

# FACULTY POLICIES AND REGULATIONS

The Faculty of Engineering and Applied Science may be obliged to make changes to the curricula, academic plan descriptions, and course descriptions in this Calendar.

In that case, the corrections will appear in the Minutes of the Faculty Board. In the event of discrepancies between statements that appear on the Faculty Web Sites and the corresponding statements in this Calendar and the Faculty Board Minutes, the latter versions will apply. The following policies and regulations apply to all students registered in the Faculty of Engineering and Applied Science.

The Faculty intends its students to have as much opportunity as possible to develop their individual interests and abilities. Its regulations, academic plans and fields of study have been developed with this goal in mind. The plans, curricula and courses of study are, however, constrained by many factors including accreditation requirements, timetabling, physical facilities, number of staff and the interests of faculty members. The current offerings have been designed in the light of experience and of these restrictions to provide a sufficiently diverse selection to satisfy the interests of most students. However, some students may have valid reasons for seeking variations from the prescribed programs and the regulations include provision for doing so (see Regulations 2d and 2e).

## Faculty Policies

All FEAS Policies conform with Senate policies. All Faculty Regulations are approved by Senate. Senate Policies of particular relevance to students in Engineering and Applied Science are outlined below. The relevant links are provided through the Calendar website under "Senate Policies".

- Access and Privacy
- Student Appeals, Rights and Discipline
- Policy on Academic Integrity
- Student Access to Final Examination Papers
- Confidential Exams
- Electronic Information Security Policy Framework

## Academic Integrity Policy Statement

Queen's University is dedicated to creating a scholarly community free to explore a range of ideas, to build and advance knowledge, and to share the ideas and knowledge that emerge from a range of intellectual pursuits. Queen's students, faculty, administrators and staff therefore all have responsibilities for supporting and upholding the fundamental values of academic integrity. Academic integrity is constituted by the five core fundamental values of

honesty, trust, fairness, respect and responsibility (see <http://www.academicintegrity.org/icai/home.php>) and by the quality of courage. These values and qualities are central to the building, nurturing and sustaining of an academic community in which all members of the community will thrive. Adherence to the values expressed through academic integrity forms a foundation for the "freedom of inquiry and exchange of ideas" essential to the intellectual life of the University.

Honesty in a University is an essential component in maintaining high ethical standards. In preparing students for the profession of engineering, the Faculty of Engineering and Applied Science must send a clear message that high standards are expected. Consistent with this message, students are entitled to an environment where individual performance can be presented and evaluated as fairly as possible. Courses and assignments vary in the amount of collaborative versus individual work that is expected, and the intention of the instructor must be clear to the student. Similarly, the physical setting for examinations should allow individual work where invigilation need not be intrusive. The type and amount of any information that a student may take into an examination must be clearly known ahead of time and of a nature that can be easily verified.

The detailed Policies and Procedures for Departure from Academic Integrity (DFAI) are on-line at: <http://engineering.queensu.ca/policy/Honesty.html>

## Faculty Regulations

### Registration

1. A student must register in courses within the first two weeks of the commencement of term.
2. The addition of a course after the prescribed "add course" deadline requires approval of the course instructor, the department in which the student is registered, and the FEAS Faculty Board Committee.
3. A student must withdraw from courses within the first two weeks of the commencement of term to avoid financial penalty.
4. A student may withdraw voluntarily from a Fall Term course or a Winter term course prior to the deadline to drop without academic penalty. If so dropped, the course is removed from student record.
5. Withdrawal from a course after the prescribed deadline to drop without academic penalty requires the approval of the Undergraduate Chair and the FEAS Faculty Board Committee, and will only be permitted in exceptional circumstances that would prevent the student from dropping the course within the prescribed deadline.



Withdrawals such as these will be indicated on the student's transcript by the designation DR (see Regulation 3h).

6. A student may apply for a change from one FEAS academic plan to another by July 31st for the Fall term and by December 1st for the Winter term. Late requests will be considered until August 15th for Fall term and December 15th for Winter term and will be subject to late application fees. Requests are submitted for the approval of the Associate Dean (Academic).
7. Students must obtain approval from Student Services, FEAS, to add or drop first year courses.
8. A student may add an Extended Program offering of a Fall Term course, or apply to rewrite a Fall Term examination, only within the first three weeks after the commencement of Winter Term and may drop such a course only within the first four weeks after the commencement of Winter Term. A student may add an Extended Program offering of a Winter Term course only within the first nine weeks after the commencement of Winter Term and may drop such a course only before the end of regular Winter Term classes.
9. A student who wishes to rewrite second term examinations of the first year when they are offered at the end of the Extended Program may register to do so only within the first two weeks of the Summer Term, and may cancel this registration without academic penalty only within the first three weeks of the Summer Term.

