

Admission Regulations

Notes

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Introduction

The following Admission Regulations describe the requirements for admission to the Faculty of Arts and Science. The admission requirements stated in this chapter are minimum requirements, and the standing required for admission may be higher. Preference will be given to applicants with the strongest qualifications. Admission Regulations **1** to **11** present the admission requirements for the various categories of admission. Admission Regulation **12** describes the procedures applicants must follow for admission to on-campus studies, and Admission Regulation **13** describes the procedures applicants must follow for admission to Distance Studies.

Entering students are ordinarily allowed no credits for previous experience or education up to the level of completion of the Ontario Secondary School Diploma or equivalent. They may, with the consent of the departments concerned, be permitted to take advanced courses or alternative courses if their previous experience and education so warrant.

All applicants should note that the Queen's University Senate *Policy on Student Appeals, Rights and Discipline* states that applicants seeking admission to the University or a Program at Queen's may not appeal a decision regarding an individual application, whether or not the applicant is, or has been, a student in another Program at Queen's. By extension, applicants may not appeal any regulation stated in the Admission chapter of the Faculty of Arts and Science *Calendar*.

The following is a summary of the Admission Regulations:

- 1 English Language Proficiency**
- 2 Admission with an Ontario Secondary School Diploma**
- 3 Admission with OSSD Equivalent Standing**
- 4 Admission from Colleges of Applied Arts and Technology**
- 5 Admission by Transfer**
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Admission Regulation 1: English Language Proficiency

English is the language of instruction at Queen's University and candidates must be able to communicate competently in English both orally and in writing. Therefore, applicants who have not either lived in a country in which English is the acknowledged primary language or attended an educational institution full-time at which the language of instruction is English for the most recent three years prior to beginning their studies at Queen's must achieve a satisfactory score on one of the accepted tests of facility in English.

The accepted tests of facility in English and the *minimally* acceptable scores for each are:

- (i) Test of English as a Foreign Language (TOEFL) paper-based test – an overall score of 580; TOEFL internet-based test (IBT) – an overall score of 88, including 24 on the writing section, 22 on the speaking section, 22 on the reading section, and 20 on the listening section.
- (ii) International English Language Testing System (IELTS) – 6.5 on the Academic Module.
- (iii) Canadian Academic English Language Assessment (CAEL) – an overall band of 70, with no band below 60.
- (iv) Michigan English Language Assessment Battery (MELAB) – 90.
- (v) Pearson Test of English Academic (PTE Academic) – an overall score of 60.

Applicants who have successfully completed the 12-week English for Academic Purposes course or the Q-Bridge Program at Queen’s School of English may have the English Language Test of Proficiency waived.

Admission Regulation 2: Admission with an Ontario Secondary School Diploma

Ontario universities support full disclosure of all marks achieved in all attempts at a secondary school course. For the current admission year the highest grade achieved will be used in calculating the admission average.

2.1 – General Requirements

Students seeking admission to a certificate, diploma or degree program must present the Ontario Secondary School Diploma (OSSD) and a minimum of six 4U/4M courses including ENG4U (or EAE4U or FRA4U). All specific subject requirements must be 4U or 4M. Specific subject requirements for various degree programs are outlined below.

To be considered for admission, students must have a minimum overall average of 75 per cent on six 4U/4M courses, one of which must be ENG4U (or EAE4U or FRA4U).

A Personal Statement of Experience (PSE) is recommended but not mandatory.

2.2 – Specific Requirements

	<i>Degree Program</i>	<i>Prerequisite Courses</i>	<i>Additional Information</i>
2.2.1	Bachelor of Arts (Honours and General)	English (ENG4U); Two 4U courses; Three additional 4U/4M courses.	Arts students who intend to take courses in science, health studies, economics or mathematics should note that most first-year courses in these subjects have specific 4U course prerequisites.
2.2.2	Bachelor of Science (Honours)	English (ENG4U); Advanced Functions (MHF4U); Calculus and Vectors (MCV4U); Two of Biology (SBI4U), Chemistry (SCH4U), or Physics (SPH4U); One additional 4U/4M course.	Applicants who have attained satisfactory grades in all five of Advanced Functions, Calculus and Vectors, Biology, Chemistry and Physics will have met the course prerequisites for all of the required first-year courses in any B.Sc. program in the Faculty of Arts and Science.
2.2.3	Bachelor of Science (General in Life Sciences)	English (ENG4U); Biology (SBI4U); Chemistry (SCH4U); One of Advanced Functions (MHF4U), Calculus and Vectors (MCV4U) or Data Management (MDM4U); Two additional 4U/4M courses.	

2.2.4	Bachelor of Computing (Honours)	ENG4U; Advanced Functions (MHF4U); Calculus and Vectors (MCV4U); Three additional 4U/4M courses.	
2.2.5	Bachelor of Fine Art (Honours)	English (ENG4U); One additional 4U course; Four additional 4U/4M courses.	Admission is based on a portfolio examination. Visual Art (AVI4M) is also recommended.
2.2.6	Bachelor of Music	English (ENG4U); One additional 4U course; Four additional 4U/4M courses.	All applicants require Royal Conservatory Advanced Rudiments or equivalent examination from another conservatory program, as well as the following level of accomplishment on their major instrument: (i) Conservatory Grade IX Piano; or (ii) Conservatory Grade VIII Organ and Grade VIII Piano; or (iii) Conservatory Grade VIII Standard Orchestral or Band Instrument; or (iv) Conservatory Grade VIII Classical Guitar; or (v) Conservatory Grade VIII Voice. All candidates are also required to audition in person or may send a recording with prior approval of the School of Drama and Music.
2.2.7	Bachelor of Physical and Health Education (Honours)	English (ENG4U); Biology (SBI4U); One additional 4U course; Three additional 4U/4M courses.	
2.2.8	Bachelor of Science (Honours) - Kinesiology Specialization Plan	English (ENG4U); Advanced Functions (MHF4U); Biology (SBI4U); Two of Calculus and Vectors (MCV4U), Chemistry (SCH4U) or Physics (SPH4U); One additional 4U/4M course.	

2.2.9 – Faculty of Arts and Science/Faculty of Education Concurrent Programs

Applicants must satisfy the admission requirements for the desired Arts, Fine Art, Music and Science degree programs as described above. Programs that may be completed concurrently with a B.Ed. include: Bachelor of Arts (Honours), Bachelor of Fine Art (Honours), Bachelor of Music, Bachelor of Science (Honours).

2.2.10 – Certificate and Diploma Programs

Within the required six 4U/4M courses listed above in **2.1**, applicants must present a minimum of **three** 4U courses, including ENG4U. There are no additional specific secondary school subject requirements for admission to any of the Certificate or Diploma programs.

Admission Regulation 3: Admission with OSSD Equivalent Standing

The minimum admission requirements for students from educational systems outside Ontario are described below. Applicants must also meet subject requirements equivalent to those stipulated for Ontario Secondary School graduates.

3.1 – Other Canadian Provinces and Territories

Applicants may offer secondary school graduation (Grade 12) from Alberta, British Columbia, Manitoba, New Brunswick, Newfoundland, Nova Scotia, Prince Edward Island, Saskatchewan, Northwest Territories, Nunavut or the Yukon. These applicants must offer a minimum overall average of 75 per cent to be considered for admission to a degree program.

