

## 4 PROGRAM CURRICULUM AND GRADING

Certificate students are enrolled at Queen's University and are therefore subject to the policies, regulations, and requirements of this institution.

Certificate students are also subject to the policies, regulations and requirements of the Certificate in Business. It is the responsibility of every student in the Certificate to read and understand these policies, regulations, and requirements.

Students are responsible for ensuring they are registered in the appropriate required courses to meet Certificate requirements. If you have questions, please speak with the Program Manager. They can help to answer questions about Certificate requirements and course enrollment.

### 4.2.1 Current Queen's Students

- Students' first two (2) courses will be taken at the 200-level, and will count as electives toward their undergraduate degree. These courses will be charged at the student's home faculty tuition rate. Once a course is completed, students are not able to switch a 200-level course to a 600-level.
- The remaining four (4) courses will be taken at the 600-level and will count towards the Certificate in Business; they will not count towards a student's undergraduate degree requirements. These courses will be charged at the Commerce tuition rate. Once a course is completed, students are not able to switch a 600-level course to a 200-level.

Students are permitted to make changes to their courses using SOLUS. Students are encouraged to consult the Office of the University Registrar (<https://www.queensu.ca/registrar/home/>) for information on academic and financial deadlines.

Note that the dates to drop a course are different for 200- and 600-level courses. For more information, see 4.4.6 Adding and Dropping Courses (p. 2).

For more information regarding the appeal procedures for 200- and 600-level courses, see Academic Decisions and Appeals (<https://queensu-ca-public.courseleaf.com/business/certificate-in-business/academic-decisions-and-appeals/>).

Students with questions or concerns about their course registration should contact the Program Manager.

### 4.2.2 Queen's Graduates and Students from Other Post-Secondary Institutions:

- The following categories of student must take all six (6) required courses at the 600-level:

- Students who have completed an undergraduate degree at Queen's (see Queen's Graduates (<https://queensu-ca-public.courseleaf.com/business/certificate-in-business/admissions/>) for exception)
- Current students from universities outside of Queen's
- Graduates of universities outside of Queen's

These courses will be charged at the Commerce tuition rate.

Whether courses taken at Queen's can be transferred for credit to another post-secondary institution is at the discretion of that institution. Students are encouraged to consult their home university before beginning the Certificate and to obtain a Letter of Permission.

There are three (3) terms during the academic year: Fall (September to December), Winter (January to April), and Summer (May to August).

### 4.3.1 Current Queen's Students

Once enrolled in the Certificate, Queen's students may complete the courses required for the Certificate at any point throughout their undergraduate studies, including up to three (3) terms after the completion of their undergraduate degree.

### 4.3.2 Queen's Graduates and Students from Other Post-Secondary Institutions

Once enrolled in the Certificate, Queen's graduates and students from outside Queen's have up to four (4) years (i.e. twelve (12) terms), to complete the Certificate.

### 4.3.3 Requests for Extensions to the Maximum Term of Study

Some students may require an extension of these timelines. Typically, students would be granted an extension if there are extenuating circumstances accompanied by official documentation (for more information see 6.3 Extenuating Circumstances (<https://queensu-ca-public.courseleaf.com/business/certificate-in-business/academic-standards-and-requirements/>) and 7.1 Official Documentation (<https://queensu-ca-public.courseleaf.com/business/certificate-in-business/academic-decisions-and-appeals/>)).

Should students need to extend their term of study, they must appeal, in writing, to the Executive Director (or delegate) via the Program Manager. For more information see 7.4 Appeals to the Executive Director (<https://queensu-ca->



public.courseleaf.com/business/certificate-in-business/academic-decisions-and-appeals/).

Students who have not completed their degree within the maximum term of study, and have not been granted an extension, will be discontinued from the Certificate and will be required to apply for readmission.

Any questions regarding extending the maximum term of study should be directed to Program Manager.

The Certificate in Business is a multi-year Certificate in which students complete six (6) 3.0 unit courses.

To be eligible to receive the Certificate, students must complete a total of 18.0 units, and meet the Academic Regulations (see *Academic Standing*).

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

#### 4.4.1 Required Courses

For more information regarding credit for courses completed before enrolling in the Certificate, see *Admissions Requirements* and *Credit for Courses from Other Universities*.

All courses are offered in-class and online.