## Programs of Study

1. Students are responsible for ensuring that their course registrations are accurate and complete, and that the courses in which they register meet the requirements for graduation. Course prerequisites and any restrictions on enrolment should be noted carefully prior to registration. The Undergraduate Chair for the academic plan, or the year advisors in the department, should be consulted whenever requirements are not fully understood.
2. A student who is registered in the Regular First Year Program for Winter Term courses may register to rewrite the final examination in any failed first year course at the next examination period only if the student's term Grade Point Average (GPA) is 0.7 or higher in both Fall and Winter terms
3. An upper year student may request an exemption in a course by application to the FEAS Faculty Board Committee or delegate on the basis of knowledge acquired through practical experience or acquired through studies prior to first admission to the FEAS. Approval for a request for a course exemption must be recommended by the course instructor and by the Department, on the basis of a satisfactory assessment of the student's proficiency in the exempted course material.

In cases where the student's total units fall below the minimum CEAB requirement, a replacement course of total weight, and CEAB units must be proposed in the exemption application. If the exemption is granted the student must take and pass the specified replacement course.

4. An upper year student may request permission for substitution of a course in their program by a similar course, either at Queen's or elsewhere, by application to the FEAS Faculty Board Committee. This request must be submitted prior to completing the substitute course. Approval for a request for a course substitution must be recommended by the instructor of the prescribed course and the Department. For courses other than Complementary Studies, the request will normally only be considered if the institution offering the course has an accredited engineering program and if the student has an Engineering Cumulative Grade Point Average (ECGPA) of at least 1.6. If a request to take a substitute course at another institution is approved, the FEAS will issue a Letter of Permission to allow the student to enroll in the course.
5. A student seeking a degree in FEAS may not receive more than two years of credits for work done in another Faculty or university, and such credits may not encompass more than one half of the courses of the third and fourth years of the program. Additionally, at least one half of the fourth year of the program must be taken at Queen's.
6. Free discipline choice of academic plan (discipline) is only guaranteed during the winter term selection period, and only for students who have passed all their first year courses. In exceptional circumstances (i.e., academic difficulty, please refer to Regulation 10) a student may not be permitted to choose a discipline, and may instead be required to repeat first year
7. A student who has not passed all of the courses of the first year which are specified as prerequisite to any course in the chosen upper year program must, during the next session, follow a special Fall and Winter term program arranged by the Undergraduate Chair of the chosen program. During this session, the student must pass all prerequisite courses during the session or they will be required to withdraw.

## Course Weighting

1. Each course in the Calendar of the Faculty of Engineering and Applied Science is assigned a weight as specified in the Calendar. A weight of 1 unit is given for each 12 lecture hours in a course, with 0.5 units given for every 12 tutorial hours, and 0.5 units for every 12 lab hours. The multiplying factor to convert from "units" to CEAB accreditation units (AUs) is thus equal to the number of weeks in a term, i.e. 1 unit = 12 AUs for a 12-week course.

When engineering students take courses outside the FEAS they must use the unit weighting assigned by the Faculty hosting the course.

- The following table indicates the grading system used in the FEAS, including permitted letter grades, associated grade points, and equivalent percentage marks. If percentage marks are submitted by instructors, these will be converted to letter grades and grade points and will not be used in the evaluation of student progress or academic standing.

Letter Grade	Grade Point	Descriptor	Percentage Range
A+	4.3		90-100%
A	4.0		85-89%
A-	3.7		80-84%
B+	3.3		77-79%
B	3.0		73.76%
B-	2.7		70-72%
C+	2.3		67-69%
C	2.0		63-66%
C-	1.7		60-62%
D+	1.3		57-59%
D	1.0		53-56%
D-	0.7		50-52%
FR	0.0		40-49%
F	0.0		0-39%

- The Grade Point Averages (GPAs) used in determining a student's standing are calculated by multiplying the grade points earned in a course by the unit value of that course, summing the products so obtained for all the courses in a given period, and dividing this sum by the total number of units attempted during that given period of time over which the GPA is calculated. Each course is only counted once in calculating either the ECGPA or term GPA. When, during the period considered, a course or a course examination is repeated or replaced by a substitution approved by the FEAS Faculty Board Committee, only the most recently obtained mark will be used in calculating the GPA. Changes to the GPA after the assessment period in May will not impact student assessment decisions.
- The "Academic Year" concludes at the end of winter term, and includes the previous three consecutive terms (summer, fall, winter). The Engineering term GPA is the Grade Point Average of all Queen's courses taken in an Engineering term in an academic year, while the student is registered in the FEAS. Decisions regarding yearly academic progress will be based on term GPA.
- The Engineering Cumulative Grade Point Average (ECGPA) is the Grade Point Average of all courses taken in the

Summer, Fall and Winter terms of all academic years, while the student is registered in the FEAS. Queen's courses taken during the summer term of the academic year will also be included in the ECGPA.

- For Classes 2022 and earlier only: The Engineering Graduation Grade Point Average (EGGPA) is calculated after all academic plan requirements have been met and follows the same calculation method as the ECGPA, except that it excludes courses that are part of the First Year Curriculum.
- Academic status of each student is assessed once a year, at the end of the Winter term. Decisions regarding yearly academic progress will be based on the Fall and Winter term GPA and the ECGPA.
- Non-evaluative grades: The following is a list of the possible non-evaluative grades and their uses.

