

# ACADEMIC REGULATIONS

## Academic Regulations and University Policies

These regulations state the requirements to be met and the procedures to be followed for the awarding of degrees in the general and honours Bachelor of Health Sciences (BHSc) program. All requests for exceptions to the regulations should be made to the appropriate reviewing body (see Academic Regulation 13: Appeals (p. 16)). Enquiries concerning academic regulations should be made to the Bachelor of Health Sciences program office.

Bachelor of Health Sciences regulations are constantly being reviewed and may change at any time. Current operating regulations will be made available on the Bachelor of Health Sciences webpage.

In all regulations that refer to decisions made by the instructor, the instructor may choose to delegate responsibility for those decisions as appropriate.

The following is a summary of the Academic Regulations for the Bachelor of Health Sciences program with references to University Policies:

The **Associate Director (Studies)** is responsible for matters indicated in this document.

The **Board of Studies** serves as the final body of academic appeal in the Bachelor of Health Sciences program on matters related to departure from academic integrity, as well as appeals of incomplete grades, final grades, requirements to withdraw and other decisions determined by the Associate Director (Studies).

## Academic Regulation 1: Enrolment and Registration

### 1.1 – Access to Courses

#### 1.1.1 – Program Career and Access to Courses

All students admitted to the online Bachelor of Health Sciences program or interest categories are registered in an Undergraduate Online career in SOLUS. All courses in the Program are offered online, except for on-campus laboratory option courses. Students registered in the Bachelor of Health Sciences program or interest categories are given priority access to these courses. Online students must enroll in all core, option, and elective courses themselves during designated course registration periods. Students registered in the online Bachelor of Health Sciences degree program are permitted to enroll in up to 12.0 units of on-campus courses per academic year offered by the Faculty of Health

Sciences. Online Bachelor of Health Sciences students are not permitted to take on-campus courses offered by any other Faculty at Queen's.

All students admitted to the on-campus Bachelor of Health Sciences program are registered in an Undergraduate Career in SOLUS. On-campus students must enroll in all core, option, and elective courses themselves during designated course registration periods. On-campus students are given enrolment priority for on-campus blended core courses.

#### 1.1.2 – Eligibility to Enrol in Courses

Eligibility for registration in all courses rests on course prerequisites, corequisites, and exclusions as stated in the Academic Calendar. In special circumstances, the course instructor(s) may waive these requirements.

#### 1.1.3 – Priority to Enrol in Courses

Priority for requested courses is determined by the Bachelor of Health Sciences program based on the following criteria. Exchange students who satisfy the criteria listed below will be granted entry on the same basis as other students. At the discretion of the Department, exchange students may be admitted to classes even if they do not meet these criteria.

##### 1.1.3.1 – Academic Criteria

During each course selection period, the Bachelor of Health Sciences program office may need to restrict enrolments to ensure that priority is given to specified students in the BHSc program. Priority will be given to students who have the specified prerequisites and are not repeating the course.

##### 1.1.3.2 – Number of Spaces Available

The Bachelor of Health Sciences Program Office reserves the right to limit enrolment in any Bachelor of Health Sciences course that becomes oversubscribed.

##### 1.1.3.3 – Student Participation in the Official Registration Process

Students requesting courses after the course selection period, including those admitted too late to participate in the course selection period, will be considered subject to space availability.

## 1.2 Failure to Meet Criteria for Further Registration for Non-Degree Students

Students who fail to obtain a minimum cumulative GPA of 1.6 on the first 9.0 units of courses have not met the standard for progression and may not take further Bachelor of Health Sciences courses. These students will have the standing "Not Eligible to Proceed" placed on their transcript. Students may



not appeal this standing because it is the direct result of a particular level of academic performance.

### **1.2.1 Criteria for Further Registration for Non-Degree Students**

In order to be eligible to continue to register for courses, online non-degree interest students must first complete at least 9.0 units of Bachelor of Health Sciences courses with a minimum cumulative GPA of 1.6, excluding repeated courses and courses for which credit standing or aegrotat standing has been assigned. Students who meet these conditions will automatically become Non-Degree Continuing students with a registration enrolment limit of 9.0 units per term.

### **1.2.2 Incomplete (IN) or Grade Deferred (GD) Standing for Non-Degree Students**

Non-degree interest students who have been assigned Incomplete (IN) or Grade Deferred (GD) standing in a course will not be permitted to register for further courses until the grades are resolved.

### **1.2.3 Rights and Responsibilities**

Students admitted as non-degree interest candidates without documentation must comply with all the regulations of the Bachelor of Health Sciences, and may access the Program's procedure for Appeal of Academic Decisions with respect to courses (see Academic Regulation 13: Appeals (p. 16)).

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

Students entering Level 1 of study will be registered in the Bachelor of Health Sciences program directly and may select from any of the courses available to first-year students that are offered at Queen's provided they have completed the necessary secondary school (or equivalent) prerequisite requirements or fulfill the program enrolment requirements in order to enrol.

## **1.4 – Students Continuing in Level 2 or Above**

### **1.4.1 – Selection of Learning Tracks**

All students in the Bachelor of Health Sciences program (both Honours and General) have the option of selecting one or more learning tracks. Students may choose one or more learning tracks for which they have interest (details for each learning track are on the Bachelor of Health Sciences Program website <http://www.bhsc.queensu.ca/>). After completion of 90.0 units (typically at the beginning of a student's 4<sup>th</sup> year of study) for Honours students or after the completion of 60.0 units (typically at the beginning of a student's 3<sup>rd</sup> year of study) for General students, the BHSC program office will confirm that the student has taken the proper courses to fulfill the learning track(s) and will ensure that this information appears on the student's transcript. This must occur prior to the student submitting their application

to graduate. Students are encouraged to plan which learning tracks they are interested in during their first year and to talk to an academic advisor to plan which courses should be taken throughout their degree. General (3-year) students should note that they may be required to use most of their available option and elective courses if they chose to pursue a learning track.

## **Academic Regulation 2: Number of Units in a Term and Academic Year**

### **2.1 – External Agencies**

The primary purpose of this regulation is to define the number of units a student may register in during any term. For this purpose, students are designated as having either Full-Time or Part-Time Registration Status in the Bachelor of Health Sciences program. Full-time or part-time registration status defines a student's maximum allowed course load and is based solely on academic criteria. Students should note that external bodies (e.g. OSAP, Revenue Canada, scholarship agencies, or other academic institutions) might have different definitions of full-time or part-time course load for the purposes of grant funding, scholarship eligibility, or taxation status. If in doubt of your course load status in regards to such agencies, please contact the Office of the University Registrar, or the external agency directly, as appropriate, for advice.

### **2.2 – Full-Time Registration Status**

#### **2.2.1 – Minimum Course Loads for Full-Time Students**

Students admitted to the Bachelor of Health Sciences program are admitted as a full-time student, which is defined by the University as being registered in at least 9.0 units in an academic term or 18.0 units in a given academic year (which includes 3 consecutive terms, beginning with the first term of enrolment).

#### **2.2.1.1 – Expectation of Full-Time Registration for On-Campus Students**

On-campus students will be expected to be enrolled in full-time study and will normally continue through the program on a full-time basis. Extenuating circumstances which cause a student to be switched into part-time status will be addressed on a per-case basis.

#### **2.2.1.2 – Expectation of Full-Time Registration for Online Students**

Online full-time students may choose at any time to register in fewer courses or to drop courses (before the published deadlines), such that they fall below this course load, and retain their ability to register in a full-time course load in a future term.

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

Full-time students in the Bachelor of Health Sciences program will normally take a total of 30.0 units over a given academic year (traditionally 15.0 units in Fall, 15.0 units in Winter, 0.0 units in Spring/Summer). Full-time students may be registered in no more than 45.0 units in a given academic year, including Fall, Winter, and Spring/Summer terms (typically 15 units per academic term) and are not permitted to register in more than 18.0 units in an academic term or 45.0 units in an academic year without written permission from the Associate Director (Studies). 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 1.9. First-year students are not encouraged to attempt more than 15.0 units per term. Unresolved Incomplete (IN) or Grade Deferred (GD) standing from previous terms contribute to total units taken in any given term. Students who wish to appeal a negative decision to exceed the maximum course load for full-time students must appeal to the Board of Studies in writing (see Academic Regulation 13: Appeals (p. 16)).

## 2.2.3 – Maximum Course Loads for Internship Students

Students who are participating in the Queen's Undergraduate Internship Program (QUIP) are automatically enrolled in an internship course for each term of the internship. In addition to the HSCI internship course, these students may also enrol in one 3.0- or 6.0-unit course only during each internship term, including but not limited to an independent study course.

## 2.3 – Part-Time Registration Status

### 2.3.1 – Maximum Course Load for Part-Time Students

Part-time students in any Bachelor of Health Sciences program may take up to a maximum of 9.0 units per academic term.

### 2.3.2 – Transfer to Full-Time Registration Status

Part-time students are eligible to register in a full-time course load in accordance with Academic Regulation if they have:

1. completed a minimum of 24.0 Queen's units, excluding repeated courses and courses for which credit or aegrotat standing were assigned, from the time at which they were admitted part-time to a degree program or were placed on part-time status, and
2. achieved a minimum cumulative GPA of 1.9,

OR

1. completed a minimum of 18.0 Queen's units, excluding repeated courses and courses for which credit or aegrotat standing were assigned, from the time at which they were

admitted part-time to a degree program or were placed on part-time status, and

2. achieved a minimum cumulative GPA of 2.9.

## 2.3.3 – Maximum Course Load for Non-Degree Students (online students only)

Non-degree interest students may only enroll in up to a maximum of 6.0 units per academic term. Students who progress from non-degree interest to non-degree continuing students (see Academic Regulation 1.1.1 (p. 1)) are permitted to take 9.0 units per academic term. Students who are admitted to Queen's as a non-degree continuing student are not permitted to register in more than 18.0 units in an academic term or 45.0 units in an academic year without written permission from the Associate Director (Studies). Should the student be admitted to a degree program in a later term, courses taken as a non-degree student would count toward towards the units required for completion of the degree.

## 2.4 – Courses Spanning More Than One Term

Note that for the purposes of determining a student's course load, the total unit weighting of courses that span more than one term shall be divided equally between the two terms in which that course is operated (see Academic Regulation 3 (p. 3)).

## Academic Regulation 3: Courses Spanning More Than One Term

### 3.1 – Nomenclature

Courses that span more than one term (multi-term courses) shall be divided into separate classes for each term in which they are offered. The class offered in the first term shall be denoted with the suffix "A" and the class offered in the second term shall be denoted with the suffix "B".

### 3.2 – Prerequisites and Registration

#### 3.2.1 – Prerequisites

The prerequisite, if any, for the first half of the course shall be that indicated in the Courses of Instruction section of the Academic Calendar. When students enrol in the first half of the course using the online student centre (SOLUS), they will be automatically enrolled in the second half of the course.

#### 3.2.2 – Registration

Students must be enrolled in both halves of the course to be deemed to have registered in the course. Students who have failed to register in both halves of the course shall, following the deadline to add classes, have the section in which they have registered removed from their academic record by the Office of the University Registrar and shall be required to



appeal to the Associate Director (Studies) for late registration (see Academic Regulation 13: Appeals (p. 16))

### 3.3 – Dropping Multi-Term Courses

Students who wish to drop a multi-term course must drop the classes denoted with both the A and the B suffix on or before the Bachelor of Health Sciences program's published Fall Term Academic Calendar Dates for dropping a course without academic penalty; otherwise a grade of NG (not graded) shall be assigned to the A suffix. If a student wishes to drop a multi-term course after the deadline to drop Fall Term classes without academic penalty, but prior to the deadline to drop Winter Term classes without academic penalty, only the B suffix shall be expunged from the transcript. Students wishing to drop a multi-term course after the deadline to drop Winter Term classes without academic penalty must appeal to the Associate Director (Studies). If the appeal is granted, a DR designation shall be placed on the transcript for the B suffix, and an NG designation shall remain on the A suffix. If the appeal is denied, the final grade earned shall remain on the transcript. A student may not appeal to remove a DR grade from the transcript. The chart below shows the impact of dropping multi-term courses on the academic transcript.