3.1.1– Québec

Applicants who have successfully completed the Diplôme d'Études Collégiales (DEC) are eligible to receive up to 18.0 units unspecified transfer credit. Students may request that specific courses be assessed for specified transfer credit by contacting Undergraduate Admission.

3.2 – United States

The minimum entrance requirement for candidates from the United States is high school graduation with B-standing. Applicants must provide their SAT I or ACT scores. Applicants who have not completed the required high school science prerequisites may instead provide the applicable SAT II test scores.

3.3 – 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.

Although a course transfer notation, TR, shall be notated on the transcript in all cases, for the purposes of evaluation of course prerequisites and admission to Plans at the second-year level, the following Queen's grade equivalents will be used:

<u>AP Grade</u>	<u>Queen's Equivalent</u>
5	A
4	B
3 or less	no transfer

In no case shall an evaluative grade be placed on the transcript for a transfer credit (see Academic Regulation **10.2.6**).

3.4 – 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.

Although a course transfer notation, TR, shall be noted on the transcript in all cases, for the purposes of evaluation of course prerequisites and admission to Plans at the second-year level, the following Queen's grade equivalents will be used:

<u>A-level Grade</u>	<u>Queen's Equivalent</u>
A, A*	A
B	B
C or lower	no transfer

In no case shall an evaluative grade be placed on the transcript for a transfer credit (see Academic Regulation **10.2.6**).

3.5 – Cambridge Pre-University

Candidates from systems offering the Cambridge Pre-U (Pre-University) who have completed GCSE/IGCSE (Ordinary) Levels and at least 3 Pre-U Principal Subjects, will be considered for admission. A combination of Principal Subjects and GCE A Levels will be accepted. To be eligible for consideration, grades at the Pre-U and Ordinary Level must not be lower than C or P1. A maximum of 18.0 units may be granted for Pre-U courses completed with a grade of B (M3) or higher.

Although a course transfer notation, TR, shall be noted on the transcript in all cases, for the purposes of evaluation of course prerequisites and admission to plans at the second level, the following Queen's grade equivalents will be used:

<u>Pre-U Grade</u>	<u>Queen's Equivalent</u>
D1, D2, D3	A
M1, M2, M3	B
C or lower	no transfer

In no case shall an evaluative grade be placed on the transcript for a transfer credit (see Academic Regulation **10.2.6**).

3.6 – 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. Note that bonus points may be considered when making a conditional offer of admission, but to maintain an offer of admission bonus points will be excluded. 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.

Although a course transfer notation, TR, shall be notated on the transcript in all cases, for the purposes of evaluation of course prerequisites and admission to Plans at the second-year level, the following Queen's grade equivalents will be used:

<u>IB Grade</u>	<u>Queen's Equivalent</u>
7	A
6	B
5	C
4 or lower	no transfer

In no case shall an evaluative grade be placed on the transcript for a transfer credit (see Academic Regulation **10.2.6**).

3.7 – French Baccalauréat System

Candidates who successfully complete the full Baccalauréat Général 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.

Although a course transfer notation, TR, shall be notated on the transcript in all cases, for the purposes of evaluation of course prerequisites and admission to Plans at the second-year level, the following Queen's grade equivalents will be used:

<u>FB Grade</u>	<u>Queen's Equivalent</u>
16-20	A
14-15.99	B
12-13.99	C
11.99 or lower	no transfer

In no case shall an evaluative grade be placed on the transcript for a transfer credit (see Academic Regulation **10.2.6**).

3.8 – Other Countries or Educational Systems

Normally, candidates who have achieved admission level for universities in their own countries are eligible to be considered for admission. These applicants should contact Undergraduate Admission regarding specific requirements.

Admission Regulation 4: Admission from Ontario Colleges of Applied Arts and Technology

4.1 – Candidates who have Completed One Year of CAAT

Candidates who have completed a one-year CAAT program (or one year of a two-, three- or four-year CAAT program) are not eligible for consideration for admission to the first university year, unless they have also completed the OSSD including six 4U and 4M courses with no more than three 4M courses, or the final university preparatory secondary school year of another jurisdiction.

4.2 – Candidates who have Completed Two Years of CAAT

Candidates who have completed a two-year CAAT diploma program (or two years of a three- or four-year CAAT program) are eligible to be considered for admission to the first year of a degree program and may receive up to 18.0 units in transfer credits. Applicants must have the equivalent to a minimum Queen's cumulative GPA of 2.90 to be considered for admission to a degree program.

4.3 – Candidates who have Completed Three or Four Years of CAAT

Candidates who have completed a three-year CAAT diploma program or a four-year CAAT degree program are eligible to be considered for admission with advanced standing and may receive up to 30.0 units in transfer credits. See Admission Regulation 5 for further information on requirements and limitations associated with upper-year admission by transfer.

Admission Regulation 5: Admission by Transfer

5.1 – General Requirements

The Faculty of Arts and Science has capacity to accommodate transfer students from other accredited post-secondary institutions and from other Faculties and Schools at Queen's. However, the admission process is highly competitive and preference is given to those applicants with the strongest qualifications.

5.1.1 – First-Year Transfer

Applicants with fewer than the equivalent of 24.0 units (or 8 one-term post-secondary courses, where a one-term course is equivalent to a typical 3.0- unit course in Arts and Science) from an accredited post-secondary institution may be considered for admission to first year and should consult Admission Regulations **2-4** to learn secondary school requirements. Students' post-secondary and high school marks will be considered in the admissions assessment.

5.1.2 – Upper-Year Transfer

Due to enrolment pressure on campus, a small number of Arts and Science departments, programs and Plans are unable to accommodate upper-year transfer students. Others may have admission criteria that exceed the minimum stated below. Applicants should consult the Faculty of Arts and Science website (<http://www.queensu.ca/artsci/think-and-apply/transfer>) for a list of departments currently accepting upper-year transfer students. Note that once admitted to on-campus studies in the Faculty of Arts and Science, upper-year transfer students who complete a minimum of 24.0 units in the Faculty of Arts and Science at Queen's will be permitted to transfer in subsequent years into a different Plan, provided they meet the current minimum academic requirements for access to the specific Plan.

Transfer students with the equivalent of at least 24.0 units (or 8 one-term courses, where a one-term course is equivalent to a typical 3.0-unit course in Arts and Science) from an accredited post-secondary institution are considered for upper-year admission. Normally it is not possible to be admitted directly into Level 4 of an Arts and Science degree program.

Students wishing to transfer from Distance Studies to studies on campus in the Faculty of Arts and Science will be considered for upper-year admission only.

Applicants wishing to complete a second undergraduate degree within the Faculty of Arts and Science at Queen's should refer to Admission Regulation 7 as well as the *Dual and Second Degrees* section of this *Calendar*.