#### Incomplete (IN)

Incomplete standing (IN) is a temporary designation normally reserved for cases where students, because of extenuating circumstances beyond their control, have successfully completed the majority of the graded work, but not all course work (which may include, but is not limited to, assignments, projects, quizzes, mid-terms, and final exams). All Incomplete designations require appropriate supporting documentation, and must be approved by the FEAS Faculty Board Committee. Approval of the instructor must be obtained, and a date will be set for the completion of the work (normally within 9 months of approval). An IN designation will revert to the "default grade" submitted by the instructor after the date set for completion of the work. Please see Regulation 4b for further information.

#### Pass in a Pass/Fail Course (P)

Some courses do not apply letter grades. The outcome is Pass (P) or Fail (F) to reflect whether the student has successfully fulfilled all the requirements. A course that has been designated as Pass/Fail will not be included in the student's GPA but can be counted as credit towards an academic plan.

#### Dropped (DR)

The Dropped (DR) designation indicates a course that has been dropped after the deadline to drop without academic penalty. This designation can only be applied with approval from the FEAS Faculty Board Committee. For information, please see Regulation 1e.

#### Failure with Review (FR)

For information, please see Regulation 14 - Supplemental Examinations



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

The Grade Deferred (GD) designation is a temporary designation used in situations where a student's final grade in a course is being held.

### **Audit (AU)**

The AU designation indicates that a course has been Audited. For information, please see Regulation 16b.

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

Credit standing (CR) is a permanent designation normally reserved for exceptional cases where students, who have completed all of the work for a course, and achieved a passing grade in the course, but due to illness or other extenuating circumstances beyond their control, earned a substantially lower grade than might have been expected, normally a grade of C or lower. A student seeking credit standing in a course must submit their request (supported by their course instructor) and appropriate supporting documentation to the FEAS Faculty Board Committee for consideration. If the request is granted, the designation CR will appear on the student's transcript in place of a letter grade. CR grades will not be included in the student's GPA, and cannot be reversed to a letter grade. Students may be granted credit standing for a maximum of 18.0 units during their entire program.

### **Standing in a Course**

1. The passing grade for a course is D- or above, or P. The basis upon which the final grade is assigned, including the weight given to course work, should be made available to students by the instructor via the course syllabus at the beginning of a course.
2. If a student is unable to write the final examination or to submit required coursework because of incapacitating illness or other extenuating circumstances, a temporary designation of IN (incomplete) will be recorded for the course on the recommendation of the course instructor, the Undergraduate Chair, and upon approval by the FEAS Faculty Board Committee (see regulation 3h). The submission of a mark of IN must be accompanied by appropriate supporting documentation, and by a proposed date of completion, but no later than 9 months beyond the date of approval. The course for which a mark of IN has been entered will be excluded when calculating the term GPA and Cumulative GPA of the student concerned. An IN on a transcript does not preclude the application of Regulations 2g or 10. An IN designation will revert to the "default grade" submitted by the instructor after the date set for completion of the work.

### **Conduct and Attendance**

1. A student may, for any form of departure from Academic Integrity, or misconduct in an academic setting, incur penalties up to and including the requirement to withdraw under Regulation 11.
2. A student who claims illness, compassionate grounds, or other extenuating circumstances, as a reason for missing any required component of the course other than the final exam is responsible to notify the instructors concerned, and make alternative arrangements. If there is a significant effect on attendance or academic performance such that the student may wish to request an incomplete (IN) grade, a course drop or a late course drop the student is responsible for providing appropriate supporting documentation to the FEAS Faculty Board Committee. Students are encouraged to seek academic advice from a program or faculty advisor to obtain guidance on the appropriate action, and the relevant documentation requirements. Refer to Academic Regulation 4b for procedures and documentation required to request an incomplete grade.

### **Examinations**

1. Students are referred to the Exam Regulations located on the website of the University Registrar.

### **Requirements for Graduation<sup>1</sup>**

To qualify for the degree of Bachelor of Applied Science (B.A.Sc.) in engineering, in the FEAS, a student must, at the end of not more than six active (but not necessarily consecutive) calendar years from date of first registration in the Faculty:

1. have passed all the courses required in the First Year program;
2. have passed all courses required by the academic plan in which they registered;
3. while registered in their engineering program, have passed courses whose units total is not less than the minimum required by the program in which they are registered and each course may be counted only once;
4. have achieved an ECGPA of 1.6 or higher;
5. have successfully completed field and technical excursions required by the department in which he or she is registered;
6. have passed the English Proficiency Test (for Classes 2022 and earlier). Note: students who have not passed the English Proficiency Test as of Fall 2019 will be required to take APSC 199 (English Proficiency for Engineers).
7. have satisfied the minimum curriculum content specified by the CEAB in each content category;

A student who has not completed the degree program in six years will normally be required to withdraw. An extension will normally be granted to students who have completed, or are working on an Internship, Exchange, or are enrolled in a Dual Degree program, or have received accommodation through the Queen's Accessibility Services, or through academic advising. If a student is allowed to continue, on successful appeal of this regulation, their program of study will be reviewed by the Department and the Faculty. As a result of the review, possible changes to the student's required program will include but not be limited to the following:

- Courses which have changed significantly in content may have to be retaken.
- Additional courses which have been added to the degree program may be required for graduation.
- Courses which are no longer part of the degree program may not count toward the degree.