Timing of Multi-Term Course	Drop Grade on Transcript: A Suffix	Drop Grade on Transcript: B Suffix
a) By Fall Term deadline to drop without academic penalty	Expunged	Expunged
b) After Fall Term deadline to drop without academic penalty (upon successful appeal initiated before the Winter Term deadline to drop without academic penalty)	DR	Expunged
c) After Fall Term deadline to drop without academic penalty but before the Winter Term deadline to drop without academic penalty	NG	Expunged

d) After Winter Term deadline to drop without academic penalty (upon successful appeal)	NG	DR
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### 3.4 – Credit and Grading

The first half of a multi-term course shall earn 0.0 units and may not be used to meet the degree requirements of the Bachelor of Health Sciences program, or any prerequisite, corequisite, or exclusion requirement. The earned units for the multi-term course shall be placed on the second half of the course. Upon successful completion of a multi-term course, the first half of the course shall be assigned a grade of NG (Not Graded) (see Academic Regulation 9 (p. 8)). The final grade for the course, including any incomplete (IN) or grade deferred (GD) status shall be assigned to the second half of the course. Note that for the purposes of determining the student's academic load, half of the units assigned to the full-year course will be applied toward the academic progress units for each term in which the course is offered (see Academic Regulation 2 (p. 2)).

Students who drop a multi-term course, even after successfully completing the first half of the course, must enrol in and complete both halves of the course in a subsequent academic period in order to earn credit for the course.

### 3.5 – Appeals

No part of Academic Regulation 3 may be appealed.

## Academic Regulation 4: Auditors

### 4.1 – Audit Policies

Students may not audit courses offered in the Bachelor of Health Sciences program.

### 4.2 – Appeals

No part of Academic Regulation 4 may be appealed.

## Academic Regulation 5: Attendance, Course Work, and Conduct

### 5.1 – Participation and Conduct in Courses

Students must be enrolled in a course to be eligible to participate in lectures, laboratories, tutorials, discussions, tests, and examinations associated with the course. Students are responsible for material covered in all modules and laboratories sessions and are expected to participate in all tutorials, discussions, tests, and examinations in their courses. Students are also responsible for submitting essays, exercises, reports, and laboratory work at the

prescribed times. Student conduct in tutorials, discussions, tests, and examinations must conform to the Code of Conduct. Students whose conduct does not conform to the Code of Conduct will be reported to the appropriate Non-Academic Misconduct (NAM) Unit (see Academic Regulation 17 (p. 27)).

## 5.2 – Submission of Course Work

For purposes of evaluation, assignments, and other course work must be submitted in a readable format. All due dates are in Eastern Time (ET).

## 5.3– Absence and Missed Course Work

A student who requires rescheduling of deadlines for course work, assignments, or tests extenuating circumstances is responsible for submitting the appropriate forms and additional paperwork (if required) to the Bachelor of Health Sciences program office as outlined by the Senate policy on Academic Consideration for Students in Extenuating Circumstances (<https://www.queensu.ca/secretariat/policies/senate/>).

If there is a significant effect on engagement in coursework or academic performance such that the student may wish to request an incomplete grade, Aegrotat or Credit standing, the student is responsible for obtaining appropriate documentation at the time of treatment. See Academic Regulation 9 (p. 8) for further information about Aegrotat and Credit standing. Information about appeals to the Associate Director (Studies) for Aegrotat or Credit standing can be found in Academic Regulation 13 (p. 16).

### 5.3.1 Participation in Significant Events

Students participating in a significant event at the provincial, national, or international level that is either a Queen's Varsity Athletics event or an event to which you were invited as a distinguished guest must complete a Request for Excused Absence for Significant Events and submit this to the Bachelor of Health Sciences program office .

## Academic Regulation 6: Assessment of Performance

### 6.1 – Determination of the Final Grade for a Course

The choice of the elements to be used in determining the final grade for a course and the weighting of these elements are decided by the instructor and the Bachelor of Health Sciences program office. The following elements may be used: the work of the term, including, where appropriate, essays and exercises, class tests, reports, seminar and online participation, laboratory work, and a final examination. Students who feel their final examination or final grade has

not been accurately assessed may request a review of their work (see Academic Regulation 10 (p. 13)).

## 6.2 – Scheduling of Course Elements

### 6.2.1 – Provision of a Written Outline

Before the end of the first week of the term in which a course starts, instructors must provide students with a written outline of the basic features of the course. At a minimum, the course outline should include a description of the course objectives 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.

### 6.2.2 – Restrictions on Assessment

Major tests and de facto examinations are strictly prohibited in the last two course weeks and in the study period designated by Senate prior to the examination period.

#### 6.2.2.1 – Major Tests or Quizzes

A test or quiz is deemed to be major if it:

1. covers more than the work of the preceding six weeks, or
2. counts for more than 10 per cent of the final mark in a 6.0 unit class or 20 per cent of the final mark in a 3.0 unit class.

#### 6.2.2.2 – De Facto Examinations, Major Term Essays, and Seminar Presentations

De facto examinations are essentially replacements for final examinations or end-of-term tests for which the Senate provides a schedule. A major term essay – one that conforms to (ii) above – should be assigned in the first half of the term if it is due any time between the beginning of the 11th week of classes and the end of the examination period. A seminar presentation that conforms to (i) or (ii) above should be assigned in the first half of the term if it is to be held in the last two weeks of term.

### 6.2.3 – Exceptions to the Restrictions on Assessment

Requests for exceptions must be made annually by instructors and must be approved by the Associate Director (Studies). (Exceptions to the above guidelines might include laboratory examinations requiring the hands-on use of apparatus or materials.)

## 6.3 – Submission of Mid-Year Grades

At the end of the Fall Term, instructors of multi-term classes may submit mid-year grades. These grades will be made available to students in January as an indication of their progress. Mid-year grades do not appear on official transcripts.



## Academic Regulation 7: Examinations

### 7.1 – Supplemental Examinations

There are no supplemental examinations in courses offered in the Bachelor of Health Sciences program.

### 7.2 – Scheduling of Exams for Online Courses

#### 7.2.1 – Scheduling of Online Proctored Examinations

It is the student's responsibility to schedule their proctored assessment and this must occur at a minimum of 24 hours prior to the time the proctored assessment opens. Students who schedule their proctored assessment within this final 24 hour period, or students who reschedule their proctored assessment during this period, will be assessed a fee of \$40 CAD. If a student-side event occurs during an examination that requires rescheduling, such as accidentally submitting their quiz, test, or exam or technical/bandwidth issues, the student will be assessed a fee of \$40 CAD. Students who do not cancel within the 24 hour period, or do not show up to their scheduled exam are also subject to a \$40 CAD fee.

#### 7.2.2 - Location and Timing of Examinations

An examination for any course offered in any term or session (including Summer Term) must be written using an approved secure online proctoring software.

The exam will be written during a designated time period of at least 24 hours. This time period for final examinations will occur during the University Exam Period. All times are in Eastern Time (ET). The final examination schedule may not be changed once the schedule is posted. Final examinations do not normally last longer than 3 hours, except in the case of students who require accommodation requested through Queen's Student Wellness Services.

Final examinations may not last longer than 3 hours, except in the case of exchange students (see Academic Regulation 8.5 (p. 8)) or students who require accommodation requested through Queen's Student Accessibility Services.

#### 7.2.3 – Schedule 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 instructor and the Health Sciences Exams Office (for mid-course and final examinations) and the University Exam's Office (for final examinations), as soon as possible.

### 7.3 – Scheduling of Exams for Blended On-Campus Courses

#### 7.3.1 Scheduling and Location of On-Campus Midterm Exams for Blended Courses

Scheduling and location of on-campus midterm exams for blended courses may proceed as described in 7.2 for online

courses or as described in 7.3.2 for final exams for blended courses. This will be outlined for students at the beginning of the course. This decision is at the discretion of the BHSc Program Office and Course Faculty.

#### 7.3.2 Scheduling and Location of On-Campus Final Exams for Blended Courses

Examinations for on-campus blended courses will be scheduled by the University Exam's Office. Examinations will be completed on a computer using online proctoring software on Queen's University campus with the presence of a proctor. The final examination schedule may not be changed once the schedule is posted. Final examinations do not normally last longer than 3 hours, except in the case of students who require accommodation requested through Queen's Student Wellness Services.

#### 7.3.3 – Schedule Conflicts

A student discovering a conflict (two examinations scheduled at the same time, 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 Health Sciences Exam's Office and the University Exam's Office (for final examinations), as soon as possible.

### 7.4 – Extenuating Circumstances affecting Examinations

Students who are unable to write an examination during the scheduled time period due to extenuating circumstances beyond their control (such as serious illness, death in the family), should either make arrangements with the instructor (for midterm examinations), or will write the final examination during the Deferred Exam Period. For final examinations, a student may consider a request for an incomplete grade, aegrotat, or credit standing (see Academic Regulation 5.3 (p. 5)). Students who find themselves in such circumstances may seek permission to write the examination at a later time by submitting a Request for a Deferred Exam Form to the instructor of the course. The instructor may require a written appeal and/or medical certificate or other documentation that demonstrates extenuating circumstances. Such students seeking permission to write the examination at an earlier time than the scheduled time must appeal in writing to the Associate Director (Studies) as well as to the instructor (see Academic Regulation 13 (p. 16)).

Note that personal plans do not qualify as extenuating circumstances under this Regulation. Normally students are not permitted to write an examination at a time earlier than the scheduled time.

#### **7.4.1 Extenuating Circumstances Warranting an Early Examination**

Students seeking permission to write an examination prior to the scheduled time/day due to very exceptional circumstances beyond their control must make a written request to the Associate Director (Studies).

#### **7.4.2 – Extenuating Circumstances Occurring Immediately Prior to an Examination**

Students who experience sudden illness or other extenuating circumstances beyond their control, immediately prior to a scheduled examination, should not write the examination.

Instead, students in such circumstances are responsible for submitting the appropriate form(s) and additional paperwork (if required) to the Bachelor of Health Sciences program office prior to the examination start time, as outlined by the Senate policy on Academic Consideration for Students in Extenuating Circumstances (<https://www.queensu.ca/secretariat/policies/senate/student-academic-appeals-policy/>). Once the request has been made and as soon as they are able, students must contact their instructor(s) to make arrangements to write a deferred examination either at a mutually agreed upon time (for mid-course examinations) or during the Deferred Exam Period (for final examinations).

#### **7.4.3 – Extenuating Circumstances Occurring During an Examination**

Students who experience sudden serious illness during the course of writing a scheduled examination that prevents them from completing the examination, must verbally indicate as much to the online proctoring system, as well as notify their instructor by email to the course email address upon exiting the exam. The program office will liaise with the instructor of the course to determine if the examination attempt is considered valid. If students exit an online examination session without appropriately emailing the course email address as well as verbally indicating this to the online proctoring system, the examination attempt will be considered valid and no retroactive consideration will be possible.

If, after consultation with the instructor, the examination attempt is not considered to be valid, permission for the student to re-write the examination, either at a mutually agreed upon time (for mid-course examinations) or during the Deferred Exam Period (for final examinations) may be granted for documented cases at the discretion of the instructor(s) and the Associate Director (Studies). Alternatively, other options for the student to complete the course may be provided.

Please note that it is the responsibility of the student to follow up with their instructor(s) to arrange the appropriate consideration, but it is up to the instructor(s) to determine the date of the deferred examination within the Deferred

Exam Period for final examinations, as defined by the BHSc Sessional Dates. Any further extensions based on continued or new extenuating circumstances will require a written appeal to the Associate Director (Studies).

#### **7.5 – Formal Review of Final Examinations**

Students who feel their final examination has not been accurately assessed may request a formal review of the examination (see Academic Regulation 10 (p. 13)).