5.2 – Transfer from Another Accredited Post-Secondary Institution

All applicants should note the general requirements and limitations in Admission Regulation 5.1 above. Applicants who have not completed a Bachelor's degree and wish to transfer to the Faculty of Arts and Science from another accredited post-secondary institution must, as a minimum, have the equivalent of a Queen's cumulative GPA of 2.60 to be considered. In addition, applicants must satisfy appropriate departmental criteria that may exceed these minimums. Enrolment limitations or lack of prerequisites may result in the denial of an application to transfer.

Applicants who have completed a minimum of 24.0 units and less than 48.0 units at another accredited post-secondary institution must have the equivalent of a Queen's cumulative GPA of 2.60 in all courses taken. In addition, applicants must satisfy appropriate departmental criteria that may exceed these minimums.

Applicants who have completed at least 48.0 units at another accredited post-secondary institution must have the equivalent of a Queen's cumulative GPA of 2.60 in all units completed in the most recent two years of study. For applicants who have completed less than 48.0 units in the last two years of study, all units completed in each previous term will be included in the GPA, until at least 48.0 units is reached. In addition, applicants must satisfy appropriate departmental criteria that may exceed these minimums.

It is the student's responsibility to ensure their registration in the appropriate courses for the completion of the degree program to which they have been admitted.

Note that when the B.F.A.(Hons.) and B.Mus. programs and the B.Sc.(Hons.) program – Kinesiology Plan are open to upper-year transfer students, they have specialized entry requirements as outlined below.

5.2.1 – Transfer to the B.F.A.(Hons.) Program from Another Accredited Post-Secondary Institution

Depending on the number of units completed elsewhere, applicants who wish to transfer to the B.F.A.(Hons.) program must have the equivalent of a minimum Queen's cumulative GPA of 2.60, as defined above, to be considered, and must submit for review, a portfolio and accompanying letter of art experience and goals. Program entry level will be based on the applicant's transfer credits and portfolio. Due to course sequencing, transfer into second year is extremely rare.

5.2.2 – Transfer to the B.Mus. Program from Another Accredited Post-Secondary Institution

Depending on the number of units completed elsewhere, applicants who wish to transfer to the B.Mus. program must have the equivalent of a minimum Queen's cumulative GPA of 2.60, as defined above, to be considered, and will be required to audition if they have not successfully completed a minimum of one year of applied study at another accredited post-secondary institution. They should also have completed the equivalent of MUSC 191/6.0 with a minimum grade of C-. Academically strong students entering the second year of the B.Mus. Program without this prerequisite may be permitted to take MUSC 191/6.0 in their entering year.

5.2.3 – Transfer to the B.Sc.(Hons.) Program – Kinesiology Plan from Another Accredited Post-Secondary Institution

Applicants who wish to transfer into the B.Sc.(Hons.) program – Kinesiology Plan do not need to meet any specialized entry requirements, but must meet the minimum cumulative GPA and departmental requirements. Candidates should also have the relevant specific high school prerequisites stated in Admission Regulation 2.2.

5.2.4 – Concurrent B.Ed. Program Closed to Transfer

The Queen's Concurrent Education Program is not available to transfer applicants from other post-secondary institutions.

5.2.5 – Transfer to Distance Studies

Applicants who wish to transfer into Distance Studies in the Faculty of Arts and Science at Queen's University must meet all the general requirements for upper-year transfer from another accredited post-secondary institution, and

may apply to transfer as a Distance Degree or Certificate Program candidate or as a Non-Degree Interest candidate (Admission Regulation **11.4**). Application as a Non-Degree Interest candidate without documentation (Admission Regulation **11.4.1**) is not available to candidates who have been required to withdraw from their previous post-secondary institution in the past 12 months. Candidates who gain admission while under an academic penalty of withdrawal may be considered in violation of Academic Regulation **1** governing academic integrity.

For admission procedures see Admission Regulations **12.1, 12.2, 13.1** and **13.2**.

5.3 – Transfer from Another Faculty or School at Queen’s

All applicants should note the general requirements and limitations in Admission Regulation **5.1** above. Applicants who wish to transfer to on-campus studies in the Faculty of Arts and Science from another Faculty or School at Queen’s University must, as a minimum, have a cumulative GPA of 1.60. In addition, applicants must satisfy appropriate departmental criteria that may exceed these minimums. Applicants should note that having a cumulative GPA of less than 1.90 will make them ineligible for graduation with an Honours degree (see Academic Regulation **13.8**). Enrolment limitations or lack of prerequisites may result in the denial of an application to transfer.

The previous academic record of a cross-faculty transfer student from another Faculty or School at Queen’s continues to be relevant in assessing his or her performance in Arts and Science. In particular, the cumulative GPA will be calculated on all courses attempted during the student’s Undergraduate Career at Queen’s (see Academic Regulation **10**) and will be utilized when assessing academic progression (see Academic Regulation **13**), prerequisites and any other purpose specified under the Academic Regulations.

Students of other Queen’s Faculties and Schools who have a cumulative GPA of less than 1.60 are not eligible to be considered for admission to the Faculty of Arts and Science for a minimum of one year, after which time they must apply to be considered for part-time admission on probation (see Admission Regulation **10**). Students who have a cumulative GPA of less than 0.70 are not eligible to be considered for admission to the Faculty of Arts and Science for a minimum of three years, after which time they may apply to be considered for part-time admission on probation (see Admission Regulation **10**).

It is the students’ responsibility to ensure their registration in the appropriate courses for the completion of the degree program to which they have been admitted.

Note that when the B.F.A.(Hons.) and B.Mus. programs are open to upper-year transfer students, they have specialized entry requirements as outlined below.

5.3.1 – Transfer to the B.F.A.(Hons.) Program from Within Queen’s

Applicants who wish to transfer to the B.F.A.(Hons.) Program must submit, for review, a portfolio and an accompanying letter of art experience and goals. Applicants who have successfully completed ARTF 105/6.0 and ARTF 110/6.0 will be considered for upper-year admission. If admitted to first year, students must complete ARTF 127/6.0 and ARTF 128/6.0. Note that as these courses are exclusions to ARTF 105/6.0 and ARTF 110/6.0, students shall lose credit for ARTF 105/6.0 and ARTF 110/6.0. If admitted to the second year of the program, with successful completion of the technical skills and the WHMIS training components of ARTF127/6.0, ARTF 105/6.0 and ARTF 110/6.0 will be used in lieu of ARTF 127/6.0 and ARTF 128/6.0 in the Visual Art Major Plan requirements. Transfer into second year is extremely rare.

5.3.2 – Transfer to the B.Mus. Program from Within Queen’s

Applicants who wish to transfer to the B.Mus. program who have not completed MUSC 121/6.0 or MUSC 124/6.0 will be expected to pass an audition in addition to meeting academic requirements. Applied Study courses MUSC 124/6.0, MUSC 224/6.0, MUSC 324/6.0, MUSC 424/6.0 will be used in lieu of MUSC 121/6.0, MUSC 221/6.0, MUSC 321/6.0, MUSC 421/6.0 in the Music Specialization Plan requirements. A minimum of two ensembles must be completed while registered in the B.Mus. program. Students may apply to receive credit for up to two ensembles participated in while not registered in the B.Mus. program by appealing to the Chair of Undergraduate Studies in the School of Music.