<sup>1</sup> The following regulations do not apply to Bachelor of Mining Engineering Technology (BTech) Regulation 1b, Regulation 1f, Regulation 1g, Regulation 2g, Regulation 3a, Regulation 3d, Regulation 3e, Regulation 7, Regulation 10, Regulation 14.

## Scholarship

1. To be eligible for scholarship awards, a student must take in one session all the courses, including electives, prescribed for the year of the program in which they are registered. An exception will be made if any of these courses have been completed previously with a grade of C- or higher. In that event other courses of equivalent total weight and approved by FEAS Faculty Board Committee for scholarship purposes must be added to the student's program. Substitutions granted under Regulation 2e are also acceptable.
2. To be eligible for the Dean's Scholars list, a student must achieve a combined term (Fall and Winter) GPA of 3.5 or higher while taking 30 units over the Fall and Winter term. If granted, a Dean Scholars ruling will be added to the student's academic transcript.

## Graduation with Honours Standing

A student will be granted the status of graduation "with Second Class Honours" if, upon graduation, they have attained either an ECGPA of 2.2 or higher. A student will be granted the status of graduation "with First Class Honours" if, upon graduation, they have attained an ECGPA of 3.5 or more.

## Academic Probation and Requirement to Withdraw<sup>1</sup>

### Academic Probation

1. Students shall be placed on Academic Probation, at the time of their academic standing assessment, if they:
  - a. Have an ECGPA between 0.7 and 1.59.
  - b. Have obtained a term GPA below 1.6 in both the Fall and Winter term.
  - c. Have a term GPA below 0.7 after the Fall or Winter term may, at the Associate Dean (Academic)'s discretion, be placed on academic probation for the following term, and will be reassessed at the end of that term.
  - d. Returns to studies after having previously been Required to Withdraw.
  - e. Return to studies after a voluntarily deferral (see reg. 11) may also be placed on probation at the discretion of the Associate Dean (Academic) and the student's department.

In all above cases the academic standing "Placed on Academic Probation" shall be placed on the student's transcript.

2. A student under Academic Probation must follow a special program for the next Engineering Session:
  - a. Students placed on academic probation under Regulation 10a must repeat courses specified by the Associate Dean, in consultation with the Undergraduate Chair for the academic plan in which the student is registered.
  - b. The Associate Dean, in consultation with the Undergraduate Chair for the academic plan in which the student is registered, may also specify additional probationary conditions to improve the chances of student success in their program. The total course load for this session must not exceed the AUs prescribed for that year of the program.
3. Any student who is placed on Academic Probation and who fulfills all of their Academic Probation conditions at the time of their next academic standing assessment shall be released from Academic Probation and will be considered in 'good academic standing'.
4. Students on Academic Probation will only be considered for release from probation if they have taken a minimum of 12 units since their previous assessment.
 

**Requirement to Withdraw, with opportunity to be considered for readmission after one year:**
5. A student whose ECGPA is less than 0.7 at the time of the academic standing assessment has failed the year and is required to withdraw for a period of at least one year, and may be considered for readmission only after one year.



6. A student whose term GPA is less than 0.7 in both Fall and Winter term or for one term (for students who have completed only one Fall or Winter term) at the time of academic standing assessment has failed the year and is required to withdraw for a period of at least one year, and may be considered for readmission only after one year.
7. Students who are on Academic Probation under Regulation 10a at the time of assessment and do not fulfill all of their conditions of Academic Probation are required to withdraw for a period of at least one year and may be considered for readmission only after one year.

The academic standing "Required to Withdraw for a minimum of one year" shall be placed on the student's transcript.

**Requirement to Withdraw, with opportunity to be considered for readmission after a minimum of three years:**

8. A student who has failed a previous year (as per reg. 10e and f), or who has been previously Required to Withdraw for academic reasons (except for Regulation 2g), and whose term GPA is less than 0.7 in both Fall and Winter term has failed the year and is Required to Withdraw for a minimum period of three years. Students under this regulation who have completed only one Fall or Winter term at the time of assessment, will be assessed based on the results of that term.
9. Students who are on Academic Probation at the time of assessment, do not fulfill all of their conditions of Academic Probation and have previously been required to withdraw, (except for Regulation 2g) are required to withdraw for a minimum period of three years, and may be considered for readmission only after a minimum of three years. The academic standing "Required to Withdraw for a minimum of three years" shall be placed on the student's transcript.
10. If a student is Required to Withdraw at the time of their academic standing assessment but is currently taking a Spring/Summer course at Queen's University, they may complete the term-length course in which they are enrolled, but will then be required to withdraw at the end of the term

<sup>1</sup> The following regulations do not apply to Bachelor of Mining Engineering Technology (BTech) Regulation 1b, Regulation 1f, Regulation 1g, Regulation 2g, Regulation 3a, Regulation 3d, Regulation 3e, Regulation 7, Regulation 10, Regulation 14.