### **Academic Regulation 8: Examination Conduct**

#### **8.1 – Admission to and Dismissal from the Examination**

Students are required to provide their Queen's Photo ID (note: if your student ID card does not have a photo on it, you need to provide a government-issued photo ID) to the examination. During the online authentication process students must show their photo ID, and complete a room scan (see below). Note: It is important that these scans are done slowly and clearly enough for your instructor to review them properly. If requested by the online proctor, students will be required to complete additional scans throughout the exam. If a student is absent during any amount of time after starting their exam, they should expect to be asked to perform another room scan. Not performing a proper room scan may compromise the academic integrity of your exam. During the room scan students will be required to show their monitor/screen to the online proctor using a mirror or reflective device. Any candidate logging into the exam software with insufficient time left to complete the examination will receive only the remaining time in which to write the examination. The late candidate's examination will be marked only at the discretion of the course instructor.

Any student who disconnects from the online proctoring system during the examination will compromise the academic integrity of their examination and their examination may not be considered a valid attempt. Exam attempt validity will be determined on a case-by-case basis.

#### **8.2 – Restrictions on Articles Taken into the Examination Location**

No articles such as smart devices, textbooks, notes, books of tables, data sheets, graphs, paper, written material, calculators, etc., may be used during the exam unless authorized by the instructor.

Students should have only essential items on hand for the examination. Use of electronic devices with memory capabilities or web-access will be outlined for each exam held. Non-authorized device use including communication



devices (e.g., cell phones, smartphones, media players, smart watches etc.) during the exam period will otherwise be prohibited. The use of a headset or ear buds is not permitted.

### 8.3 – Restrictions on Computer Use during an Examination

Students are not permitted to open any computer software or programs other than the examination. Tools such as grammar and spell-check are also not permitted.

### 8.4 – Examination Regulations

A student is responsible for adhering to all Examination Regulations as published by the Office of the University Registrar and/or the Senate. All examination irregularities will be reported by trained online proctors to the instructor of the course and to the Associate Director (Studies). Normally, such irregularities will be dealt with under the regulations pertaining to departures from academic integrity (see Academic Integrity Regulations (<https://queensu-ca-public.courseleaf.com/health-sciences/bhsc/academic-integrity/>)).

### 8.5 - 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 or to the Health Sciences Exams Office, as appropriate, for additional time of 0.5 hour to write each final examination and to bring one language translation dictionary to the examination.

## Academic Regulation 9: System of Grading and Transcript Notations

### 9.1 – Evaluative Grades

Normally, students receive letter grades for performance in courses offered by the Bachelor of Health Sciences program. The evaluative grades for all courses offered by the Bachelor of Health Sciences program are:

Letter Grade	Description
A+	Exceptional
A	Outstanding
A-	Excellent
B+	Very Good
B	Good
B-	Reasonably Good
C+	Acceptable
C	Minimally Acceptable (Honours)
C-	Minimally Acceptable (General)

D+	Unsatisfactory Pass
D	Unsatisfactory Pass
D-	Unsatisfactory Pass
F	Failure - No Course Credit

#### 9.1.1 – Long Descriptors

The long descriptors provide a more detailed guide to what each letter grade signifies:

Letter Grade	Description
A+	Indicates exceptional performance that exceeds the highest standards. The course content has been mastered, the ability to apply the material in new ways has been demonstrated, and an understanding of the wider context is evident, all to an exceptional degree. Consistent performance at this level leads to placement on the Dean’s Honour List with Distinction (see <b>Academic Regulation 12</b> ).
A	Indicates outstanding performance that meets the highest standards. The course content has been mastered, the ability to apply the material in new ways has been demonstrated, and an understanding of the wider context is evident. Consistent performance at this level leads to placement on the Dean’s Honour List (see <b>Academic Regulation 12</b> ).
A-	Indicates excellent performance that meets very high standards. Mastery of the course material and ability to apply the material in new ways have been demonstrated. Consistent performance at this level leads to placement on the Dean’s Honour List (see <b>Academic Regulation 12</b> ).

B+	Indicates very good performance that meets high standards. The course content has been mastered, with a comprehensive understanding of concepts and techniques.
B	Indicates good comprehension of the course material. The expectations set for the course have been met.
B-	Indicates reasonably good comprehension of the course material. Most expectations set for the course have been met.
C+	Indicates an acceptable comprehension of the course material, meeting and in some cases exceeding basic standards.
C	Indicates a generally acceptable comprehension of the course material, meeting basic standards. Consistent performance at this level is acceptable for an Honours Degree (see <b>Academic Regulation 16</b> ).
C-	Indicates a minimally acceptable comprehension of the course material while falling short of basic standards in some areas. Consistent performance at this level is acceptable for a General degree, but not for an Honours degree (see <b>Academic Regulation 16</b> ).
D+	Comprehension of the course material was unsatisfactory, but sufficient for credit to be granted. Consistent performance at this level will lead to placement on Academic Probation and, potentially, further sanctions (see <b>Academic Regulation 13</b> ).
D	Comprehension of the course material was unsatisfactory, but sufficient for credit

to be granted. Consistent performance at this level will lead to placement on Academic Probation and, potentially, further sanctions (see **Academic Regulation 13**).

D-	Comprehension of the course material was unsatisfactory; barely sufficient for credit to be granted. Consistent performance at this level will lead to an automatic requirement to withdraw (see <b>Academic Regulation 13</b> ).
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F	Indicates that the minimum standards have not been met. Credit has not been granted. Consistent performance at this level will lead to an automatic requirement to withdraw (see <b>Academic Regulation 13</b> ).
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## 9.2 – Pass/Fail Grades

### 9.2.1 – Course Designated as Pass/Fail by the Academic Unit

A pass standing (P) is reserved for a course in which a student successfully completes all the requirements in a course designated as pass/fail. A course that has been designated Pass standing will not be included in the student's GPA but can be counted for credit towards a degree program. A course that is designated as Fail will be included in the student's GPA.

### 9.2.2 – Course Designated as Pass/Fail by the Student (Personal Interest Credit)

A student may choose to designate a non-Health Sciences elective that would normally have letter grading for pass/fail grading, designating the course as a Personal Interest Credit (PIC), subject to the policies of the Faculty or School offering the course. Note that this policy applies to courses taken at Queen's University only.

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

A student may designate a course in which they have enrolled for pass/fail grading by submitting the appropriate application form to the Bachelor of Health Sciences program office before the deadline to drop the course without academic penalty, as indicated in the Bachelor of Health Sciences Sessional Dates (<https://queensu-ca>



public.courseleaf.com/health-sciences/bhsc/sessional-dates/), in each term.

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

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

1. The student must have passed a minimum of 24.0 units at Queen's before a pass/fail course can be designated.
2. The student must be in good academic standing at the time that a course is designated for pass/fail grading.
3. The student may designate a maximum of 6.0 units as a PIC throughout their degree program (excluding any courses designated pass/fail by an academic unit). The 6.0 unit total includes any units designated for pass/fail grading that result in a failing grade.
4. The student may designate a maximum of one course per term as a PIC.
5. Once a course has been designated as a PIC, the student may change this designation only up to the deadline to drop the course without academic penalty, as indicated in the Bachelor of Health Sciences Sessional Dates, in each term. In the case of multi-term courses, the student may change the designation up to the deadline for the B half of the course. After this deadline, the student may not change this designation for any reason, regardless of academic performance.
6. The student may not designate a course as a PIC if there is a finding of a departure from academic integrity in the course.
7. Only non-Health Sciences elective courses may be designated for pass/fail grading; no core or option courses, as indicated by the Bachelor of Health Sciences curriculum, may be designated as a PIC.
8. Courses offered by other Faculties and Schools are subject to the policies of that Faculty or School. The Faculty, School, or Department offering the course will determine whether the course is eligible to be designated as a PIC.
9. No variation from the required course components and grading scheme as published in the course syllabus will be made for a student who designates a course as a PIC. If the instructor assigns a grade of D- or greater, as determined by the grading scheme, the student will be deemed to have met the minimum standard in the course and will be given a grade of P.
10. Any course designated for as a PIC that results in a failing grade will be included in the student's GPA (see Pass/Fail Grades). No part of this regulation may be appealed.

## 9.3 – Non-Evaluative Grades

### 9.3.1 – Aegrotat Standing (AG)

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 their control, is unable to complete all the work of the course (see Academic Regulation 5 (p. 4)). Aegrotat grades (AG) will be included in the student's grade point average (GPA) and can be used as credit earned towards a degree program.

A student seeking Aegrotat standing in a class must have the written support of the instructor and must submit a formal appeal to the Associate Director (Studies) (see Academic Regulation 13 (p. 16)). If the request is granted, this estimated letter grade would appear on the student's transcript together with a note reading "Aegrotat Estimated Grade."

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

### 9.3.2 – Credit Standing (CR)

Credit standing (CR) in a course is reserved for situations in which a student, who has completed all of the work of the course including the final examination, and achieved a passing grade in the course, but because of illness or other extenuating circumstances beyond their control, earned a substantially lower grade than might have been expected, normally a grade of C or lower (see Academic Regulation 5 (p. 4)). A course with CR will not be included in the student's GPA but can be used as credit earned towards a degree program. Students who wish to use a course in which they have CR 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. The instructor has the authority to waive this prerequisite at their discretion.

A student seeking CR in a course must have the written support of the instructor and must submit a formal appeal to the Associate Director (Studies) (see Academic Regulation 13 (p. 16)). If the request is granted, the designation CR will appear on the student's transcript in place of a letter grade. Students may be granted AG and/or CR for a maximum of 36.0 units during their entire program.

### 9.3.3 – Grade Deferred (GD)

Grade deferred standing (GD) is a temporary designation reserved for circumstances in which:

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

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

The instructor shall indicate to the Associate Director (Studies) the special circumstances under which the GD is being assigned, and in the case of (i) 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 GPA, and any course with a GD designation may not be counted for credit towards a degree program.

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

### 9.3.4 – Incomplete (IN)

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

A student seeking incomplete standing should first complete a Request for Academic Consideration for Extenuating Circumstances and submit it to the Bachelor of Health Sciences online request portal along with appropriate documentation, as outlined in the portal. After this has been submitted, the student must arrange with the instructor to complete the Permission for an Incomplete Mark form available from the Bachelor of Health Sciences program office and will be posted on the Bachelor of Health Sciences program website. The Permission for an Incomplete Mark 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 Associate Director (Studies) with support from the instructor (see Academic Regulation 13 (p. 16)).

### 9.3.6 – Transfer Credit (TR)

A transfer credit (TR) designation is reserved for a course in which a student undertakes study at another accredited post-secondary institution (see Academic Regulation 14 (p. 24)). 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. For purposes of internal evaluation of course prerequisites and admission to second year only, the TR designation shall be deemed equivalent to a grade of C. In the case of transfer credit for International Baccalaureate (IB), Advanced Placement (AP), CEGEP, or A-Level (GCE) courses, grades of A or B may also be deemed equivalent depending on student performance. Under no circumstances shall the grade provided by another post-secondary institution be placed on the Queen's transcript.

Students who wish to use a course in which they have a TR designation as a prerequisite for registering in a further class may need to appeal to the instructor of the class if the prerequisite requirement includes a grade higher than C. The instructor has the authority to waive this prerequisite at their discretion.

Transfer credit designations will not be included in the student's GPA but may be counted for credit towards a degree program.

### 9.3.7 – Dropped (DR)

Any course dropped by a student before the date for dropping a course without academic penalty specified in the Bachelor of Health Sciences program's published Academic Calendar (<https://queensu-ca-public.courseleaf.com/health-sciences/bhsc/sessional-dates/>) shall be expunged from the transcript. Students wishing to drop a course after the published date must appeal to the Associate Director (Studies). If the appeal is granted, a DR designation shall be placed on the transcript. If the appeal is denied, the final grade earned shall remain on the transcript. A student may not appeal to remove a DR grade from the transcript.



Dropped designations will not be included in the student's GPA and will not count for credit towards a degree program.

See also Academic Regulation 3 (p. 3) for details on transcript designations when dropping multi-term courses.