Code	Title	Units
COMM 200	Business Fundamentals (COMM 600 equivalent)	3.00
COMM 201	Introduction to Business for Entrepreneurs (COMM 601 equivalent)	3.00
COMM 211	Financial Accounting (COMM 611 equivalent)	3.00
COMM 212	Management Accounting (COMM 612 equivalent)	3.00
COMM 221	Introduction To Finance (COMM 621 equivalent)	3.00
COMM 231	Fundamentals of Marketing (COMM 631 equivalent)	3.00
COMM 251	Organizational Behaviour (COMM 651 equivalent)	3.00

For more information about 200-level and 600-level courses, see Course Registration.

#### 4.4.2 Course Load

Students are normally not advised to take more than 6.0 units toward the Certificate in any term.

Current Queen's undergraduate students are strongly encouraged to discuss their course load with an Academic Advisor in their home faculty if they plan to take more or fewer units than the normal load for their year of study. Students who wish to exceed their normal term limit must consult with their home faculty.

Students may also consult with the Program Manager regarding course load throughout the Certificate.

#### 4.4.3 Retaking Courses

Students enrolled in the Certificate have limited opportunities to repeat courses in order to earn the required C grade. For more information see Progression in the Certificate in Business.

When the exact course is retaken, only the attempt with the higher mark will count toward the Certificate. However, both entries will continue to appear on the student's transcript.

Students who retake a course should register the course at the same level (i.e. 200- or 600-level) as the first attempt.

#### 4.4.4 Summer Term Courses

There are a limited number of Certificate in Business courses offered in the Summer term.

Students are normally not advised to take more than 6.0 units in any term. Students may consult with the Program Manager regarding course load throughout the Certificate.

#### 4.4.5 Credit for Courses from Other Universities

All courses required for the Certificate must be completed at Queen's. Typically, students are not permitted to apply credits from other universities to Certificate requirements after being admitted.

The only exception is if a course was completed prior to full-time transfer to an undergraduate program at Queen's University and has received approval from the Executive Director of the Commerce program to be used in lieu of one of the required courses. A maximum of 6.0 units completed at the 200-level prior to enrolling in the Certificate may be used in lieu of required courses.

Once enrolled, students may not complete courses toward the Certificate at other post-secondary institutions.

For more information on courses completed at Queen's prior to enrolling in the Certificate, see Admission Requirements.

Questions regarding this matter should be referred to the Program Manager.

#### 4.4.6 Adding and Dropping Courses

In any given semester, students may make changes to the course(s) they are enrolled in without financial or academic penalty within the "Add and Drop" dates, which are outlined in the Sessional Dates for each faculty on the Office of the University Registrar (<http://www.queensu.ca/registrar/>) website. Students should also consult the Office of the University Registrar (<http://www.queensu.ca/registrar/>) for information on the academic and financial deadlines that apply past the "Add and Drop" period.

##### 200-level courses

Students who wish to drop a course registered at the 200-level should consult with their home faculty.

##### 600-level courses

##### Adding a Course after the Add/Drop Period

Students who wish to add a course after the last day to add classes should speak to the Program Manager to discuss what prevented them from adding the course, and whether they can be successful in the course.

To enroll, students must have the written support of the course instructor and the approval of the Director of Student Services (or delegate).

If approval is received, the student should contact the Program Manager to be enrolled in the course and make arrangements with the instructor to complete any missed work.

##### Dropping a Course Before the Last Day of Classes

Certificate students are permitted to drop 600-level courses until the last day of classes in the term. Students who wish to drop a course between the last date to drop classes without academic penalty (as indicated in the Commerce Sessional Dates) and the last day of class should:

- Contact the Program Manager for guidance on how to complete the appropriate form.
- No formal appeal or supporting documentation is required.
- A 'DR' notation will be placed the transcript (see Non-Evaluative Grades). A student may not appeal to remove a DR notation from the transcript.

##### Dropping an Incomplete Course After the Last Day of Classes

Students who wish to drop a course after the last day of classes, but before the course is complete (i.e. the final exam written and/or all deliverables submitted) should:

- Contact the Program Manager for guidance on how to complete the appropriate form and submit a written appeal to be evaluated by the Executive Director (or delegate; for more information see Appeals to the

Executive Director). Supporting documentation may be required.

- If the appeal is approved, a 'DR' notation will be placed the transcript (see Non-Evaluative Grades). A student may not appeal to remove a DR notation from the transcript.

##### Dropping a Compete Course

Students are not normally permitted to drop a course after it is complete (i.e. the final exam written and/or all deliverables submitted). If a student has experienced very exceptional circumstances and wishes to discuss dropping a completed course, they should speak with the Program Manager about submitting an appeal to be evaluated by the Executive Director (or delegate; for more information see Appeals to the Executive Director).