## Withdrawal

1. A student experiencing academic difficulty (refer to Regulation 10) may request a deferral of their studies

no later than 31 January. The student must apply for a resumption of studies to the FEAS. Students returning to studies after a deferral will be placed on academic probation for their returning year.

2. The Faculty Board may, at any time, require a student whose conduct, attendance, or work is deemed unsatisfactory, to withdraw or may recommend to Senate a student's dismissal. The student must reapply in order to be considered for readmission to the FEAS.
3. A student who defers their program for any reason, or is not registered in the FEAS for twelve consecutive months, must reapply in order to be considered for readmission/resumption of studies.

## Readmission

1. A student applying for readmission after a failed year must present evidence that they are likely to succeed in completing the degree in the program for which readmission is sought. The student shall not be readmitted unless the Associate Dean (Academic) is satisfied that this evidence, together with the student's academic record at Queen's, indicates probable success in completing the degree, and that space is available in the required program. A failed year or a withdrawal from a program in engineering at another university will be treated as if it had occurred at Queen's University.
2. A student readmitted to the program may, at the discretion of the Associate Dean (Academic) and the student's Undergraduate Chair, be placed on Academic Probation and subsequently must follow a program constrained by the appropriate requirements outlined under Regulation 10b. In addition, during the first year of registration following a failed year the total unit weight of courses in the student's program shall not exceed that of the regular program of the failed year. As outlined in Regulation 10f and 10h, students placed on probation after a failed year or following readmission must fulfill all of their conditions of Academic Probation or be required to withdraw.

## Review and Rereading of Examination Papers

Students have the right of access to their final examination papers. As a first step, the student should request an informal review with the instructor concerned, and instructors are strongly encouraged to consent. If the request for an informal review is denied or if the student is not satisfied with the decision, the student may submit a formal exam re-read request to the FEAS. The exam re-read request must be submitted in writing to the FEAS within four weeks of the release of results. The application is to be accompanied by the rereading fee.

(The attention of students is directed to the Senate Policy on Student Access to Final Examinations and to Regulation 14b regarding the deadline for applying to write a supplemental examination).

## Supplemental Examinations <sup>1</sup>

1. A student receiving a grade of FR (Failure with Review) may be permitted, upon formal request to the FEAS, to write a supplemental examination in a failed upper year course offered in the FEAS provided the student has an ECGPA of 1.6 or higher and has obtained a term GPA of 0.7 or higher in the previous Fall and Winter terms. Supplemental examinations will be held at Queen's University in September, typically during orientation week. The privilege of writing these supplemental examinations will be confined to this September week following the session in which the failure occurred, and limited to a maximum of three examinations in the student's academic plan, with no more than two in any calendar year. Supplemental examinations cannot be rescheduled, and there are no provisions for make-ups of the supplemental examinations.
2. A student requesting permission to write a supplemental examination must apply in writing to the FEAS by the specified deadline following the session in which the failure occurred. A student may cancel a request for a supplemental examination and the examination fee will be refunded if written notice of the cancellation is received by the FEAS by the specified deadline following the session in which the failure occurred.
3. The result obtained on a supplemental examination will be substituted for that of the previous final examination in producing the final grade for the course. A student failing to write a supplemental examination for which they are registered and who has not canceled their registration by the specified date will be assigned a final grade of F on the supplemental examination. The final grade for a course which is based on a supplemental examination will be included in the ECGPA for the next Engineering Session. Supplemental marks will not impact or change any previous student assessment decisions.

<sup>1</sup> The following regulations do not apply to Bachelor of Mining Engineering Technology (BTech) Regulation 1b, Regulation 1f, Regulation 1g, Regulation 2g, Regulation 3a, Regulation 3d, Regulation 3e, Regulation 7, Regulation 10, Regulation 14.

## Written English Proficiency (Classes 2022 and earlier only)

1. A student must, within the first academic term of first registration, take a written English Proficiency Test as specified for students registered in the FEAS.
2. Upon successful completion of the English Proficiency Test, the designation "English Proficiency Test Passed" will be added to the student transcript.
3. A student must pass the English Proficiency Test or an equivalent test, approved by the Associate Dean (Academic), to be eligible for graduation.