### 9.3.8 – Not Graded (NG)

The not graded (NG) designation indicates the completion of the first half of a multi-term course. A student will receive an NG designation at the end of the first term in which the class was in progress. At the end of the second term in which the course is offered a letter grade or other appropriate designation shall be entered.

Not graded designations will not be included in the student's GPA and will not be counted for credit towards a degree program. No course with an NG designation may subsequently be counted as partial or full credit towards completion of another course at Queen's University, or as transfer credit.

## 9.4– Courses in Progress (no designation)

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

## 9.5 – Grade Point Average (GPA)

### 9.5.1 Letter Grade/Grade Point Table

All letter grades shall have grade points associated with them, according to the following table:

Letter Grade	Grade Points
A+	4.3
A	4.0
A-	3.7
B+	3.3
B	3.0
B-	2.7
C+	2.3
C	2.0
C-	1.7
D+	1.3
D	1.0
D-	0.7
F	0.0

The grade point average (GPA) shall be calculated by multiplying the grade points earned in a course by the unit value of that course, then dividing by the total number of units attempted during the period of time over which the GPA is being determined. Grade point averages may be determined over three periods for evaluative purposes.

### 9.5.2 –Cumulative GPA

The cumulative GPA shall be determined using all courses attempted and for which grade points are assigned over the course of a student's Career. Thus, students who change Career will have two cumulative GPA's on their academic record. The cumulative GPA used for all assessment purposes shall be the one associated with the student's current Career of registration. Unless otherwise indicated in the academic regulations, when reference is made to a GPA, a cumulative GPA is indicated.

### 9.5.3 – Term GPA

The term GPA shall be determined using all courses attempted and for which grade points are assigned during a particular academic term.

### 9.5.4 – Academic Year GPA

The academic year GPA shall be determined using all courses attempted and for which grade points are assigned during a particular academic year starting on 1 September and ending on the subsequent 31 August.

### 9.5.5 – Retaking Courses

If an exact course is repeated, the highest mark achieved shall be used in the determination of the GPA. To determine which grade takes precedence when one of the course attempts results in a TR, the TR shall be considered equivalent to a grade of C. If a TR takes precedence it will not be used in the GPA calculation.

### 9.5.6 – Students Who Began a Course of study before 1 May 2011

Numeric (percentage) grades have been assigned to classes that were offered up to and including the Winter Term of 2011. These numeric grades will continue to appear on the transcript for students who began a course of study before 1 May 2011. However, cumulative percentage averages will not be used for any academic purpose from May 2011 onwards. GPA values will instead be calculated based on the grade points assigned to these numeric grades. For conversion purposes, numeric grades shall be associated with grade points according to the following table:

Numeric Equivalent (prior to 1 May 2011)	Grade Points
90-100%	4.3
85-89%	4.0
80-84%	3.7
77-79%	3.3
73-76%	3.0
70-72%	2.7
67-69%	2.3
63-66%	2.0

60-62%	1.7
57-59%	1.3
53-56%	1.0
50-52%	0.7

August, the final date for determination of an academic year GPA.

This honour will be noted on the student's transcript.

## 9.6 – Change of Grade

The deadline for submission of a change of final grade by an instructor can be no later than the end of the term following that in which the class was offered. If the change of grade is not submitted within that timeline, the existing grade in the course shall stand. Any extensions beyond the end of the subsequent term must be based on extenuating circumstances and will require an appeal from the student to the Associate Director (Studies) with support from the instructor (see Academic Regulation 13 (p. 16)).

## 11.2 – Dean's Honour List with Distinction

For the purposes of determining eligibility for the Dean's Honour List with Distinction, student academic performance will be compared to that of their peers for all students registered in the General and Honours Bachelor of Health Sciences.

## Academic Regulation 10: Review of Graded Work in a Course

Students have the right to review all graded work in a course, including the final examination. All graded material that is not returned to the student must, according to Senate policy, be retained for a period of 12 months.

Those students who have achieved an academic year GPA in the top 3 per cent of all students within their program group are eligible for consideration for the Dean's Honour List with Distinction. They must also meet those eligibility criteria as outlined for the Dean's Honour List in Academic Regulation 11.1 (p. 13).

Information about appeals of instructors' decisions on grading can be found in Academic Regulation 13 (p. 16).

This honour will be noted on the student's transcript.

## Academic Regulation 11: Dean's Honour Lists

### 11.1 – Dean's Honour List

Students in the Bachelor of Health Sciences program who have obtained an academic year GPA of at least 3.50 at the end of the Summer Term, and who have not otherwise been placed on the Dean's Honour List with Distinction, will be placed on the Dean's Honour List.

### 11.3 – Decisions on Dean's Honour Lists

Because decisions related to this regulation are solely dependent on particular levels of academic performance, no part of Academic Regulation 11 may be appealed.

To be eligible for the Dean's Honour List, students must also meet the following criteria:

### 11.4 - Students on International Exchange Programs

Those students who have participated in an approved exchange program at an international partner university may be considered for placement on the Dean's Honour List or the Dean's Honour List with Distinction.

To be eligible for consideration, the student must:

1. They must be registered in the General or Honours Bachelor of Health Sciences program.
2. They must have completed a minimum of 18.0 Queen's units in the relevant Fall-Winter-Summer academic year. Only courses that contribute towards the Bachelor of Health Sciences program will be included in the academic year GPA.
3. There may be no failures and no repeated course enrolments in the relevant Fall-Winter-Summer academic year.
4. There may be no outstanding IN or GD grades. All final grades and changes of grade must be submitted by 31

1. Have participated in an approved international exchange program;
2. Have completed a minimum of 15.0 units, and fewer than 18.0 units, at Queen's University in the relevant Fall-Winter-Summer academic year (those students having completed 18.0 or more units at Queen's will be automatically considered for the Dean's Honour List under Regulation 11.1 above). Only courses that contribute towards the Bachelor of Health Sciences degree program will be included in the academic year GPA;
3. Have achieved a minimum GPA of 3.50 on these units;
4. Have no failures and no repeated course registrations in the relevant Fall-Winter-Summer academic year; and
5. Have no outstanding IN or GD grades. All final grades and changes of grade must be submitted by 31 August, the final date for determination of an academic year GPA.



The student must provide a transcript from the host university. For the student to be placed on the Dean's Honour List, the transcript from the host university must show:

1. That the student was continuously registered in a full academic load;
2. That the student achieved an academic standing consistent with a Queen's GPA of 3.50; and
3. That there were no failed courses, repeated courses, or outstanding grades during the relevant term(s) the student spent at the host university.

The Queen's transcript must further show that the courses attempted at the host university were subsequently transferred for credit towards the Bachelor of Health Sciences degree program at Queen's University.

This honour will be noted on the student's transcript.

## Academic Regulation 12: Academic Standing

### 12.1 – Assessment

Academic standing is assessed once a year at the end of the Winter Term. All students who have completed a minimum of 18.0 units since the time of admission to the Bachelor of Health Sciences program, or who have completed a minimum of 18.0 units since the time of their previous assessment, shall be assessed. Assessment of academic standing is based solely on the cumulative GPA in the career in which the student is registered.

### 12.2 – In Good Academic Standing

Students are described as being in good academic standing unless otherwise notified.

### 12.3– Academic Probation

#### 12.3.1 – Criteria for Placement on Academic Probation

A student shall be placed on academic probation if they:

1. have a cumulative GPA of less than 1.60 at the time of assessment, or
2. returns to studies after having previously been required to withdraw.

The academic standing "Placed on Academic Probation" shall be placed on the student's transcript.

#### 12.3.2 – Academic Restrictions Resulting from Placement on Academic Probation

Students placed on academic probation will not be allowed to transfer units from another post-secondary institution for courses taken while on probation.

#### 12.3.3 – Release from Academic Probation

Any student who is placed on academic probation, and who achieves a cumulative GPA greater than or equal to 1.60 at the time of their next academic standing assessment, shall be released from academic probation.

#### 12.3.4 – Appeal of Decisions on Academic Probation

Because decisions related to this regulation are solely dependent on particular levels of academic performance, no part of Academic Regulation 12.3 may be appealed.

### 12.4 – Requirement to Withdraw for One Year (RTW1)

#### 12.4.1 – Criteria for RTW1

A student shall be required to withdraw for one year if they:

1. have a cumulative GPA of less than 0.70 at the time of assessment, or
2. is on academic probation at the time of assessment and has a cumulative GPA of less than 1.60.

The academic standing "Required to Withdraw for One Year" shall be placed on the student's transcript.

#### 12.4.2 – Academic Restrictions Resulting from RTW1

Students who have been required to withdraw for twelve (12) months will not be permitted to register in the Bachelor of Health Sciences program for twelve months. After a twelve-month period has passed, students may register by contacting the program office and submitting a Return to Studies Form.

Students who are required to withdraw for one year will not be allowed to transfer units from another post-secondary institution for courses taken while required to withdraw (see Academic Regulation 14.3 (p. 24)).

#### 12.4.3 – Appeal of Decisions on RTW1

Information about an appeal to waive the requirement to withdraw for twelve (12) months can be found in Academic Regulation 13 (p. 16).

In exceptional circumstances, academic probation may be imposed by the Associate Director (Studies) as an alternative to requiring a student to withdraw. The special conditions that the student must meet in such instances will be determined by the Associate Director (Studies) on an individual basis.

If a student wishes to appeal the decision of the Associate Director (Studies), the student must do so in writing to the Board of Studies (see Academic Regulation 13 (p. 16)).

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

### 12.5.1 – Criteria for RTW3

A student shall be Required to Withdraw for a Minimum of Three Years if they:

1. have 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
2. is on academic probation at the time of assessment and has a cumulative GPA of less than 1.60 and has previously been required to withdraw. Note that any student who has been required to withdraw and returns to studies is automatically placed on academic probation under Academic Integrity Regulation 3.4 (<https://queensu-ca-public.courseleaf.com/health-sciences/bhsc/academic-integrity/>). 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.

The academic standing “Required to Withdraw for a Minimum of Three Years” shall be placed on the student’s transcript.

### 12.5.2 – Academic Restrictions Resulting from RTW3

Students who have been required to withdraw for a minimum of three years will not be permitted to register in the Bachelor of Health Sciences program for thirty-six (36) months. After the minimum withdrawal period of three years has passed, students who wish to return to Queen's must appeal to the Associate Director (Studies) to have the requirement to withdraw waived (see Academic Regulation 13 (p. 16)). All students who return to studies in the program after a period of absence of three years or more are subject to the degree program requirements in effect at the time of their return.

Students who are required to withdraw for a minimum of three years will not be allowed to transfer units from another post-secondary institution for classes taken while required to withdraw.

### 12.5.3 – Appeal of Decisions on RTW3

Information about an appeal to waive the requirement to withdraw for three years can be found in Academic Regulation 13. (p. 16)

If a student is within 12.0 units of completing a degree, that student’s case will be reviewed by Associate Director (Studies), who may impose a lesser penalty. In exceptional circumstances, academic probation may be imposed by the Associate Director (Studies) as an alternative to requiring a student to withdraw. The special conditions which the

student must meet in such instances will be determined by the Associate Director (Studies) on an individual basis.

If a student wishes to appeal the decision of the Associate Director (Studies), the student must do so in writing to the Board of Studies (see Academic Regulation 13 (p. 16)).

## 12.6 – Other Requirements to Withdraw

The Associate Director (Studies) may, at any time, either during the term or after the close of the term, recommend to the Bachelor of Health Sciences program Director that a student whose attendance, work, or progress is deemed unsatisfactory, be required to withdraw from the program.

The Associate Director (Studies) will notify the student in writing of the potential requirement to withdraw, the reasons for the decision, and advise the student of the opportunity to respond to the potential requirement to withdraw. The student must also be advised of the right to have representation for any response made to the potential requirement to withdraw. (On matters of procedure and representation, the Ombuds Academic Appeals Advisors are available for consultation and assistance.)