#### 4.4.7 Grading

The grading system for courses in the Queen's Program is:

Letter Grade	Grade Point	Percentage
A+	4.3	90-100
A	4.0	85-89.9
A-	3.7	80-84.9
B+	3.3	77-79.9
B	3.0	73-76.9
B-	2.7	70-72.9
C+	2.3	67-69.9
C	2.0	63-66.9
C-	1.7	60-62.9
D+	1.3	57-59.9
D	1.0	53-56.9
D-	0.7	50-52.9
F	0.0	0-49.9

#### 4.4.8 Non-Evaluative Grades

For information regarding non-evaluative grades in 200-level courses, students should refer to their home faculty. For information regarding non-evaluative grades in 600-level courses, please see below.

##### Aegrotat Standing (AG)

Aegrotat Standing (AG) in a course is for situations in which a student has completed and passed at least 60% of the work for a course but, because extenuating circumstances beyond their control (See Extenuating Circumstances), is unable to complete the remainder of the work in the course.

A student seeking Aegrotat Standing in a class must submit an appeal to the Executive Director (or delegate; see Appeals to the Executive Director). Students should note the Timeline of Appeals to the Executive Director. The appeal submission should typically have the written support of the instructor.



As part of the appeal, the instructor will indicate whether the student has demonstrated an understanding of the class material and will provide an estimate of the student's grade in the class based on the work completed. The Executive Director will consider whether a request for academic consideration was made during the term. In addition, the decision-maker will consider whether an alternative plan would allow the student to complete the course. For example, the student may be given permission to submit course work late or defer the writing of a final examination. In this case, the student would be granted the temporary designation Incomplete (IN).

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

An Aegrotat grade below C will have implications for progression in the Certificate. For more information, see Progression in the Certificate in Business.

Students may be granted Aegrotat and/or Credit standing for a maximum of 6.0 units within the Certificate. This includes courses at both the 200- and 600-level.

### **Credit Standing (CR)**

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

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

If the request is granted, a course with Credit Standing will not be included in the student's GPA, but can be used as credit earned towards the Certificate. Students who wish to use a course in which they have Credit Standing as a prerequisite for registering in a further class may need to appeal to the instructor of the class if the prerequisite

requirement includes a minimum grade. Instructors have the authority to waive this prerequisite at their discretion.

For the purposes of Academic Progression in the Certificate, a CR shall be considered equivalent to a grade of C, and will therefore not have implications for progression in the Certificate. For more information, see Progression in the Certificate in Business.

Students may be granted Aegrotat and/or Credit standing for a maximum of 6.0 units within the Certificate. This includes courses at both the 200- and 600-level.

### **Grade Deferred (GD)**

Grade Deferred Standing (GD) is a temporary designation reserved for circumstances in which:

A student has submitted all the work in a course, but the final grade is not available (e.g. late assignment not yet marked); or

A suspected departure from academic integrity is under investigation or under appeal and a final grade for the course cannot yet be determined.

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

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

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

### **Incomplete (IN)**

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

A student seeking Incomplete Standing may be requested to provide documentation that demonstrates extenuating circumstances (see Official Documentation). The date for the work to be completed should be reached by mutual agreement between the instructor and student. Incomplete work can normally be submitted no later than the end of the subsequent term.

In cases where a student will receive a failing grade if all outstanding work is not completed or the exam is not written,

an IN grade will be submitted by the instructor. A grade of IN will not be included in the determination of a student's grade point average, and any course with an IN designation may not be counted for credit towards a degree program. If the outstanding work is not submitted by the end of the subsequent term, the IN grade will lapse to an F (failure) and will be included in the student's grade point average.

Any extensions beyond either the date of the first agreement or the end of the subsequent term must be approved by the Director of Student Services (or delegate).

#### **Transfer Credit (TR)**

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

Transfer Credit designations will not be included in the student's grade point average but may, in some limited cases, be counted for credit towards the Certificate. For more information, see Credit for Courses from Other Universities.

#### **Dropped (DR)**

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

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

#### **Courses in Progress (no designation)**

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

### **4.4.9 Grading Specifications**

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

### **4.4.10 Class Participation**

Class participation grades are allocated in some courses. Different instructors may define participation in different ways. For example, participation may include contributions

to class discussions or discussion boards, class attendance, timely completion of assigned work, and any other relevant factors as judged by the instructor. Professors who choose to evaluate class participation as part of student evaluation should define the specific form and opportunities for this participation at the start of their course.

### **4.4.11 Audit Policy**

Students may not audit courses required for the Certificate.