## Special Students

1. Students may be allowed to take courses in the FEAS without being registered in an academic plan. Such students are defined as "Special Students" and must apply to the Faculty before taking any courses. A Special Student may apply for admission as a regular student proceeding to a degree but, once admitted as a regular student, a student may not re-register as a Special Student before completing a degree in the FEAS.
2. Students interested in auditing an Undergraduate FEAS course must apply to the Faculty, and approval is given on a case by case basis and only when there is space in the course (refer to reg. 3h)

## Regulations Specific to the Bachelor of Mining Engineering Technology Program

Students enrolled in the Bachelor of Mining Engineering Technology ("BTech") program have specific Bridge Course requirements, as well as specific regulations relating to Requirements for Graduation (replacing Regulation 7), and Academic Probation and Requirements to Withdraw (replacing Regulation 10). The following Regulations apply to BTech students:

1. **Bridge Course Requirements - BTech (MINE)**  
Upon admission to the BTech program, each student will be enrolled in specific, required, Bridge courses based on their previous academic history. The required Bridge courses for each student may be different, and will be determined by the Associate Dean (Academic) in consultation with the Program Chair for the BTech (MINE) program. In order to be admitted into the Year 3 of the BTech (MINE) program, a student must pass each required Bridge course with a minimum grade of C-.
2. **Requirements for Graduation - BTech (MINE)**  
To qualify for the degree of Bachelor of Mining Engineering Technology in the FEAS, a student must, at the end of not more than ten calendar years from date of first registration in the Faculty:
  - a. Have passed all courses required by the BTech (MINE) program



- b. Have achieved an Engineering Cumulative Grade Point Average (ECGPA) of 1.3 or higher
- c. Have successfully completed field and technical excursions required by the BTech Program.
- d. Have passed the English Proficiency Test. Note: students who have not passed the English Proficiency Test as of Fall 2019 will be required to take APSC 199 English Proficiency for Engineers (English Proficiency for Engineers).

A student who has not completed the degree program within ten years of first registering will normally be required to withdraw. An extension will normally be granted to students who have received accommodation that requires a lighter course load through the Queen's Accessibility Services, or through academic advising. If a student is allowed to continue, on successful appeal of this regulation, his/her program of study will be reviewed by the BTech (MINE) Undergraduate Chair and the Faculty. As a result of the review, possible changes to the student's required program will include but not be limited to the following:

- Courses which are no longer part of the academic plan may not count toward the degree.
- Additional courses which have been added to the degree program may be required for graduation.
- Courses which have changed significantly in content may have to be retaken.

### 3. Academic Probation and Requirement to Withdraw - BTech (MINE)

#### Academic Probation

1. A student shall be placed on Academic Probation, at the time of their academic standing assessment, if they:
  - a. have an ECGPA of less than 1.3. NOTE: the ECGPA excludes final grades received in Bridge courses.
  - b. return to studies after having previously been Required to Withdraw.

The academic standing "Placed on Academic Probation" shall be placed on the student's transcript.
2. A student under Academic Probation must follow a special program for the next Engineering Session:
  - a. Students with an ECGPA less than 1.3, or students returning to studies after being previously Required to Withdraw, must repeat courses specified by the Associate Dean, in consultation with the BTech (MINE) program chair.
  - b. The Associate Dean (Academic), in consultation with the BTech (MINE) program chair, may also specify additional probationary conditions to improve the chances of student success. The total course load

for the probationary session must not exceed the maximum number of units prescribed for that year of the program.

3. Any student who is placed on Academic Probation and who fulfills all of their Academic Probation conditions at the time of their next academic standing assessment shall be released from Academic Probation.
4. If a student is Required to Withdraw at the time of their academic standing assessment but is currently taking a Spring/Summer course at Queen's University, they may complete the term-length course in which they are enrolled, but is then required to withdraw at the end of the term.

#### **Requirement to Withdraw, with opportunity to be considered for readmission after one year:**

5. A student whose ECGPA is less than 0.7 at the time of the academic standing assessment has failed the year and is required to withdraw for a period of at least one year, and may be considered for readmission only after one year.
6. A student who is on Academic Probation under Regulation 18.d (i) at the time of assessment and does not fulfill all of their conditions of Academic Probation is required to withdraw for a period of at least one year and may be considered for readmission only after one year. The academic standing "Required to Withdraw for a minimum of one year" shall be placed on the student's transcript.

#### **Requirement to Withdraw, with opportunity to be considered for readmission after a minimum of three years:**

7. A student who has failed a previous year, or who has been previously Required to Withdraw for academic reasons, and whose ECGPA at the time of their academic standing assessment is less than 0.7 has failed the year and is required to withdraw for a minimum period of three years, and may be considered for readmission only after a minimum of three years.
8. A student who is on Academic Probation at the time of assessment, does not fulfill all of their conditions of Academic Probation and has previously been required to withdraw, is required to withdraw for a minimum period of three years, and may be considered for readmission only after a minimum of three years. The academic standing "Required to Withdraw for a minimum of three years" shall be placed on the student's transcript.

### Regulations Specific to the B.A.Sc. with Professional Internship

Students in second or third year of any Engineering program may enroll in a five-year "Bachelor of Applied Science in Engineering Degree program with Professional Internship."