Normally the Associate Director (Studies) will convene a meeting or video/teleconference with the student (and their support person) and, where appropriate, instructors (and their support person) and witnesses, to thoroughly review the case for the potential requirement to withdraw. This investigation may involve written submissions and/or oral evidence presented by witnesses concerning the grounds for the potential requirement to withdraw. The student must be notified, in writing, when the meeting or video/teleconference on the case will be convened, invited to appear at the meeting or video/teleconference, and be advised of the right to have representation at the meeting or video/teleconference. At least ten (10) calendar days prior to the meeting, the student has a right to know what, if any, material from the student’s file will be considered.

After considering the available evidence, the Associate Director (Studies) must inform the student in writing of the decision to proceed with a recommendation to the Bachelor of Health Sciences program Director that the student be required to withdraw from the Bachelor of Health Sciences program. The student must also be informed in writing of the opportunity to appeal the decision to the Board of Studies (see Academic Regulation 13 (p. 16)).

## 12.7 – Honours

### 12.7.1 – Admission to Honours

Students must have a cumulative GPA of 2.60 or more on all courses taken towards their degree by the end of their



first year of study and must have a cumulative GPA of 2.60 or more on all courses.

### **12.7.2 – Criteria for Honours Warning**

A student shall be given an honours warning if they have not met the requirements for admission to honours (see Academic Regulation 12.7.1 (p. 15) above) at the time of assessment and is otherwise in good academic standing.

The academic standing of honours warning will not be placed on the student's transcript. Instead, the student will be informed in writing that while they are currently in good academic standing, their GPA is such that they would be ineligible to receive an honours degree.

### **12.7.3 – Appeal of Decisions on Honours Warning**

A student may not appeal an honours warning standing because it is the direct result of a particular level of academic performance. The honours warning standing, as such, does not remove them from good academic standing.

## **12.8 – Not Eligible to Proceed to an Honours Degree**

### **12.8.1 –Criteria for being deemed Not Eligible to Proceed to an Honours Degree**

A student shall be deemed to be not eligible to proceed to an Honours Degree if they have attempted 132.0 or more units at the time of assessment and has a cumulative GPA of less than 2.60. A student who has been deemed to be not eligible to proceed to an Honours Degree, will be automatically transferred into the general degree.

### **12.8.2 – Academic Restrictions Resulting from Not Eligible to Proceed to an Honours Degree**

A student who has been deemed not eligible to proceed to an Honours Degree may not register in further classes in the Bachelor of Health Sciences program excepting those that may be required in order to complete a general degree program. Permission to register in such classes must be sought from the Associate Director (Studies).

### **12.8.3 – Appeal of Decisions Related to the Not Eligible to Proceed to an Honours Degree Standing**

A student may not appeal a "Not Eligible to Proceed to an Honours Degree" standing because it is the direct result of a particular level of academic performance.

## **Academic Regulation 13: Appeals**

### **13.1 – General Overview of Appeal of Academic Decisions**

The Academic Regulations for the Bachelor of Health Sciences (Honours) program are designed to ensure that academic standards are upheld and that all students are treated fairly and equitably. The program office does, however,

understand that there are occasions in which extenuating circumstances – that is, personal circumstances beyond a student's control – adversely affect a student's performance at Queen's University. The appeal process is available to reconsider the suitability of sanctions or penalties imposed upon a student in light of information brought forward by the student concerning such extenuating circumstances.

In general, with the exception of appeals related to final examinations and final grades, appeals are only granted where there are significantly extenuating circumstances beyond the student's control, which would merit the waiving of a particular program regulation or decision. Extenuating circumstances normally involve a significant physical or psychological event that is beyond a student's control and debilitating to the students' academic performance. These kinds of extraordinary situations should be supported by official documentation from an appropriate professional.

Official documentation does not need to outline the specifics of the particular condition or matter affecting the student, but must clearly indicate ways in which the extenuating circumstances directly affected the student's performance, and should verify that these effects were substantial enough to cause the academic problem. Information on the start, duration, and present state of the extenuating condition is critical to helping the instructor, Associate Director (Studies), or Board of Studies make an informed decision. Further, a clear statement on whether the condition or circumstances have either improved or are being managed so that they will not have a significant detrimental effect on future academic performance is also essential.

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

The appointed Associate Director (Studies) is responsible for academic appeals. The Board of Studies serves as the final

body of academic appeal in the Bachelor of Health Sciences (Honours) program.

## 13.2 – Contexts for Appeals in the Bachelor of Health Sciences (Honours) Program

### 13.2.1 – Academic Integrity

Appeals for issues of academic integrity are described in Section 4 of the Academic Integrity Regulations and Appeals Regulations (<https://queensu-ca-public.courseleaf.com/health-sciences/bhsc/academic-integrity/>).

### 13.2.2 – Procedural Fairness

Procedural fairness or natural justice holds that:

1. students must have access to any evidence and information relevant to the academic matter in question,
2. students must have a meaningful opportunity to respond,
3. students have a right to seek support or advice (normally from the Office of the University Ombudsperson),
4. the decision maker must be free from apprehension of bias, and
5. the decision maker must provide reasons for the decision based on evidence and the decision must be consistent with the Academic Regulations.

### 13.2.3 – The University Setting

The University environment is characterized by a spirit of free exchange and inquiry, and the appeal process should be carried out with this in mind. The appeal process should take into consideration the educational context and role of disciplinary proceedings.

Educational hearings are not legal proceedings and should not resemble those of a courtroom. The proceedings should not be adversarial or prosecutorial; instead they should be conducted in an environment of mutual respect.

### 13.2.4 – The Student Academic Appeals Policy

The Student Academic Appeals Policy (SAAP) (<https://www.queensu.ca/secretariat/policies/senate/student-academic-appeals-policy/>) provides a procedural framework for proceedings in the Bachelor of Health Sciences (Honours) program. The expectation is that disputed matters will continue to be resolved as closely as possible to the level at which they originate, and as quickly as possible with careful review. In accordance with the SAAP policy, informality has characterized the administration of regulations in the Bachelor of Health Sciences (Honours) program as far as possible. However, when a matter cannot be resolved through an informal review, the program's regulations provide students with the opportunity to formally appeal academic decisions.

The SAAP policy also offers the following guidance on decision-making:

"[All decision making bodies are intended] to ensure that students are treated fairly, but at the same time [it is recognized] that primary responsibility for making decisions about individual students rests with those who are closest to the students, who can fairly compare the individual students to other students in similar positions, and who have knowledge of the context in which the decision is made.

It is recognized that a decision-making body has the discretion to select among a number of reasonable alternatives. A decision that is fairly made shall only be reversed if the [decision maker] is satisfied that it was not a reasonable decision. "Reasonable" in this context means a decision that is grounded in logic. In other words, a reasonable decision is one that is supported by logical inferences from accepted premises and facts. If there is more than one conclusion that may be reasonably drawn from the same premises and facts, the choice of one conclusion over another does not make the decision unreasonable. [Decision-making bodies] shall not reverse a decision solely on the basis that it would not have made the same decision itself if it were exercising discretion. There is a considerable body of Canadian jurisprudence that helps define what constitutes review on the ground that a decision is not 'reasonable'."

## 13.3 – Levels of Appeal

There are three levels of appeal within the Bachelor of Health Sciences (Honours) program:

1. The instructor
2. Associate Director (Studies)
3. The Board of Studies

These levels of appeal deliver a decision addressing the academic issues raised in the case. Information on these appeals is available from Bachelor of Health Sciences (Honours) program office ([bhsc.appeals@queensu.ca](mailto:bhsc.appeals@queensu.ca)).

### 13.3.1 – Appeals to the Instructor

#### 13.3.1.1 – Submission of the Appeal

If an academic decision is questioned by a student, the student will first take up the matter informally with the instructor who made the decision, in order to ensure that the instructor is aware of all the facts which the student believes are pertinent to the decision. This should be done as early as possible and must be done within 21 calendar days of communication of the decision to the student.



### **13.3.1.2 – The Decision of the Instructor**

The instructor will normally give a reconsidered decision within 21 calendar days of receiving the additional information that the student has presented.

### **13.3.1.3 – Appealing the Decision of the Instructor**

If a student is not satisfied with the decision of an instructor, an appeal may be made to the Associate Director (Studies).

### **13.3.1.4 – Matters that may be Appealed to the Instructor**

The following matters may be appealed to the instructor:

1. Instructors' decisions on grading of term work (see Academic Regulation 13.5.7 (p. 22))
2. Instructors' decisions on grading of final examinations (see Academic Regulation 13.5.7 (p. 22))
3. To request to write the final examination at an earlier time than formally scheduled (see Academic Regulation 7 (p. 6))

## **13.3.2 – Appeals to the Associate Director (Studies)**

### **13.3.2.1 – Submission of the Appeal**

Appeals must be received in the Bachelor of Health Sciences (Honours) program office as soon as possible after receipt of the decision that is being appealed, and no later than the relevant deadline specified in Appeal Regulation 13.4.2, Timeline of Appeals. Students must submit their appeal to the Associate Director (Studies) using the online appeals portal and include a letter outlining the nature of their concerns. The student must clearly explain the extenuating circumstances and their impact upon the student. The appropriate supporting documentation must be appended to the appeal.

### **13.3.2.2 – Review of Appeal Documentation**

If material in addition to that supplied by the student will be considered, the student must have at least 10 calendar days to review and respond to that material.

In cases where facts are in dispute or there are issues of credibility, the student or the Associate Director (Studies) may request a meeting or video/teleconference in addition to the written appeal. Students have the right to be accompanied by a Ombuds Academic Appeals Advisor or other support person to meet or speak via video/teleconference with the Associate Director (Studies). If a student seeks formal legal representation, they should notify the Associate Director (Studies) in advance.

### **13.3.2.3 – The Decision of the Associate Director (Studies)**

The Associate Director (Studies) will inform the student in writing of the decision, normally within 21 calendar days after the date at which the appeal is considered complete.

### **13.3.2.4 – Appealing the Decision of the Associate Director (Studies)**

If the student is not satisfied with the decision reached by the Associate Director (Studies) the student can choose to proceed to next stage of review by appealing to the Board of Studies.

### **13.3.2.5 – Matters that may be Appealed to the Associate Director (Studies)**

The Bachelor of Health Sciences (Honours) program permits students to appeal the following matters to the Associate Director (Studies):

1. To add a course after the last official date for adding courses (see Academic Calendar Dates (<https://queensu-ca-public.courseleaf.com/health-sciences/bhsc/sessional-dates/>))
2. To drop a course after the last official date for dropping courses (see Academic Calendar Dates) (<https://queensu-ca-public.courseleaf.com/health-sciences/bhsc/sessional-dates/>)
3. To request Aegrotat standing in a course (see Academic Regulation 9 (p. 8))
4. To request Credit (CR) standing in a course (see Academic Regulation 9 (p. 8))
5. To request an extension of the deadline to complete a deferred exam in a course (see Academic Regulation 9 (p. 8))
6. To request an extension of the deadline to submit incomplete work in a course (see Academic Regulation 10 (p. 13))
7. Instructors' decisions on grading term work (see Academic Regulation 10 (p. 13))
8. Instructors' decisions on grading final examinations (see Academic Regulation 10 (p. 13))
9. To request to write the final examination at an earlier time than formally scheduled (see Academic Regulation 7 (p. 6))
10. A requirement to withdraw (see Academic Regulation 13 (p. 16))

## **13.3.3 – Appeals to the Board of Studies**

### **13.3.3.1 – Submission of the Appeal**

Appeals must be received in the Bachelor of Health Sciences (Honours) program office within 21 calendar days after the decision of the Associate Director (Studies). There is no fee for the appeal to the Board of Studies. Students must complete the Board of Studies Appeal Form (p. ) and include a letter that addresses the written statements made by the Associate Director (Studies) in denying the appeal.

### 13.3.3.2 – Documentation to be Considered by the Board of Studies

All letters and documentation considered by the Associate Director (Studies) reaching a decision will be forwarded to the Board of Studies.