5.3.3 – Concurrent B.Ed. Program Closed to Transfer

The Queen's Concurrent Education Program is not available to transfer applicants from other Faculties or Schools at Queen's. However, students registered in the Concurrent Education Program wishing to withdraw from the Bachelor of Education yet continue with their studies in the Faculty of Arts and Science may request this change through the Education Registrar's Office.

5.3.4 – Transfer to Distance Studies

Current or former students of other Faculties and Schools at Queen's University are not eligible to apply to transfer to Distance Studies in the Faculty of Arts and Science unless a) they have established a new basis of admission by completing courses at another post-secondary institution; or b) they have graduated from Queen's and are applying for a second degree through Distance Studies.

Note that former Queen's students who have graduated may be eligible for post-degree studies on campus in the Faculty of Arts and Science (for admission procedures see Admission Regulation **12.4**). All current on-campus Queen's students can take online courses without transferring to Distance Studies.

For admission procedures see Admission Regulations **12.1**, **12.2** and **13.1**.

5.4 – Transfer Between Distance and On-Campus Studies in the Faculty of Arts and Science

Current or former Distance students wishing to transfer to studies on campus in the Faculty of Arts and Science will only be considered for upper-year admission, i.e. after completing a minimum of 24.0 units. They must meet the entry requirements outlined below, and will be subject to the same enrolment limitations as transfer students from other Faculties or Schools at Queen's. Students who entered Distance Studies as Non-Degree Interest candidates without documentation need to meet all progression criteria in Admission Regulation **11.4.2** in addition to the entry requirements below before they can be considered for transfer to on-campus studies. All applicants should note the general requirements and limitations in section **5.1** above.

Applicants who wish to transfer to on-campus studies in the Faculty of Arts and Science from Distance Studies must, as a minimum, have a cumulative GPA of 1.60 on a minimum of 24.0 units taken at Queen's. In addition, applicants must satisfy appropriate departmental criteria that may exceed these minimums. Applicants should note that having a cumulative GPA of less than 1.90 will make them ineligible for graduation with an Honours degree (see Academic Regulation **13.8**). Lack of prerequisites may result in the denial of an application to transfer.

It is the students' responsibility to ensure their registration in the appropriate courses for the completion of the degree program to which they have been admitted.

Current or former on-campus Arts and Science students are not eligible to apply to transfer to Distance Studies unless a) they have established a new basis of admission by completing courses at another post-secondary institution; or b) they have graduated from Queen's and are applying for a second degree through Distance Studies.

Note that former Arts and Science students who have not yet graduated may be eligible to return to studies on campus in the Faculty. Former Queen's students who have graduated may be eligible for post-degree studies on campus in the Faculty of Arts and Science. All current on-campus Queen's students can take online courses without transferring to Distance Studies.

For admission procedures see Admission Regulations **12.4** and **12.5**.

5.5 – Transfer between Programs within the Faculty of Arts and Science

For admission procedures for applicants currently enrolled in any on-campus program or Plan in the Faculty of Arts and Science who wish to transfer from that program/Plan to another program/Plan in the Faculty, see Admission Regulation **12.5**.

Current Arts and Science students who wish to transfer to the B.F.A.(Hons.) or B.Mus. programs, including those who were originally admitted to one of these programs and subsequently withdrew, must meet the specialized entry requirements outlined above in Admission Regulation 5.3.

Students registered in the Concurrent Education program wishing to withdraw from the Bachelor of Education yet continue with their studies in the Faculty of Arts and Science may request this change through the Education Registrar's Office.

5.6 – Counting of Transfer Credit

Students who once registered in the Faculty of Arts and Science and then subsequently transferred to another post-secondary institution should note that the number of units in transfer credits that they may receive upon readmission to the Faculty of Arts and Science is limited. Units cannot be counted twice. Thus, the number of units in transfer credits granted may be reduced by the number of Queen's units completed and transferred to the program at the other post-secondary institution.

Admission Regulation 6: Admission to a Dual Degree Program

With the approval of the Faculty of Arts and Science, the Department(s) concerned and the student's home Faculty or School, students may be admitted to complete a Bachelor of Arts, Bachelor of Computing or Bachelor of Science degree concurrently with an undergraduate degree in Commerce, Applied Science or Nursing at Queen's.

The Faculty has limited capacity to accommodate Dual Degree students, and only accepts candidates into dual degree combinations that are academically viable. To ensure the academic integrity of the combined programs, the Faculty Office, in consultation with the Department(s) concerned and the other undergraduate Faculty or School, approves combinations to ensure that there is minimal overlap in course content. Current information on departmental capacity and academically viable dual degree combinations is available on the Arts and Science website.

Admission requirements are available from Undergraduate Admission. Enrolment limitations and/or a lack of appropriate prerequisites may result in the denial of an application. Applicants are advised to consult the Dual and Second Degree Programs section of this *Calendar* for details on degree requirements, registration and restrictions.

6.1 – Requirements for Admission to a Dual Degree Program

To be eligible, students must meet all of the following criteria:

- (i) have the equivalent of Arts and Science full-time standing in their home Faculty or School;
- (ii) have completed the equivalent of at least 24.0 units (or 8 one-term courses, where a one-term course is equivalent to a typical 3.0-unit course in Arts and Science) in their home Faculty or School;
- (iii) have been in good academic standing¹ in their home Faculty or School throughout their Undergraduate Career at Queen's;
- (iv) have a minimum cumulative GPA of 2.60;
- (v) apply to an Arts and Science degree program in a substantially different Plan from that in their primary degree program; and
- (vi) satisfy departmental criteria for admission to the Plan.

6.2 – Admission, Program/Plan Changes and Withdrawal Procedures

For admission procedures see Admission Regulation 12.3.

Once admitted to a Dual Degree Program, students who wish to change to another Arts and Science program or Plan need to complete a new application to a Dual Degree Program through Undergraduate Admission. Students registered in a Dual Degree Program who decide not to complete the program may indicate their withdrawal, in writing, to Undergraduate Admission. Dual Degree students who are required to withdraw from their non-Arts and

¹ "Good academic standing" is defined as having no academic sanction imposed in the student's home Faculty or School. Such sanctions in the home Faculty or School may include "Special Programs" noted on the student's record that result from previous poor performance, academic probation, or a requirement to withdraw.

Science Program and who wish to continue studies in the Faculty of Arts and Science will need to apply for admission to Arts and Science through Undergraduate Admission and will be subject to the same Plan limitations as all transfer students (see Admission Regulation 5).

Admission Regulation 7: Admission to a Second Degree Program

With the approval of the Faculty of Arts and Science and the Department(s) concerned, university graduates may be admitted to the Faculty of Arts and Science to complete a second undergraduate degree.

The Faculty has limited capacity to accommodate Second Degree students, and only accepts candidates into second degree combinations that are academically viable. To ensure the academic integrity of the Second Degree Program, the Faculty Office, in consultation with the Department(s) concerned, approves combinations to ensure that there is minimal overlap in course content. Current information on departmental capacity and academically viable second degree combinations is available on the Arts and Science website.