Students who complete successfully the requirements of the Professional Internship program, upon graduating, will receive the designation "B.A.Sc. with Professional Internship" on their transcript.

The requirements of the Professional Internship program are:

1. Students must register in the Queen's University Internship Program and will be enrolled in specific, required Academic Internship courses, depending upon the duration and timing of their internship.
2. To receive a Professional Internship, students must spend a minimum of 12 months, and a maximum of 16 months on Internship.
3. Students must fulfill the requirements stipulated by their Employment contract, as well as the requirements stipulated by their Academic Internship courses, listed in the FEAS Calendar.
4. A student must be in good academic standing (see Regulation 10) to undertake an Internship. The minimum ECGPA requirement at the time of application is 1.9, and a minimum term GPA of 2.0 in the last active term (excluding Summer term).
5. Undertaking a Professional Internship does not affect in any other way the current academic program of the student – all standard faculty policies apply, with the understanding that students take a minimum of 12 months, and a maximum of 16 months out of their regular academic programs to pursue Professional Internship.

## Senate Policies

From time to time, the Senate of the University adopts policies governing administrative and academic affairs of all members of the University Community, including Undergraduate Students in the Faculty of Engineering and Applied Science. These policies can be found on Senate Websites. The most convenient entry to these is the index can be found at Senate and University-wide policies.

Faculty Regulations must conform with Senate policies. All Faculty Regulations are approved by Senate. Digests of some of the Senate Policies of particular relevance to students in Engineering and Applied Science are given here. The date after the title is the year in which the policy was adopted or most recently amended.

- Access and Privacy
- Student Appeals, Rights and Discipline (2004)
- Policy on Academic Integrity
- Student Access to Final Examination Papers
- Confidential Exams
- Electronic Information Security Policy Framework

## Online Undergraduate Courses in Engineering

The Faculty of Engineering and Applied Science (FEAS) at Queen's is committed to providing flexibility and accessibility in our curriculum. As such, we provide one fully online undergraduate program and several fully online courses.

### Fully Online Undergraduate Program Bachelor of Mining Engineering Technology (Online)

Fully Online Courses Available for Bachelor of Mining Technology (BTECH) Students (Offered Based on Demand)

Code	Title	Units
MNTC P01	Engineering Mathematics	3.00
MNTC P02	Mining Geology	3.00
MNTC P03	Foundational Mathematics	3.00
MNTC P04	Calculus	3.00
MNTC P05	Foundational Physics	3.00
MNTC P06	Foundational Chemistry	3.00
MNTC P07	Surveying Principles	3.00
MNTC 301	Technical Writing and Communication	3.00
MNTC 302	Engineering Physics	3.00
MNTC 303	Engineering Chemistry	3.00
MNTC 304	Applied Metrology and Data Analysis	3.00
MNTC 305	Introduction to Mining	4.00
MNTC 306	Mineral Processing Unit Operations	3.00
MNTC 307	Geomechanics and Ground	4.00
MNTC 310	Mining and Society	3.00
MNTC 311	Ore Body Modelling and Resource Estimation	4.50
MNTC 313	Introduction to Programming	3.00
MNTC 314	Drilling and Blasting	4.00
MNTC 316	Ventilation and Hydraulics	4.00
MNTC 399	Field School I (on site)	5.00
MNTC 408	Mine Health and Safety	3.00
MNTC 409	Mineral Economics	3.50
MNTC 413	Surface Mine Design	4.00
MNTC 414	Underground Mine Planning	4.00
MNTC 415	Metal Extraction Processes	4.00
MNTC 418	Sustainability and the Environment	3.00
MNTC 419	Mine Supervision and Project Management	3.00
MNTC 420	Physical Asset Management	3.00
MNTC 423	Geomatics	3.00



MNTC 498	Capstone Project	3.00
MNTC 499	Field School II (on site)	5.00

### Fully Online Courses Available for Bachelor of Applied Science (BASC) and Letter of Permission Students

Code	Title	Units
APSC 221	Economic And Business Practice	3.00
APSC 250	Biology Through an Engineering Lens (Not offered this year - Offered in Summer online)	3.50
CHEE 302	Technical Entrepreneurship (Offered in Fall at Herstmonceux Castle and Offered in Winter online)	3.50
MECH 221	Solid Mechanics I (Offered in Summer)	4.00
MECH 241	Fluid Mechanics I (Offered in Summer)	3.50
MINE 472	Mining Systems, Automation, and Robotics (Offered in Winter)	3.50
MTHE 225	Ordinary Differential Equations (Offered in Summer)	3.50

### To Apply for Registration in an FEAS Online Course or Program

- Existing Queen's students, please visit SOLUS to enroll.
- Students interested in the BTECH program, please see [here](#)
- For non-Queen's undergraduate students applying as a Letter of Permission student, use the Queen's Online Application Portal. See below for further information.