No additional information should be supplied, as the role of the Board of Studies is to review the decision of the Associate Director (Studies) based on the same information available to the Associate Director (Studies) at the time the decision was made. If new material is included, the appeal will be redirected to the Associate Director (Studies) reconsideration. After assessing new information, the Associate Director (Studies) may decide to overturn the previous decision or to redirect the appeal to the Board of Studies for consideration.

### 13.3.3.3 – Review of Documentation

Students must have at least 7 calendar days to review and respond to the materials under consideration by the Board of Studies.

In cases where facts are in dispute or there are issues of credibility, the student or the Board of Studies may request an oral presentation, in addition to the written appeal. Students have the right to be accompanied by a Ombuds Academic Appeals Advisor or support person to meet or speak video/teleconference with the Board of Studies. If a student seeks formal legal representation, they should notify the Board of Studies in advance.

### 13.3.3.4 – Decision of the Board of Studies

In general, with the exceptions of appeals related to final examinations or final grades, appeals to the Board of Studies are only granted where there are significantly extenuating circumstances, beyond the student's control, that would merit the waiving of a particular program regulation or decision.

The Board of Studies will inform the student in writing of the decision, normally within 21 calendar days after the date of the in-person or video/teleconference meeting of the Board of Studies to decide the appeal.

### 13.3.3.5 – Appealing the Decision of the Board of Studies

If the student is not satisfied with the process undertaken by the Associate Director (Studies) or the Board of Studies, the student can choose to proceed to next stage of review by appealing to the University Student Appeal Board.

### 13.3.3.6 – Matters that may be Appealed to the Board of Studies

The Bachelor of Health Sciences (Honours) program permits students to appeal the following matters to the Board of Studies:

1. To add a course after the last official date for adding courses (see Academic Calendar Dates (<https://queensu-ca-public.courseleaf.com/health-sciences/bhsc/sessional-dates/>))
2. To drop a course after the last official date for dropping courses (see Academic Calendar Dates (<https://queensu-ca-public.courseleaf.com/health-sciences/bhsc/sessional-dates/>))
3. To request Aegrotat standing in a course (see Academic Regulation 9 (p. 8))
4. To request Credit (CR) standing in a course (see Academic Regulation 9 (p. 8))
5. To request an extension of the deadline to complete a deferred exam in a course (see Academic Regulation 9 (p. 8))
6. To request an extension of the deadline to submit incomplete work in a course (see Academic Regulation 9 (p. 8))
7. Instructors' decisions on grading term work (see Academic Regulation 10 (p. 13))
8. Instructors' decisions on grading final examinations (see Academic Regulation 10 (p. 13))
9. To request to write the final examination at an earlier time than formally scheduled (see Academic Regulation 7 (p. 6))
10. A requirement to withdraw (see Academic Regulation 13 (p. 16))

### 13.3.4 – Appeals to the University Student Appeal Board (USAB)

#### 13.3.4.1 – Submission of the Appeal

Appeals to USAB must be received in writing within 2 weeks of having received a decision from the Board of Studies. Students should contact the Secretary of USAB ([USABSecretary@queensu.ca](mailto:USABSecretary@queensu.ca)) in the Office of the University Secretariat and Legal Counsel to be informed of the appeal process.

#### 13.3.4.2 – Matters that may be Appealed to USAB

If a student believes that there are reasons for an appeal on other than academic grounds, the student may set in motion the system for handling appeals as recorded in the Student Academic Appeals Policy, by appealing to the University Student Appeal Board.

## 13.4 – Limitations on Appeals

### 13.4.1 – Who may Appeal

Only students registered in the Bachelor of Health Sciences (Honours) program are eligible to initiate an appeal using the program's appeal procedure (see the Senate Policy on Faculty Jurisdiction With Respect To Student Appeals of Academic Decisions). (<https://www.queensu.ca/secretariat/policies/senate/faculty-jurisdiction-respect-student-appeals-academic-decisions/>)



### 13.4.1.1 – Appeals by students undergoing investigation for a potential departure from Academic Integrity

A student may not appeal any of the following to the Associate Dean (Studies) for a class in which any finding of a departure from academic integrity has been assessed:

1. To drop the class after the last official date for dropping classes (see Academic Calendar Dates (<https://queensu-ca-public.courseleaf.com/health-sciences/bhsc/sessional-dates/>));
2. To request Aegrotat standing in the class (see Academic Regulation 9.3.1 (p. 10)); or
3. To request Credit (CR) standing in the class (see Academic Regulation 9.3.2 (p. 10)).

### 13.4.2 – Timeline of Appeals

#### 13.4.2.1 - 21-Day Appeal Timeline

There is a 21-day deadline to submit an appeal related to any of the following matters:

1. To add a course after the last official date for adding classes (see Sessional Dates);
2. Instructors' decisions on grading of term work or final examinations (see Academic Regulation 10 (p. 13));
3. A requirement to withdraw (see Academic Regulation 12 (p. 14)).

#### 13.4.2.2 – Explanation of 21-Day Appeal Timeline

Any appeal of academic matters listed above must be made within 21 calendar days of the decision under review. This timeline is in place for several reasons. First, the 21-day timeline offers students time to seek academic counselling, to write up and submit an appeal, and to collect the supporting documents necessary to the appeal.

Second, the appeal timeline is in place to ensure that decision making takes place in a timely manner, allowing students to continue in their academic programs without ongoing concern for unresolved matters.

Third, the appeal timeline is in place to ensure fair decision making. The interested parties and the original contexts within which the matter originated may not be available after this time period. Over time, instructors, course content, the norms of evaluating course materials, and Degree Plan structures may and generally do change. Furthermore, the supporting documents necessary to any appeal may no longer be available or their credibility may more easily come into question. Therefore, the inability to reconstruct accurately the circumstances leading to the original matter under appeal can compromise the decision-making process.

#### 13.4.2.3 – One-Term Appeal Timeline

There is a one-term deadline to submit an appeal related to any of the following matters:

1. To drop a course after the last official date for dropping classes (see Sessional Dates);
2. To request Aegrotat standing in a course (see Academic Regulation 9 (p. 8));
3. To request Credit (CR) standing in a course (see Academic Regulation 9 (p. 8));
4. To request an extension of the deadline to submit incomplete work in a class, or to complete a deferred exam (see Academic Regulation 9 (p. 8)).

#### 13.4.2.5 – Explanation of One-Term Appeal Timeline

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

#### One-Term Appeal Timeline

Term of Course being Appealed	One-Term Appeal Deadline
Fall Term	30 April
Winter Term	30 August
Summer Term	31 December

This timeline is in place for several reasons. First, the one-term timeline offers students time to seek academic counselling, to write and submit an appeal, and to collect the supporting documents necessary to the appeal. It also recognizes that the extenuating circumstances that led to the difficulty in completing the class(es) are usually not resolved within 21 days and that students require additional time to initiate the appeal process.

Second, the appeal timeline is in place to ensure that decision making takes place in a timely manner, allowing students to continue in their academic programs without ongoing concern for unresolved matters.

Third, the appeal timeline is in place to ensure fair decision making. The interested parties and the original contexts within which the matter originated may not be available after this time period. Over time, instructors, class content, the norms of evaluating class materials, and Degree Plan structures may and generally do change. Furthermore, the supporting documents necessary to any appeal may no longer be available or their credibility may more easily come into question. Therefore, the inability to reconstruct accurately the circumstances leading to the original matter under appeal can compromise the decision-making process.

#### 13.4.2.6 – Appealing the 21-Day or One-Term Appeal Timeline

Exceptions to this regulation can only be granted in cases where extenuating circumstances beyond a student's control render the student unable to appeal within the

specified timeline. The student must be able to show that the extenuating circumstances were ongoing. The student must also be able to demonstrate that these circumstances prevented the student from acting between the time the original decision was received and the time at which the appeal was eventually initiated. Appeals of the regulation governing the timeline for appeals must be submitted in writing. An appeal of this type should include a presentation of the specific reasons for the delay and must include documents that support the reasons for this delay. Note that students are not able to revisit the same time period in submitting subsequent appeals. For example, if a student has appealed to drop one or more courses without academic penalty in the Fall Term they are not able to make a subsequent different appeal in relation to that same time period.

#### **13.4.2.7 – Appealing after Graduation**

No appeal may be submitted by a student after 21 days following graduation.

#### **13.4.2.8 - Appealing the Same Matter**

Once an appeal has been decided by the Board of Studies, students may not appeal the same matter to the Associate Director (Studies).

### **13.5 – Matters that May be Appealed**

#### **13.5.1 – To Add a Course after the Last Official Date for Adding Course**

Students must be registered in a course to be eligible to access and participate in lectures, discussion boards, laboratories (virtual or otherwise), tutorials, tests, and examinations associated with the course (see Academic Regulation 5 (p. 4)).

Appeals to add a course late must clearly demonstrate the significant extenuating circumstances, beyond the student's control, which prevented them from making the addition by the published deadline. A medical certificate or other documentation that outlines how the personal extenuating circumstances hindered the student's ability to add the course during the published deadlines should be provided with the letter of appeal. The student must also have support from the course instructor.

An appeal to add a course must be submitted to the Bachelor of Health Sciences (Honours) program office within 21 calendar days of the first day in which the course is offered.

#### **13.5.2 – To Drop a Course after the Last Official Date for Dropping Courses**

Appeals to drop a course late must clearly demonstrate the significant extenuating circumstances, beyond the student's control, which prevented them from dropping the course by the published deadline, as indicated in the program's

Academic Calendar Dates. A medical certificate or other documentation that outlines how the personal extenuating circumstances hindered the student's ability to drop the course during the published deadlines should be provided with the letter of appeal. If the appeal is successful, a grade of DR shall be placed on the transcript. If the appeal is unsuccessful, the final grade earned shall remain on the transcript. A student may not appeal to remove a DR grade from the transcript.

Students should be aware that if there are extenuating circumstances, other options are available in place of a DR grade, particularly when some or all of the coursework has been completed. These include Incomplete status (IN), Credit standing (CR) or an Aegrotat standing (AG) in the course. Note that courses in which a student has received a passing grade may not be dropped. Instead, students with extenuating circumstances should consider an appeal for credit (CR) standing (see Academic Regulation 9 (p. 8)).

An appeal to drop a course must be submitted by the end of the subsequent term to the term in which the class was offered. .

#### **13.5.3 – To Request Aegrotat Standing in a Course**

Aegrotat standing is reserved for a student who, because of illness or other extenuating circumstances beyond their control, is unable to complete all the work of the course. At least 60 per cent of the work to be evaluated in the course (assignments, midterms, laboratories, final examination, as specified in the course outline) must be completed. A medical certificate or other documentation that outlines how the personal extenuating circumstances affected the student's academic performance should be provided with the letter of appeal. A letter of support from the instructor should also be included to attest that the student has met the learning outcomes of the course. If this request is granted, the instructors involved will be asked to provide an estimated final grade (see Academic Regulation 9 (p. 8)).

An appeal for Aegrotat standing must be submitted by the end of the subsequent term to the term in which the class was offered.

A student may be granted Aegrotat or Credit standing for a maximum of 36.0 units over the course of an entire degree program (see Academic Regulation 9 (p. 8)).

#### **13.5.4 – To Request Credit (CR) Standing in a Course**

Credit standing is reserved for a student who has completed and passed all of the work of the course, including the final examination, but due to illness or other extenuating circumstances beyond their control, earned a substantially lower grade than might have been expected. Normally CR standing is only awarded for a grade of C or lower. A



medical certificate or other documentation outlining how the personal extenuating circumstances affected the student's academic performance should be provided with the letter of appeal. A letter of support from the instructor should also be included (see Academic Regulation 9 (p. 8)).

An appeal for Credit standing must be submitted by the end of the subsequent term to the term in which the class was offered.

A student may be granted Aegrotat or Credit standing for a maximum of 36.0 units over the course of an entire degree program (see Academic Regulation 9 (p. 8)).

