tr>
<tr>
<td>1-4</td>
<td>Fall Term pre-examination study period.</td>
</tr>
<tr>
<td>5-20</td>
<td>Final examinations in Fall Term classes and mid-year tests in multi-term classes.</td>
</tr>
<tr>
<td>6</td>
<td>Commemoration Day (examinations will not be held).</td>
</tr>
<tr>
<td>31</td>
<td>Fall Term ends.</td>
</tr>
</tbody>
</table>

## January 2019

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Winter Term begins.</td>
</tr>
<tr>
<td>1</td>
<td>New Year’s Day (University closed; classes will not be held).</td>
</tr>
<tr>
<td>7</td>
<td>Winter Term classes begin.</td>
</tr>
<tr>
<td>10</td>
<td>Tuition fees due in full for Winter Term classes.</td>
</tr>
<tr>
<td>11</td>
<td>Last date to apply to the International Programs Office for exchange programs for 2019-2020.</td>
</tr>
<tr>
<td>18</td>
<td>Students unable to register in Winter Term by this date must appeal in writing to the Office of the Associate Dean (Studies). If the appeal to register late is granted, students must pay tuition fees in full.</td>
</tr>
<tr>
<td>18</td>
<td>Last date to add Winter Term classes.</td>
</tr>
<tr>
<td>18</td>
<td>Last date to drop Winter Term classes without financial penalty.</td>
</tr>
</tbody>
</table>

## February 2019

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>4</td>
<td>Registration for Summer Term classes begins.</td>
</tr>
<tr>
<td>18</td>
<td>Family Day (classes will not be held).</td>
</tr>
<tr>
<td>19-22</td>
<td>Winter mid-term Reading Week.</td>
</tr>
</tbody>
</table>
### MARCH 2019

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Last date to drop Winter Term and multi-term classes without academic penalty.</td>
</tr>
<tr>
<td>7</td>
<td>Last date to apply for accommodation for an official examination conflict for the April examination session.</td>
</tr>
<tr>
<td>30</td>
<td>Last date to apply for admission to the Upper-Year Program at the Bader International Study Centre for Summer Term (May-June Session).</td>
</tr>
<tr>
<td>31</td>
<td>Last date to apply to the University for upper-year full-time admission for Summer Term from another post-secondary institution.</td>
</tr>
</tbody>
</table>

### APRIL 2019

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Refer to <a href="http://www.queensu.ca/artsci_online/apply/dates-and-deadlines">http://www.queensu.ca/artsci_online/apply/dates-and-deadlines</a> for deadlines for admission to Distance Studies for the Summer Term.</td>
</tr>
<tr>
<td>1</td>
<td>Last date for Queen’s students to apply for admission to a Dual Degree Program for Summer Term.</td>
</tr>
<tr>
<td>5</td>
<td>Winter Term classes end.</td>
</tr>
<tr>
<td>6-10</td>
<td>Winter Term pre-examination study period.</td>
</tr>
<tr>
<td>11-27</td>
<td>Final examinations in Winter Term and multi-term classes.</td>
</tr>
<tr>
<td>15</td>
<td>Last date for receipt of required documentation from students seeking admission for Summer Term to full- or part-time study, including transfer students, to ensure that an admission decision is made before the Term begins.</td>
</tr>
<tr>
<td>19</td>
<td>Good Friday (classes will not be held).</td>
</tr>
<tr>
<td>30</td>
<td>Last date to apply in SOLUS to graduate in Spring 2019 (TENTATIVE).</td>
</tr>
<tr>
<td>30</td>
<td>Winter Term ends.</td>
</tr>
</tbody>
</table>

### MAY 2019

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Summer Term begins.</td>
</tr>
<tr>
<td>1</td>
<td>Tuition fees due in full for Summer Term classes (May-June/6W1 and May-July/12W Sessions).</td>
</tr>
<tr>
<td>6</td>
<td>Summer Term classes begin (May-June/6W1 and May-July/12W Sessions).</td>
</tr>
<tr>
<td>10</td>
<td>Students unable to register in Summer Term (May-June/6W1 and May-July/12W Sessions) by this date must appeal in writing to the Office of the Associate Dean (Studies). If the appeal to register late is granted, students must pay tuition fees in full.</td>
</tr>
<tr>
<td>10</td>
<td>Last date to add Summer Term classes (May-June/6W1 and May-July/12W Sessions).</td>
</tr>
<tr>
<td>10</td>
<td>Last date to drop Summer Term classes (May-June/6W1 Session) without financial penalty.</td>
</tr>
<tr>
<td>10</td>
<td>Last date to apply for admission to the Upper-Year Program at Bader International Study Centre for Summer Term (August Session).</td>
</tr>
<tr>
<td>17</td>
<td>Last date to drop Summer Term classes (May-July/12W Session) without financial penalty.</td>
</tr>
<tr>
<td>20</td>
<td>Victoria Day (classes will not be held).</td>
</tr>
<tr>
<td>31</td>
<td>Last date to drop Summer Term classes (May-June/6W1 Session) without academic penalty.</td>
</tr>
</tbody>
</table>