### Step-by-Step Letter of Permission Application Guideline for Non-Queen's Undergraduate Students

Please Follow the Step Below When Applying to Queen's Engineering as a Letter of Permission Student

1. Access the online application portal found [here](#)
2. Create an account
3. Under 'External Applicant' select 'Letter of Permission/ Non-Degree'
4. Under '1st Program/Plan':
  - a. Select 'Non-Degree Faculty of Engineering and Applied Science' as your program
  - b. Select 'Engineering Online Letter of Permission' as your plan
  - c. Select 'Part Time' as your course load
  - d. Indicate the term of study (eg. Summer 2020) under term
5. Enter Personal Details section
6. Review application
7. Attach required documentation
8. Submit application payment
9. Complete Application

10. After you have submitted your application, you will work with the Admissions Office who will review your application and, provided you have accurately completed your application, will issue you an offer of admission.
11. Once you have accepted your offer of admission, the Faculty of Engineering and Applied Science Office will reach out to you to assist you with your course registration.

### Application Deadlines for BTECH and Letter of Permission

Summer term (May)

- Application process opens: January 1
- Application deadline: April 15

Fall term (Sept)

- Application process opens: May 1
- Application deadline: August 15

Winter term (Jan)

- Application process opens: September 1
- Application deadline: December 1

## Important Term Dates 2019-2020

### Fall 2019

Date	Event
September 5	Fall term classes begin
September 18	Last day to drop a Fall or Fall-Winter course without financial penalty
October 24-25	Fall term break
November 1	Last day to drop Fall term course without academic penalty
November 28	Fall term classes end
December 4-19	Fall term final exams period

### Winter 2020

Date	Event
January 6	Winter term classes begin
January 17	Last day to drop a Fall or Fall-Winter course without financial penalty
February 17-21	Mid-term Reading Week (including Family Day)
February 28	Last day to drop a Fall term course without academic penalty
April 3	Winter term classes end

April 9-25	Winter term final exams period
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## Summer 2020

Note all our Summer classes Run from May-July

Date	Event
May 4	Summer term (May-July) classes begin
May 8	Last day to drop a Summer term (May-July) course without financial penalty
June 26	Last day to drop a Summer term (May-July) course without academic penalty
July 24	Summer term (May-July) classes end
July 28-31	Summer term (May-July) final exams period

## Tuition Fees

Information on tuition fees for Domestic and International students can be found here

## Pay Your Tuition

Tuition is generally due on the first day of class. Please make note of the upcoming tuition due dates per term.

### To Pay Tuition

**Method 1:** Credit Card (only available to Distance Students)

- Log in to SOLUS
- Click on the green dollar sign
- Follow the on-screen prompts to complete payment

**Method 2:** Bank Transfer

- Using online or in-person banking, find Queen's University as a Payee
- Use your 8-digit student number as the 'account number'
- Once set up, you can pay this payee using funds directly from your bank account online, in person, or by telephone.
- Please note that some payments can take between 3- 5 business days to reflect in your Queen's account.
- The Office of the Registrar can help with all questions about fees and payments. 613-533-6894 or fees@queensu.ca
- Student Awards can help you with questions about OSAP, financial aid, bursaries and awards. 613-533-2216.

## Set up your NetID

- Your NetID is your login for the Queen's online Student Centre. Once you apply, you will receive an email with your student number. You will use this to create your NetID following these steps:
- Go to <https://my.queensu.ca>
- Click on Don't have a NetID?
- Under Students, click on Activate your NetID
- Record your NetID, you will need it every time you log into SOLUS, OnQ and your Queen's email account.

## Access your Queen's Email

As a Queen's student, you have a permanent Queen's email address that consists of your netid@queensu.ca. All communication from Queen's will go to this email address. Check it frequently or consider forwarding it to your most commonly accessed email address.

- Log in to Queen's Email
- click on <https://outlook.office.com/owa/?realm=queensu.ca>
- enter your Queen's NET ID and password
- click "log in"

## Access your Courses (OnQ)

Our online courses are run through OnQ, our online learning platforms.

You will be able to begin your online course on the first day of class (or, in the case of a late enrolment, 48 hours after you enrol in SOLUS) by logging into OnQ. From here you will be able to access the course syllabus, timeline and lesson modules, submit assignments and check your grades. You can also communicate with your instructor, TA, and other students in the course. Your instructor or TA will email you at your Queen's email address within the first week of the term to introduce themselves and the course to you.

- click on <https://onq.queensu.ca>
- enter your Queen's NET ID and password
- click "log in"

## Credit Transfer

You will need to initiate a request at your home university to have the credit transferred – so you should contact your faculty or department regarding the process and regarding how the grade would show on your transcript.

You will also likely need to request an official Queen's transcript be sent from Queen's as proof – please refer to this page for that process:



Please see the Queen's Registrar's pages regarding the process to ordering an official transcript:

Queen's Registrar

Questions can be directed to the registrar's office at:

- [transcpt@queensu.ca](mailto:transcpt@queensu.ca)
- Phone: (613) 533-2040