### **13.5.5 – To Request an Extension of the Deadline to Complete a Deferred Examination in a Course**

A student affected by extenuating circumstances may ask the course instructor that the final examination be delayed for up to one full term following the original examination date (see Academic Regulation 9 (p. 8)). If the first request is granted, any further request to write a final examination after that term has elapsed must be made through a formal appeal to the Associate Director (Studies). A medical certificate or other documentation outlining how the personal extenuating circumstances prevented the student from writing the examination should be provided with the letter of appeal. A note from the instructor agreeing to the extension and stating a revised date for completion of the final examination should also be included.

An appeal for the extension of the deadline to complete a deferred examination beyond one term must be made within the term following of the date of the final examination.

### **13.5.6 – To Request an Extension of the Deadline to Submit Incomplete Work in a Course or to Complete a Deferred Examination in a Class**

As outlined in Academic Regulation 9 (p. 8), a student affected by extenuating circumstances may ask the instructor for Incomplete standing (IN) for up to one full term after the completion of a course. If the first request is granted, any further request to submit incomplete work or to write a final examination after the term has elapsed must be made through a formal appeal to the Associate Director (Studies). A medical certificate or other documentation explaining how the personal extenuating circumstances prevented the student from completing the outstanding work should be provided with the letter of appeal. A note from the instructor agreeing to a revised final date for completion of the course work in question should also be included.

An appeal for the extension of the deadline to submit incomplete work or to complete a deferred examination beyond one term must be made by the end of the term

following that in which the incomplete work was to be submitted or the deferred examination was to be written.

### **13.5.7 – To Request a Review of Instructors' Decisions on Grading of Final Examinations and/or Term Work**

A student may request a review of any grade assigned in a course subject to the marking scheme set out by the course instructor(s) if the student can:

1. clearly articulate grounds for reconsideration and identify specifically the substance of an answer where the student feels the mark given was not evaluated fully;
2. show, in an objective answer, that a correct answer has been counted as incorrect;
3. show, in a subjective or essay answer, that the response has been under evaluated substantially; and
4. provide relevant documentation to support the appeal (i.e. course notes, etc.).

It is the responsibility of the student to preserve all exercises, papers, reports, and other graded material for the course and to submit these materials with the appeal. In any formal appeal of term work, the student must accept the responsibility for ensuring that the work presented for reassessment is in fact the original term work submitted for evaluation (see Academic Regulation 10 (p. 13)).

As a first step, the student should request an informal review with the instructor concerned, and instructors are strongly encouraged to consent. If the informal review process is unsuccessful, the student may ask for the assistance of the Bachelor of Health Sciences (Honours) program office in order to facilitate a review through an appeal to the Associate Director (Studies). This request should be made within 21 calendar days of the grade being received. Usually the instructor will provide a reconsidered grade within 21 calendar days of the receipt of the request.

The reconsideration of the work in question will be undertaken by two reviewers appointed by the Associate Director (Studies) or delegate (normally the Director of the BHSc program). One of the two reviewers will be the original instructor, unless the student can demonstrate bias or other conflict on the part of the original instructor. In such cases the original instructor may be asked to provide any documentation relevant to the review. The review will involve a rereading of the work in question.

An appeal on grading of term work must be submitted within 21 calendar days after the student has received the mark from the instructor.

The reconsidered grade, which may be higher than or unchanged from the original grade, may not be further

appealed to the Board of Studies, as the Board has no academic jurisdiction.

### **13.5.8 – To Request to Waive a Requirement to Withdraw for One Year**

Appeals requesting that a requirement to withdraw be waived must clearly demonstrate how significantly extenuating circumstances, beyond the student's control, affected their academic performance. In cases where the extenuating circumstances have been temporary, the student should indicate and document how the circumstances have been overcome and why the student is confident that they will not continue to be a factor in academic performance. In cases where the extenuating circumstances are ongoing rather than temporary, the student should also indicate and document how these personal challenges will be managed if the requirement to withdraw is waived. A medical certificate or other official documentation that demonstrates the impact of the extenuating circumstances should be provided with the letter of appeal.

If the requirement to withdraw is waived, the Associate Director (Studies) may impose conditions governing the student's subsequent registration. In these cases, at the discretion of the Associate Director (Studies), the student's registration status may be changed from full-time to part-time, or the student may be required to seek the permission of the Associate Director (Studies) in order to register.

An appeal of the requirement to withdraw must be submitted within 21 calendar days of the receipt of the letter from the Associate Director (Studies) informing the student of the decision that the student must withdraw.

In all cases a notation indicating the requirement to withdraw will remain on the transcript, in accordance with the Senate's Policy on Transcript Terminology for Students Withdrawing from Queen's University. If the requirement to withdraw is waived, then a notation to that effect shall be added to the transcript.

### **13.5.9 – To Request to Waive a Requirement to Withdraw for a Minimum of Three Years**

#### **13.5.9.1 – Appeals Submitted Within 21 Days of Notification of RTW3 Standing**

Appeals requesting that a requirement to withdraw be waived must clearly demonstrate how significantly extenuating circumstances, beyond the student's control, affected their academic performance. In cases where the extenuating circumstances have been temporary, the student should indicate and document how the circumstances have been overcome and why the student is confident that they will not continue to be a factor in academic performance. In cases where the extenuating circumstances are ongoing rather than temporary, the student should also indicate and

document how these personal challenges will be managed if the requirement to withdraw is waived. A medical certificate or other official documentation that demonstrates the impact of the extenuating circumstances should be provided with the letter of appeal. If a lesser sanction is imposed the requirement to withdraw notation will be removed from the transcript.

If a student is within 12.0 units of completion of a degree, that student's case will be reviewed by the Associate Director (Studies), who may impose a lesser sanction. In exceptional circumstances, academic probation may be imposed by the Associate Director (Studies) as an alternative to requiring a student to withdraw. The special conditions which the student must meet in such instances will be determined by the Associate Director (Studies) on an individual basis (see Academic Regulation 13 (p. 16)). If a lesser sanction is imposed the requirement to withdraw notation will be removed from the transcript.

If the requirement to withdraw is waived, the Associate Director (Studies) may impose conditions governing the student's subsequent registration. In these cases, at the discretion of the Associate Director (Studies), the student's registration status may be changed from full-time to part-time, or the student may be required to seek the permission of the Associate Director (Studies) in order to register.

An appeal of the requirement to withdraw must be submitted within 21 calendar days of the receipt of the letter from the Associate Director (Studies) informing the student of the decision that the student must withdraw. Further appeals to the Associate Director (Studies) for a requirement to withdraw for a minimum of three years will not be entertained until the full three years have elapsed.

In all cases a notation indicating the requirement to withdraw will remain on the transcript, in accordance with the Senate's Policy on Transcript Terminology for Students Withdrawing from Queen's University. If the requirement to withdraw is waived, then a notation to that effect shall be added to the transcript.

#### **13.5.9.2 – Appeals Submitted After the Three Year Withdrawal Period**

After the minimum withdrawal period of three years, a student who wishes to return to the Bachelor of Health Sciences (Honours) program must appeal to the Associate Director (Studies). The appeal should contain a completed Return to Studies Form, an outline of what the student has done during the period of withdrawal and a viable academic plan for the completion of their degree program. The appeal should provide evidence of their capability to succeed in the proposed academic plan.



If the requirement to withdraw is waived, the Associate Director (Studies) may impose conditions governing the student's subsequent registration. In these cases, at the discretion of the Associate Director (Studies), the student's registration status may be changed from full-time to part-time, or the student may be required to seek the permission of the Associate Director (Studies) in order to register.

An appeal of the requirement to withdraw may be submitted at any time after the minimum withdrawal period of three years has elapsed.

## **Academic Regulation 14: Credit for Courses Taken Elsewhere**

### **14.1 – Letters of Permission**

Subject to the requirements of Academic Regulation 16, (p. 26) a student registered in the Bachelor of Health Sciences degree program may be permitted to take undergraduate classes elsewhere for credit toward a degree offered by the program. The student must obtain a letter of permission (p. ) from the Bachelor of Health Sciences program 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.

To obtain a letter of permission, a student must be in good academic standing (see Academic Regulation 12 (p. 14)), have a minimum cumulative GPA of 1.60, and have completed a minimum of 12.0 units within the Bachelor of Health Sciences program.

Letters of permission may be issued at the discretion of the Bachelor of Health Sciences program Associate Director (Studies) for no more than 20% of the core and option courses in the Bachelor of Health Sciences program.

Letters of permission may be issued at the discretion of the Bachelor of Health Sciences program Associate Director (Studies) for no more than 50% of the elective courses in the Bachelor of Health Sciences program.

### **14.2 – Conditional Letters of Permission: Level 1 Students**

A student who has completed fewer than 24.0 units may apply for a conditional letter of permission if their cumulative GPA (including mid-year grades on multi-term courses) is at least 1.60 on a minimum of three courses for which evaluative grades are granted. If the student fails to be in good academic standing following the assessment period at the end of the Winter Term (see Academic Regulation 12 (p. 14)), the conditional letter of permission will be considered null and void, and the student will not be

permitted to transfer any units taken at another post-secondary institution.

### **14.3 – Students Required to Withdraw or on Probation**

Courses taken at other post-secondary institutions by the Bachelor of Health Sciences program students while on academic probation or under a requirement to withdraw will not be transferred to Queen's (see Academic Regulations 15 (p. 25) and 12 (p. 14)).

### **14.4 – Level 3 and 4 Students**

Normally the last two years of an honours degree are taken within the Bachelor of Health Sciences program at Queen's. A student in Level 3 or 4 may transfer credits totaling no more than 20% of either core or option courses for credit towards the Bachelor of Health Sciences program degree.

### **14.5 – Obtaining Transfer Credit**

To transfer credit to Queen's for a class taken elsewhere, a passing final grade equivalent to at least C at Queen's (minimum grade of 63 on percentage-based scale) must be obtained, unless otherwise stated on the letter of permission. The transfer credit, not the grade achieved, will be transferred to the student's record at Queen's (see Academic Regulation 9 (p. 8)). Transfer credits for courses taken at another post-secondary institution will not be added to the student's record at Queen's unless the student is in good academic standing. It is the responsibility of the student to submit an original transcript in a sealed envelope directly from the host institution to the Bachelor of Health Sciences program. The original transcript will be maintained on file in the Office of the University Registrar.

#### **14.5.1 – Transfer Credits for Upper Year Transfer and Second Degree Students**

For upper-year transfer from post-secondary institutions, a maximum of 24.0 course units may be transfer credits (grade of TR) from outside Queen's University. All 24.0 units may be transferred as elective courses or can be made up of a combination of core, option, and elective units, up to a maximum of 12.0 units for core courses and 6.0 units for option courses.

#### **14.5.2 – Transfer Credits for College Applicants**

Applicants presenting a 2-year diploma (or 2 years of a 3-year diploma) entering the Bachelor of Health Sciences program are eligible to receive up to 18.0 units of unspecified transfer credit. Applicants presenting a 3-year diploma, 3 years of a 4-year degree, or a 4-year degree entering the Bachelor of Health Sciences program eligible to receive up to 24.0 units of unspecified transfer credit.

### **14.5.3 Transfer Credits for Courses Completed in High School**

#### **14.5.3.1 – Advanced Placement**

A maximum of 18.0 units may be granted for Advanced Placement examinations passed with a grade of 4 or higher. Official examination results must be forwarded to Undergraduate Admission. A course transfer notation of TR will be placed on the transcript.

In no case shall an evaluative grade be placed on the transcript for a transfer credit (see Academic Regulation 9.3.6 (p. 11)).

#### **14.5.3.2 – General Certificate of Education (GCE) Systems**

Candidates from systems offering the General Certificate of Education must normally offer seven subjects, at least three of which must be at the Advanced Level (excluding the General Paper). To be eligible for consideration, grades at both the Advanced and Ordinary Levels must not be lower than C. A maximum of 18.0 units may be granted for A-Level courses completed with a grade of B or higher. A course transfer notation of TR will be placed on the transcript.

In no case shall an evaluative grade be placed on the transcript for a transfer credit (see Academic Regulation 9.3.6 (p. 11)).