Admission requirements are available from Undergraduate Admission. Enrolment limitations and/or a lack of appropriate prerequisites may result in the denial of an application. Applicants are advised to consult the Dual and Second Degree Programs section of this *Calendar* for details on degree requirements, registration and restrictions.

7.1 – Students Whose First Degree is from the Faculty of Arts and Science

Students who have already earned a Bachelor's degree conferred through the Faculty of Arts and Science at Queen's University and who wish to proceed to a second degree in the Faculty must have graduated in good standing² and must satisfy departmental criteria. Students who wish to pursue a second degree in the B.Mus. program must meet the specialized entry requirements outlined in Admission Regulation 5.

7.2 – Students Whose First Degree is from another Faculty or School at Queen's

Students graduating from another Faculty or School at Queen's must have graduated in good standing and have a minimum cumulative GPA of 2.60 to be considered. Students must satisfy departmental criteria that may exceed these minimums. In addition, the second degree must be in a substantially different Plan from that of the first degree.

7.3 – Students Whose First Degree is from another University

Applicants who do not already hold a degree from Queen's University must have the equivalent of a minimum Queen's cumulative GPA of 2.60 to be considered. In addition, they must also satisfy departmental criteria that may exceed these minimums. In all cases, admission to a second degree is only possible when the applicant's first degree is from an accredited post-secondary institution and in a substantially different Plan from the proposed second degree.

For admission procedures see Admission Regulations **12.1**, **12.2** and **13.1**.

Admission Regulation 8: Admission Policy for Aboriginal Candidates

The Faculty of Arts and Science at Queen's University offers Aboriginal candidates an alternative procedure for admission to the first year of a full-time degree program. Qualified Aboriginal students whose home community is in North America may be admitted to the Bachelor of Arts (Honours), Bachelor of Science (Honours), Concurrent Education Bachelor of Arts (Honours) and Concurrent Education Bachelor of Science (Honours) Programs by this alternative procedure.

Aboriginal candidates may also choose to apply through the regular admission procedures.

Offers of admission will be made to Aboriginal candidates whose total application shows strong evidence of academic preparedness and potential. Students who are admitted under this alternative admission procedure will

² "Good academic standing" in the Faculty of Arts and Science is defined as having a minimum cumulative GPA of 1.60 and therefore not being placed on probation or under a requirement to withdraw.

be encouraged to make use of the academic advising and academic support services available to all Arts and Science students. The Aboriginal Council of Queen's University and the Queen's Native Students Association are important resources for Aboriginal students. In addition, the students will be introduced to the Four Directions Aboriginal Centre, whose professional staff provides an array of services ranging from academic assistance, career planning, and information on scholarships and bursaries to cultural programming and social events.

8.1 – Conditions, Deadlines, and General Requirements for Applicants

Applicants under the Aboriginal Policy must apply through the Ontario Universities' Application Centre and should expect to meet the general admission conditions and deadlines of the Faculty of Arts and Science, including completion of the Personal Statement of Experience.

Applicants must meet the general admission requirements for the Faculty of Arts and Science, including the University minimum average. Applicants for Concurrent Education Arts and Science programs are expected to present admission averages consistent with the minimum academic entrance average of the corresponding Bachelor of Arts (Honours) or Bachelor of Science (Honours) programs in that given academic year.

8.2 – Documents and Information Required as a Basis for Consideration

Candidates seeking admission under this alternative process should also submit a separate letter to Undergraduate Admission, Office of the University Registrar, Queen's University, in which they declare their Aboriginal ancestry, state that they wish to be considered by this alternative process, and provide evidence of Aboriginal status in North America. In addition to the student's Personal Statement of Experience, admission to the Faculty will depend on the assessment of the student's Program prerequisites (or equivalencies) and the student's overall average.

Admission Regulation 9: Auditors

Students may apply to audit any course in the Faculty of Arts and Science, except for online courses, courses involving language acquisition, and any course that is predominantly performance-based. To audit a course, students must first obtain the permission of the instructor and the relevant department's Chair of Undergraduate Studies. In giving consent to audit a course, the instructor and auditor will determine the extent of the auditor's participation in classes, field trips, laboratories, etc. Auditors are not entitled to submit assignments or write examinations.

Auditors are not required to apply for admission to the Faculty of Arts and Science through Undergraduate Admission, but must formally register through the Faculty Office. A registration fee will apply.

Admission Regulation 10: Part-Time Admission on Probation

Applicants wishing to transfer to the Faculty of Arts and Science from another Faculty or School at Queen's University who do not meet the minimum admission requirements of the Faculty of Arts and Science, as specified in Admission Regulation 5, may be considered for part-time admission on probation to a non-degree program after a minimum of one year has passed. Students of other Queen's Faculties and Schools who have a minimum cumulative GPA of 0.70 but less than 1.60 are eligible to apply to be considered for part-time admission on probation in the Faculty of Arts and Science after one year, while students who have a cumulative GPA of less than 0.70 are eligible to apply to be considered for part-time admission on probation after a minimum of three years.

10.1 – Enrolment Limitations

Students admitted with part-time on probation status should note the maximum course load for part-time students (see Academic Regulation 3.3).

10.2 – Criteria for Further Registration

In order to be eligible to continue to register for courses, students admitted part-time on probation must complete at least 18.0 units of courses offered for degree credit while registered in the Faculty of Arts and Science, excluding repeated courses and courses for which credit standing or aegrotat standing has been assigned, with a minimum cumulative GPA of 1.60. Students who meet these conditions will be admitted part-time to a degree program.

10.3 – Failure to Meet Criteria for Further Registration

Students who fail to obtain a minimum cumulative GPA of 1.60 on the first 18.0 units of courses have not met the conditions of their admission on probation and may not take further courses in the Faculty of Arts and Science. Such students will have the standing “Not Eligible to Proceed – Conditions of Admission Not Met” placed on their transcript. Students may not appeal this standing because it is the direct result of a particular level of academic performance.

Students who are deemed “Not Eligible to Proceed” may apply for readmission to Queen’s only if they establish a new basis of admission by completing courses at another post-secondary institution. For these students, both the cumulative GPA achieved in courses taken at Queen’s and the cumulative GPA achieved in courses taken elsewhere will be considered in the admission decision.

10.4 – Incomplete (IN) or Grade Deferred (GD) Standing

Students assigned Incomplete (IN) or Grade Deferred (GD) standing will not be permitted to register for further courses until the grades are resolved.

10.5 – Rights and Responsibilities of Students Admitted Part-Time on Probation

Students admitted part-time on probation must comply with all the regulations of the Faculty of Arts and Science and may access the Faculty’s procedure for appeal of academic decisions with respect to courses completed as a probationary student.

10.6 – Progression to Full-Time Studies

Students admitted part-time on probation may become eligible for full-time studies only after first successfully meeting the conditions of their admission on probation, and then by completing additional courses to fulfill the Faculty’s normal requirements for transferring from part-time to full-time studies on a degree program (see Academic Regulation **3.3**).

10.6.1 – Step 1: Progressing to Part-Time Studies on a Degree Program

First, students must meet the following conditions to be admitted to part-time studies on a degree program:

- (i) Complete a minimum of 18.0 units in the Faculty of Arts and Science, excluding repeated courses and courses for which credit standing or aegrotat standing has been assigned, from the time at which they were admitted, *and*
- (ii) Achieve a minimum cumulative GPA of 1.60.