### JUNE 2019

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<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Last date to apply to the University for admission as a part-time student for Fall Term.</td>
</tr>
<tr>
<td>1</td>
<td>Last date for Queen’s students to apply for admission to a Dual Degree program for Fall Term.</td>
</tr>
<tr>
<td>1</td>
<td>Last date for Queen’s students to apply to transfer into the Faculty of Arts and Science for Fall Term.</td>
</tr>
<tr>
<td>1</td>
<td>Last date to apply to the University for upper-year full-time admission for Fall Term from another post-secondary institution.</td>
</tr>
<tr>
<td>7</td>
<td>Last date to apply for accommodation for an official examination conflict for the June, July and August examination sessions.</td>
</tr>
<tr>
<td>15</td>
<td>Last date for receipt of required documentation from students seeking admission for Fall Term to full- or part-time study, including transfer students, to ensure that an admission decision is made before the Term begins.</td>
</tr>
<tr>
<td>17</td>
<td>Summer Term classes end (May-June/6W1 Session).</td>
</tr>
<tr>
<td>20,21</td>
<td>Summer Term examinations in May-June/6W1 Session classes (TENTATIVE).</td>
</tr>
<tr>
<td>28</td>
<td>Last date to drop Summer Term classes (May-July/12W Session) without academic penalty.</td>
</tr>
<tr>
<td></td>
<td><strong>JULY 2019</strong></td>
</tr>
<tr>
<td>1</td>
<td>Tuition fees due in full for Summer Term classes (July-August/6W2 Session).</td>
</tr>
<tr>
<td>1</td>
<td>Canada Day (classes will not be held).</td>
</tr>
<tr>
<td>2</td>
<td>Summer Term classes begin (July-August/6W2 Session).</td>
</tr>
<tr>
<td>8</td>
<td>Students unable to register in Summer Term (July-August/6W2 Session) by this date must appeal in writing to the Office of the Associate Dean (Studies). If the appeal to register late is granted, students must pay tuition fees in full.</td>
</tr>
<tr>
<td>8</td>
<td>Last date to add Summer Term classes (July-August/6W2 Session).</td>
</tr>
<tr>
<td>8</td>
<td>Last date to drop Summer Term classes (July-August/6W2 Session) without financial penalty.</td>
</tr>
<tr>
<td>15</td>
<td>Summer class selection period begins (TENTATIVE).</td>
</tr>
<tr>
<td>15</td>
<td>First date to apply in SOLUS to graduate in Fall 2019 (TENTATIVE).</td>
</tr>
<tr>
<td>26</td>
<td>Summer Term classes end (May-July/12W Session).</td>
</tr>
<tr>
<td>29</td>
<td>Last date to drop Summer Term classes (July-August/6W2 Session) without academic penalty.</td>
</tr>
<tr>
<td>30</td>
<td>Summer Term examinations in May-July/12W Session classes begin (TENTATIVE).</td>
</tr>
<tr>
<td>31</td>
<td>Last date to apply for admission to the Upper-Year Program at the Bader International Study Centre for Fall Term.</td>
</tr>
<tr>
<td></td>
<td><strong>AUGUST 2019</strong></td>
</tr>
<tr>
<td>1</td>
<td>Refer to <a href="http://www.queensu.ca/artsci_online/apply/dates-and-deadlines">http://www.queensu.ca/artsci_online/apply/dates-and-deadlines</a> for deadlines for admission to Distance Studies for the Fall Term.</td>
</tr>
<tr>
<td>2</td>
<td>Summer class selection period ends (TENTATIVE).</td>
</tr>
<tr>
<td>2</td>
<td>Summer Term examinations in May-July/12W Session classes end (TENTATIVE).</td>
</tr>
<tr>
<td>5</td>
<td>Civic Holiday (classes will not be held).</td>
</tr>
<tr>
<td>12</td>
<td>Summer Term classes end (July-August/6W2 Session).</td>
</tr>
<tr>
<td>14,15</td>
<td>Summer Term examinations in July-August/6W2 Session classes (TENTATIVE).</td>
</tr>
<tr>
<td>27</td>
<td>Time period to add and drop classes (open enrolment period) begins (TENTATIVE).</td>
</tr>
<tr>
<td>31</td>
<td>Summer Term ends.</td>
</tr>
</tbody>
</table>
### Orientation Week

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>31</td>
<td>Orientation Week begins (arrival day).</td>
</tr>
<tr>
<td>31</td>
<td>Welcoming Ceremony for new students.</td>
</tr>
</tbody>
</table>

### SEPTEMBER 2019

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Fall Term begins.</td>
</tr>
<tr>
<td>1</td>
<td>Tuition fees due in full for Fall Term classes.</td>
</tr>
<tr>
<td>2</td>
<td>Labour Day.</td>
</tr>
<tr>
<td>5</td>
<td>Fall Term classes begin.</td>
</tr>
</tbody>
</table>