#### **14.5.3.3 – International Baccalaureate (IB) System**

Candidates completing the International Baccalaureate diploma may be considered for admission provided they pass six subjects, with at least three at the Higher Level (HL), and accumulate a minimum total grade of 28, exclusive of bonus points. Whether or not the IB diploma has been completed, a maximum of 18.0 units may be granted for HL courses completed with a score of 5 or greater.

A course transfer notation of TR will be placed on the transcript.

In no case shall an evaluative grade be placed on the transcript for a transfer credit (see Academic Regulation 9.3.6 (p. 11)).

#### **14.5.3.4 – French Baccalauréat System**

Candidates who successfully complete the full Baccalauréat S diploma program may be considered for admission, and may be eligible to receive a maximum of 18.0 units for courses completed with a score of 12 or greater. A course transfer notation of TR will be placed on the transcript.

In no case shall an evaluative grade be placed on the transcript for a transfer credit (see Academic Regulation 9.3.6 (p. 11)).

#### **14.5.3.5 – Cambrian Pre-University**

A maximum of 18.0 units may be granted for Pre-U courses completed with a grade of B (M3) or higher. A course transfer

notation of TR will be placed on the transcript. In no case shall an evaluative grade be placed on the transcript for a transfer credit (see Academic Regulation 9.3.6 (p. 11)).

## **14.6 – Procedures to Graduate**

A student who is granted a letter of permission to complete the final course(s) of their degree program at another post-secondary institution during the Fall-Winter academic year, and who intends to graduate in the Spring Convocation, must submit an official transcript in a sealed envelope to the Bachelor of Health Sciences program Office by the second week of May. Meeting this deadline will ensure that the student's name appears in the convocation program and that the student's diploma is printed for the day of the ceremony.

A student who is granted a letter of permission to complete the final course(s) of their degree program at another post-secondary institution during the Summer Term, and who intends to graduate in the Fall convocation, must submit an official transcript to the program office by the first week of October. Meeting this deadline will ensure that student's name appears in the convocation program and that the student's diploma is printed for the day of the ceremony.

## **Academic Regulation 15: Voluntary Withdrawal and Return to Studies**

### **15.1 – Voluntary Withdrawal**

Students may withdraw voluntarily, without academic penalty, prior to deadlines published in this Calendar (see Academic Calendar Dates (<https://queensu-ca-public.courseleaf.com/health-sciences/bhsc/sessional-dates/>)). It is recommended that students consult with an academic advisor of the Bachelor of Health Sciences before withdrawing. Students must drop all their courses and return their student cards to the Bachelor of Health Sciences program in order to withdraw from Queen's.

### **15.2 – Return to Studies**

#### **15.2.1 – Exchanges and Letters of Permission**

Students who were away during the preceding Fall, Winter, or Summer Term on an exchange or a letter of permission (see Academic Regulation 14 (p. 24)) may resume their registration without any further special action.

#### **15.2.2 – Students Required to Withdraw or on Probation**

Students who were required to withdraw for one year or who were placed on academic probation may attend another post-secondary institution while away from the University. However, they will not be permitted at any time to transfer credits for courses taken elsewhere while required to withdraw or while on academic probation (see Academic Regulation 12 (p. 14)). These students must complete and



return the appropriate section of the Return to Studies form to the Bachelor of Health Sciences program office in order to register in classes.

Students who were required to withdraw for a minimum of three (3) years must further appeal to the Associate Director (Studies) (see Academic Regulation 12 (p. 14)) in order to register in classes once at least three (3) years have elapsed.

### **15.2.3 – Students in Good Academic Standing**

#### **15.2.3.1 – Not Attending another Institution**

Those students who have registered in the Bachelor of Health Sciences program, who have attempted at least one course, and are in good academic standing, who did not attend any other post-secondary institution while away from the University and who wish to return, must complete and return the appropriate section of the Return to Studies form to the Associate Director (Studies) in order to register in classes.

#### **15.2.3.2 – Attending another Institution without Leave**

Those students in good academic standing who, without a letter of permission,

1. completed 18.0 or fewer university-level units (including failures) at another post-secondary institution or
2. were registered in a two- or three-year diploma program at a post-secondary institution, but did not graduate and who are willing to waive their right to any transfer credit earned while withdrawn from the University

must complete and return the appropriate section of the Return to Studies form to the Associate Director (Studies) in order to register in classes.

A student who has completed 9.0 or fewer university-level units (including failures) at another post-secondary institution during the Queen's University Summer Term directly preceding the current Fall Term only may apply for a retroactive letter of permission. Students making an application for a retroactive letter of permission should be aware that there is no guarantee that their credits will be transferred toward their degree program. In all other cases, if a student without a letter of permission has taken units during the academic year and wishes to have transcripts evaluated for the purpose of receiving transfer credit from another institution, they must instead apply for readmission as an external student (see Admission Regulations 5 (<https://queensu-ca-public.courseleaf.com/health-sciences/bhsc/admissions/#5>)). Such students must meet the minimum admission requirements for external students to be accepted. Such students are not guaranteed access to the degree program, including that in which they were registered before leaving Queen's. Therefore, it is strongly recommended that such students speak to a Bachelor of Health Sciences

program academic advisor before applying through Undergraduate Admission.

Those students in good academic standing who:

1. transferred to a university degree program at another post-secondary institution (excluding a graduate program),
2. graduated from a two- or three-year diploma program at a post-secondary institution,
3. without a letter of permission, completed more than 18.0 university-level units (including failures) at another post-secondary institution, or
4. hold any other status at another post-secondary institution not described in this regulation

must apply for readmission as an external student (see Admission Regulations 5 (<https://queensu-ca-public.courseleaf.com/health-sciences/bhsc/admissions/#5>)). Such students must meet the minimum admission requirements for external students to be accepted. Such students are also not guaranteed access to the degree program, including that in which they were registered before leaving Queen's.

## **15.3 – Appeals**

No part of Academic Regulation 15 may be appealed, as this regulation deals with matters of admission to the Bachelor of Health Sciences program. Admission matters are explicitly excluded from the appeals process in accordance with the Student Academic Appeals Policy. (<https://www.queensu.ca/secretariat/policies/senate/student-academic-appeals-policy/>)

## **Academic Regulation 16: Requirements for Graduation**

### **16.1 – Honours Degrees**

#### **16.1.1 – GPA Requirements**

The awarding of the Bachelor of Health Sciences (Honours) degree is conditional on receiving a minimum cumulative GPA of 2.60 in the program.

#### **16.1.2 – Total Unit Requirement**

The awarding of the Bachelor of Health Sciences (Honours) degree is conditional on the successful completion of a minimum of 120.0 units.

#### **16.1.3 – Applying Transfer Credits**

A maximum of 24 units may be transfer credits from outside Queen's University. All 24 units may be transferred as elective courses or can be made up of a combination of core, option, and elective units, up to a maximum of 12.0 units for core courses and 6.0 units for option courses.

## 16.2 – Three-Year General Degrees

### 16.2.1 – GPA Requirements

The awarding of the Bachelor of Health Sciences (General) degree is conditional on receiving a minimum cumulative GPA of 1.60 in the career in which the student is registered at the time of graduation, and a minimum GPA of 1.60 on the courses used towards the General Plan requirements of the degree.

### 16.2.2 – Total Unit Requirement

The awarding of the Bachelor of Health Sciences (General) degree is conditional on the successful completion of a minimum of 90.0 units.

### 16.2.3 – Applying Transfer Credits

A maximum of 18 units may be transfer credits from outside Queen's University. All 18 units may be transferred as elective courses or can be made up of a combination of core, option, and elective units, up to a maximum of 9.0 units for core courses and 6.0 units for option courses.

As per Academic Regulation 9 (p. 8), transfer credits (grade of TR) are not used towards the calculation of any GPA. Therefore, for students offering courses from other universities to meet the Queen's degree requirements, the GPA is calculated on Queen's courses only.

## 16.3 – Degrees with Distinction

### 16.3.1 – Requirements for Degree with Distinction

Graduation with Distinction recognizes the highest level of academic performance at Queen's. A Degree with Distinction will be awarded to students who have achieved the following:

1. a minimum cumulative GPA of 3.50
2. a minimum GPA of 3.50 on the courses used towards all the Plan requirements of the degree, and
3. no failed grades, no outstanding IN or GD grades, and no repeated classes

### 16.3.2 – Applying Transfer Credits

As per Academic Regulation 9, transfer credits (grade of TR) are not used towards the calculation of any GPA. Therefore, for students offering courses from other universities to meet the Queen's degree requirements, the GPA is calculated on Queen's courses only.

## 16.5 – Course Requirements

All courses required to fulfill the program requirements for the degree must be completed, including appropriate core, option, and elective requirements. Plan overlap rules as detailed in the Academic Degree Programs section of this Calendar must be followed. In exceptional cases, departments may permit the substitution of other core,

option, and/or elective course requirements in the degree program.

## 16.6 – Appeal of Decisions on Requirements for Graduation

As decisions related to this regulation are solely dependent on particular levels of academic performance, no part of Academic Regulation 16 (p. ) can be appealed.

## 16.7 – Application to Graduate

A degree candidate must apply to graduate during the final year of the program, or at least by 30 April for Spring convocation and by 15 October for Fall convocation.

## Academic Regulation 17: Misconduct in an Academic or Non-Academic Setting

### 17.1 – Non-Academic Misconduct (NAM)

As a Queen's student, you are expected to adhere to and promote the University's core values of honesty, trust, fairness, respect, and personal responsibility in all aspects of University life. Non-Academic Misconduct (NAM) refers to the behaviours that contradict these core values and that violate the behavioural expectations outlined in the Student Code of Conduct and supporting policies. See policies on Non-Academic Misconduct (<https://www.queensu.ca/nonacademicmisconduct/>).

## Academic Regulation 18: Jurisdiction

### 18.1 – Bachelor of Health Sciences Students Registered in Courses Offered by Other Faculties/Schools

Bachelor of Health Sciences students registered in courses offered through another Faculty or School are governed by the academic regulations of the Bachelor of Health Sciences program, with the exception of policies and processes outlined in the Academic Integrity Regulations (<https://queensu-ca-public.courseleaf.com/health-sciences/bhsc/academic-integrity/>). In accordance with the Senate Policy on Academic Integrity Procedures, the initial investigation of a departure from academic integrity and any referral of an academic integrity case will take place under the regulations of the Faculty or School offering the course. Appeals will continue to take place in accordance with the regulations of the Bachelor of Health Sciences program. In the case of a finding of a departure from academic integrity, the Faculty or School offering the course will disclose the departure to and consult with the Associate Director (Studies) of the Bachelor of Health Sciences program before imposing any sanction. Upon such disclosure, the severity of any such departure shall be assessed by the Associate Director



(Studies) as being equivalent to Level I or Level II and a record of the departure shall be retained by the Bachelor of Health Sciences program in accordance with the process outlined in the Academic Integrity Regulations (<https://queensu-ca-public.courseleaf.com/health-sciences/bhsc/academic-integrity/>). Consistent with the Academic Integrity Regulations (<https://queensu-ca-public.courseleaf.com/health-sciences/bhsc/academic-integrity/>), this record may be taken into consideration in determining a sanction were a further finding of a departure from academic integrity to occur.

## **18.2 – Students from Other Faculties/Schools Registered in Courses Administered by the BSc Program**

Students from other Faculties or Schools registered in a course offered through the Bachelor of Health Sciences program are governed by the academic regulations of their home Faculty, with the exception of any academic regulations of that Faculty or School pertaining to academic integrity. In accordance with the Senate Policy on Academic Integrity Procedures, the initial investigation of the departure and any referral of the case to the Associate Director (Studies) will take place under the Academic Integrity Regulations (<https://queensu-ca-public.courseleaf.com/health-sciences/bhsc/academic-integrity/>) of the Bachelor of Health Sciences program. In the case of a finding of a departure from academic integrity, the Associate Director (Studies) will disclose such finding to the appropriate authority in the student's home Faculty or School and will consult with that authority before imposing any sanction.