10.6.2 – Step 2: Progressing to Full-Time Studies

Second, students who have been admitted part-time to a degree program will become eligible for full-time studies upon meeting one of the following sets of conditions as per Academic Regulation **3.3**:

- (i) They have completed a minimum of 24.0 Queen’s units, excluding repeated courses and courses for which credit standing or aegrotat standing has been assigned, from the time at which they were admitted part-time on a degree program or at which they were placed on part-time status; *and*
 - (ii) Achieved a minimum cumulative GPA of 1.90;
- OR*
- (i) They have completed a minimum of 18.0 Queen’s units, excluding repeated courses and courses for which credit standing or aegrotat standing has been assigned, from the time at which they were admitted part-time on a degree program or at which they were placed on part-time status; *and*
 - (ii) Achieved a minimum cumulative GPA of 2.90.

For admission procedures see Admission Regulations **12.4** and **13.2**.

Admission Regulation 11: Admission to Non-Degree Studies

Applicants who are not registered in an Arts and Science degree program at Queen’s University and who wish to register for courses in the Faculty of Arts and Science may be considered for admission under the following non-degree categories.

Enrolment limitations or lack of appropriate prerequisites may result in the denial of an application. Once registered, non-degree students are subject to the regulations of the Faculty of Arts and Science and submit assignments, write examinations and receive an official record of their results. Should a student later be admitted to an Arts and Science degree program, credit will normally be granted for previous courses successfully completed in the Faculty of Arts and Science.

11.1 – Students Studying under a Formal Agreement

Students from post-secondary institutions with which Queen's has a formal agreement, such as an exchange agreement, can be nominated by their home institution to study in the Faculty of Arts and Science.

Details on admission requirements and admission procedures are available from the International Programs Office.

11.2 – Post-Degree Students from Queen's University

Students who have completed an undergraduate degree from any Faculty or School at Queen's University, including students registered in the School of Graduate Studies or Professional schools at Queen's University, may complete undergraduate courses for upgrading or general interest in the Faculty of Arts and Science by contacting the Faculty of Arts and Science Office to register for courses. Information on upgrading from a General to an Honours degree program can be found in the General Degree Upgrade section in the Dual and Second Degree Programs chapter of this *Calendar*.

No application through Undergraduate Admission is required. (See Admission Regulation **12.4.3**.)

Students registered in the School of Graduate Studies or Professional Schools at Queen's University who *do not* hold an undergraduate degree from Queen's must apply for admission to the Faculty of Arts and Science through Undergraduate Admission to register as post-degree students. Such students will be restricted to online courses offered through Continuing and Distance Studies only. (See Admission Regulation 12.4.3.2.)

11.3 – Visiting Students from other Post-Secondary Institutions

Visiting students from other post-secondary institutions may apply for non-degree studies in the Faculty of Arts and Science using a Letter of Permission. Visiting students are restricted to online courses offered through Continuing and Distance Studies.

For admission procedures see Admission Regulation **13.2**.

11.4 – Interest Candidates

Candidates from outside Queen's may apply for non-degree studies in the Faculty of Arts and Science to take courses for interest or for professional certification. Such students are restricted to online courses offered through Continuing and Distance Studies. Current or former Queen's students are not eligible to apply for Distance Studies in the Faculty of Arts and Science unless a) they have established a new basis of admission by completing courses at another post-secondary institution; or b) they have graduated from Queen's and are applying for a second degree through Distance Studies (see Admission Regulations **5.3** and **5.4**). All current on-campus Queen's students can take online courses without transferring to Distance Studies.

11.4.1 – Documentation (for students with a basis of admission)

Applicants may be admitted as non-degree students without course load limitations provided their previous academic studies meet the minimum admission standards (as detailed elsewhere in the Admission regulations), including a completed degree at another post-secondary institution, incomplete studies at another post-secondary institution, and secondary school studies.

11.4.2 – No documentation (for students who do not provide a basis of admission)

Applicants who do not meet Queen's University minimum admission standards or the minimum admission standards for entry into the Faculty of Arts and Science, or who do not provide the appropriate documentation, may be admitted as non-degree candidates without documentation provided they have completed the Ontario Secondary

School Diploma or equivalent, or are at least 21 years of age in the calendar year of admission. Such candidates are subject to the following course load limitations.

11.4.2.1 – Enrolment Limitations

Non-degree students admitted without documentation may initially only enrol in one course at a time to a maximum of 6.0 units. The course may be taken during any term. Should the student be admitted to a degree or certificate program in a later term, courses taken as a non-degree student would count toward towards the completion of the degree or certificate program.

11.4.2.2 – Criteria for Further Registration

In order to be eligible to continue to register for courses, non-degree students without documentation must first complete at least 6.0 units of courses offered for degree credit by the Queen’s Faculty of Arts and Science with a minimum cumulative GPA of 1.60, excluding repeated courses and courses for which credit standing or aegrotat standing has been assigned. Students who meet these conditions may continue as non-degree students with a registration enrolment limit of 9.0 units per term.

11.4.2.3 – Failure to Meet Criteria for Further Registration

Students who fail to obtain a minimum cumulative GPA of 1.60 on the first 6.0 units of courses have not met the admission conditions and may not take further courses in the Faculty of Arts and Science. These students will have the standing “Not Eligible to Proceed – Conditions of Admission not Met” placed on their transcript. Students may not appeal this standing because it is the direct result of a particular level of academic performance.

Students who are deemed “Not Eligible to Proceed” may apply for readmission to Queen’s only if they establish a new basis of admission by completing courses at another post-secondary institution. For these students, both the cumulative GPA achieved in courses taken at Queen’s and the cumulative GPA achieved in courses taken elsewhere will be considered in the admission decision.

11.4.2.4 – Incomplete (IN) or Grade Deferred (GD) Standing

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.

11.4.2.5 – Rights and Responsibilities

Students admitted as non-degree candidates without documentation must comply with all the regulations of the Faculty of Arts and Science, and may access the Faculty’s procedure for appeal of academic decisions with respect to courses.

11.4.2.6 – Eligibility for Studies on a Distance Degree or Certificate Program

In order to be eligible to apply to a distance degree or certificate program, students admitted as non-degree candidates without documentation must:

- (i) Complete a minimum of 18.0 units in the Faculty of Arts and Science from the time at which they were admitted, excluding repeated courses and courses for which credit standing or aegrotat standing has been assigned; *and*
- (ii) Achieve a minimum cumulative GPA of 1.60.

Successful applicants may continue on a distance degree or certificate program with a registration enrolment limit of 9.0 units per term, until they meet the criteria for having this enrolment limitation removed (see Admission Regulation 11.4.2.7.2).

11.4.2.7 – Removal of Enrolment Limitations

The registration enrolment limitations placed on students admitted as non-degree candidates without documentation may be lifted only after such students first successfully meet the conditions of their admission, and then complete additional courses to fulfill the Faculty’s normal requirements for progression from part-time to full-time studies on a degree program (see Academic Regulation 3).

11.4.2.7.1 – Step 1: Meeting Conditions of Admission

First, students must meet the following conditions to be allowed to enrol in further courses:

- (i) Complete 6.0 units in the Faculty of Arts and Science from the time at which they were admitted, excluding repeated courses and courses for which credit standing or aegrotat standing has been assigned; *and*
- (ii) Achieve a minimum cumulative GPA of 1.60.

11.4.2.7.2 – Step 2: Removal of Enrolment Limitations

Second, students who have met their conditions of admission will have their registration enrolment limitations removed upon meeting one of the following sets of conditions, as per Academic Regulation 3:

- (i) They have completed a minimum of 24.0 Queen's units, excluding repeated courses and courses for which credit standing or aegrotat standing has been assigned; *and*
 - (ii) Achieved a minimum cumulative GPA of 1.90;
- OR*
- (i) They have completed a minimum of 18.0 Queen's units, excluding repeated courses and courses for which credit standing or aegrotat standing has been assigned; *and*
 - (ii) Achieved a minimum cumulative GPA of 2.90.

For admission procedures see Admission Regulation 13.2.

Admission Regulation 12: Application Procedures to Study on Campus

This section details the admission procedures applicants must follow for on-campus studies in the Faculty of Arts and Science at Queen's University.

12.1 – Full-Time Admission to a Degree Program On Campus

All candidates for admission to Full-Time studies on a degree program on campus, including applicants for first degrees (Admission Regulations 2, 3, 4 and 8), applicants for Second Degrees (Admission Regulation 7), and applicants who wish to transfer to the Faculty of Arts and Science from another Faculty or School at Queen's, from another post-secondary institution (Admission Regulation 5), or from Distance Studies, apply through the Ontario Universities' Application Centre. Candidates for admission to full-time degree studies on campus will be considered for Fall Term entry only. No other full-time entry point is possible. On behalf of qualified applicants, Undergraduate Admission will consult with the Faculty Office and the departments concerned in determining successful candidates.

12.1.1 – Applicants with No-Post-Secondary Study Experience

All applicants apply through the Ontario Universities' Application Centre. Students in Ontario Secondary Schools apply through their schools, normally in conjunction with the school Guidance Office. Other Canadian candidates and candidates from outside Canada apply directly.

Conditional offers of admission to full-time study may be made prior to the availability of final grades. Typically, these are made to applicants in Ontario secondary schools from March to May. For applicants not attending an Ontario secondary school, conditional offers are made on the same criteria, but decisions are made on an on-going basis until the end of May.

Conditional offers for full-time students only become final once the applicant has satisfactorily met all conditions, namely completed all required high school or CEGEP courses and has achieved a diploma or equivalent (e.g., OSSD) with the minimum required average.

Candidates for the First-Year Program at the Bader International Study Centre from Ontario secondary schools apply through the Ontario Universities' Application Centre. Applicants from Ontario Secondary Schools apply through their schools and submit the applications, normally by way of the school Guidance Office, to the Ontario Universities' Application Centre. All other candidates apply directly through the Ontario Universities' Application Centre.

Applicants who are offered admission to full-time study in the first year of a Faculty of Arts and Science degree program may request a deferral for one year. To be eligible for a deferral, the applicant must:

- (i) have accepted the offer of admission by following the instructions included with the offer of admission, to the Ontario Universities' Application Centre by the stated date;
- (ii) have sent a written request for a deferral that is received at Undergraduate Admission by 31 August;
- (iii) have a significantly compelling reason warranting a deferral; and have final grades that meet the competitive standard for admission to the degree program for which the offer was received.

Candidates who wish to defer their offer of admission should contact Undergraduate Admission for advice on the deferral procedure. Students granted a deferral may not attend another post-secondary institution in the interim.

12.1.2 – Applicants with Post-Secondary Study Experience

All applicants for full-time studies on a degree program on campus at Queen's University who have studied at an accredited post-secondary institution, whether they have completed a degree or not, apply through the Ontario Universities' Application Centre. Second Degree candidates whose first degree is from Queen's University follow the same application process, as do students who have been registered in Distance Studies in the Faculty of Arts and Science, and current or former Queen's students from other Faculties or Schools who wish to transfer into the Faculty of Arts and Science for on-campus studies. Applicants who have been registered in Distance Studies in the Faculty of Arts and Science will be considered for upper-year admission only.

Changing a Second Degree program (i.e., switching to a different degree program or changing Plans within Arts and Science) requires a new application through Undergraduate Admission.

12.2 – Part-Time Admission to a Degree Program On Campus

All candidates for admission to part-time studies on a degree program on campus, including applicants for first degrees (Admission Regulations **2**, **3** and **4**), applicants for Second Degrees (Admission Regulation **7**), and applicants who wish to transfer to the Faculty of Arts and Science from another Faculty or School at Queen's or from Distance Studies or from another post-secondary institution (Admission Regulation **5**), apply through Undergraduate Admission. Candidates for admission to part-time degree studies on campus will be considered for Fall Term entry only. No other part-time entry point is possible. On behalf of qualified applicants, Undergraduate Admission will consult with the Faculty Office and the departments concerned in determining successful candidates. Conditional offers of admission to part-time studies on a degree program may be made prior to the availability of final grades. Applicants who have been registered in Distance Studies in the Faculty of Arts and Science will be considered for upper-year admission only.

Students admitted to part-time studies are limited to register in no more than 60 per cent of a full course load, or up to 9.0 units per term. Upon satisfying the conditions for full-time studies (see Academic Regulation **3**), the enrolment limitation will be lifted and students will be eligible for full-time studies.

12.3 – Admission to the Dual Degree Program on Campus

Undergraduate students at Queen's University who wish to become Dual Degree candidates in the Faculty of Arts and Science (Admission Regulation **6**) must apply through Undergraduate Admission.

Candidates for admission to the Dual Degree program will be considered for Fall, Winter or Summer Term entry. Applications must be made by the deadline for the term to which admission is requested (see the *Academic Calendar Dates* section of the *Calendar*). Where applicable, the degree program and Plan must be indicated on the application. On behalf of qualified applicants, Undergraduate Admission will consult with the Faculty Office and the departments concerned in determining successful candidates.

Candidates are considered for Summer Term entry based on the cumulative GPA on the final grades available at the time of application. If, at the end of the Summer Term, the cumulative GPA based on all the student's final grades falls below the minimum required cumulative GPA, the student will be discontinued from the Dual Degree program.

Changing a Dual Degree Program (i.e., switching to a different Degree Program or changing Plans within Arts and Science) requires a new application through Undergraduate Admission.

12.4 – Admission to Non-Degree Studies On Campus

On-campus non-degree studies are limited to students in the following categories:

12.4.1 – Part-Time on Probation

Candidates eligible to be admitted part-time on probation (Admission Regulation **10**) apply through Undergraduate Admission. Such candidates will be considered for on-campus studies for Fall Term entry only. No other entry point is possible.

Candidates who are admitted to the Faculty of Arts and Science as part-time students on probation must first meet their conditions of probation before being admitted to the Faculty part-time on a degree program.

12.4.2 – Students Studying under a Formal Agreement

Students from post-secondary institutions with which Queen's has a formal agreement, such as an exchange agreement, will be considered for Fall and Winter Term entry. Admission requirements and admission procedures are available from the International Programs Office.

12.4.3 – Post-degree

Post-degree students whose first undergraduate degree is from Queen's University may be eligible for non-degree studies on campus. All post-degree students are subject to the limitations on access to on-campus courses outlined in Academic Regulation **2**.

12.4.3.1 – Graduates of Queen's University

Students who have completed a degree program at Queen's in good standing may register in the Faculty of Arts and Science and enrol in Arts and Science on-campus courses as post-degree students not on a degree program by contacting the Faculty Office. Similarly, students who have completed a General degree program in the Faculty of Arts and Science who wish to upgrade to an Honours degree and who meet the admission requirements should contact the Faculty Office (see the General Degree Upgrade section in the *Dual and Second Degree Programs* section of the *Calendar*).

Queen's graduates must apply for readmission to Queen's if they have:

- (i) completed more than the equivalent of 18.0 units, including failures, at another post-secondary institution without a Letter of Permission; or
- (ii) transferred to a degree program at another post-secondary institution (other than a graduate program); or
- (iii) completed a two- or three-year diploma program at a another post-secondary institution.

12.4.3.2 – Current Students in the School of Graduate Studies or Professional Programs at Queen's

Students registered in the School of Graduate Studies or Professional Schools at Queen's University who hold an undergraduate degree from Queen's may register in the Faculty of Arts and Science and enrol in Arts and Science courses as post-degree students not on a degree program if they have written permission from their supervisor, the Department and either the School of Graduate Studies or their home Faculty or School.

Students registered in the School of Graduate Studies or Professional Schools at Queen's University who *do not* hold an undergraduate degree from Queen's must apply for admission to the Faculty of Arts and Science through Undergraduate Admission (see the *Academic Calendar Dates* section of the *Calendar*) to register as post-degree students. Such students will be restricted to online courses offered through Continuing and Distance Studies only. They will need written permission from their supervisor, the Department and either the School of Graduate Studies or their home Faculty or School to be admitted and to register in Arts and Science courses.

Students who wish to take courses in the Faculty of Arts and Science as part of their registration as a graduate student must have permission of both the Registrar of the School of Graduate Studies and the Associate Dean (Studies) in the Faculty of Arts and Science.

12.5 – Readmission and Program/Plan Changes within the Faculty of Arts and Science On Campus

The admission procedures described in section **12.5** are relevant for students who are or who have been registered in on-campus studies in the Faculty of Arts and Science at Queen’s University, and who have not completed their Arts and Science degree.

12.5.1 – Current Undergraduate Students in the Faculty of Arts and Science

Undergraduate students currently enrolled in any on-campus program or Plan in the Faculty of Arts and Science who wish to transfer from that program/Plan to any B.A.(Hons.), B.A., B.Sc.(Hons.), B.Sc., B.Cmp.(Hons.), B.Cmp. or B.P.H.E. (Hons.) program/Plan do not proceed through Undergraduate Admission. Instead, they follow those procedures and are subject to those limitations outlined in Academic Regulation **2**.

However, applicants currently enrolled in any program or Plan in the Faculty of Arts and Science who wish to transfer to the B.F.A.(Hons.) or B.Mus. programs must contact the Faculty Office, Student Services, since these Programs have specialized entry requirements, as outlined in Admission Regulation **5**.

Students in the B.F.A.(Hons.) and B.Mus. programs who choose to transfer into another program/Plan in Arts and Science should note that by doing so they have withdrawn from that specialized program/Plan to which they were originally admitted. If they wish to return to the program/Plan to which they were originally admitted, they will have to apply through Undergraduate Admission, and will be required to meet the minimum requirements as outlined in Admission Regulation **5**.

12.5.2 – Former Arts and Science Students

12.5.2.1 – Readmission

All former Arts and Science students must apply for readmission to Queen’s if they have:

- (i) completed more than the equivalent of 18.0 units, including failures, at another post-secondary institution without a Letter of Permission; or
- (ii) transferred to a degree program at another post-secondary institution (other than a graduate program); or
- (iii) completed a two- or three-year diploma program at a another post-secondary institution.

12.5.2.2 – Former Arts and Science Students in Good Academic Standing

Students who were previously registered in the Faculty of Arts and Science in good academic standing, and who have not subsequently attended another post-secondary institution, may resume their studies by completing a Return to Studies form, available on the Arts and Science website.

Students who were previously registered in the Faculty of Arts and Science in good academic standing, who, without a Letter of Permission from Queen’s, subsequently attended another post-secondary institution and completed the equivalent of 18.0 units or less in university-level courses, including failures, or who were in, but did not complete a two- or a three-year diploma program may also resume their studies by completing a Return to Studies form, but will not receive any transfer credit for courses completed at the other post-secondary institution(s).

12.5.2.3 – Former Arts and Science Students on Probation or Required to Withdraw

Former Arts and Science students on probation or required to withdraw for a minimum of one year from the Faculty of Arts and Science may resume their studies by completing a Return to Studies form, available on the Arts and Science website. They will not receive transfer credit for courses completed at other institutions while they were on probation or under a requirement to withdraw (see Academic Regulations **13** and **14**).

Former Arts and Science students who have been required to withdraw for a minimum of three years from the Faculty of Arts and Science may, after the minimum withdrawal period, appeal to the Office of the Associate Dean

(Studies) in the Faculty of Arts and Science to have the requirement to withdraw waived (see Academic Regulation **13**). They will not receive transfer credit for courses taken at other institutions while they were under a requirement to withdraw (see Academic Regulations **13** and **14**).

Admission Regulation 13: Application Procedures for Distance Studies

Distance Studies offer access to online studies in the Faculty of Arts and Science. Distance Studies are intended to provide opportunities to students who are physically distant from the Kingston campus and to those who prefer to study online. In addition, because of the physical space constraints on campus, most non-degree students are restricted to studies via distance. Distance Studies are not suitable for students whose goal is to study on campus.

All candidates for admission to Distance Studies in the Faculty of Arts and Science apply through the Arts and Science Online website at http://www.queensu.ca/artsci_online/apply. Candidates for admission to Distance Studies will be considered for Fall, Winter or Summer Term entry. On behalf of qualified applicants, Undergraduate Admission will consult with the Faculty Office and the departments concerned in determining successful candidates.

Students who have been admitted to Distance Studies in the Faculty of Arts and Science and who wish to transfer to on-campus studies in the Faculty of Arts and Science must follow the relevant application procedures in Admission Regulation **12**. Applicants who have been registered in Distance Studies in the Faculty of Arts and Science will be considered for upper-year admission only and will be subject to the same entry requirements and enrolment limitations as other upper-year transfer students, detailed in Admission Regulation **5**.

13.1 – Admission to a Distance Degree, Diploma or Certificate Program

Candidates for Distance Studies on a degree, diploma or certificate program include applicants for first degrees (Admission Regulations **2**, **3**, **4** and **8**), applicants for Second Degrees (Admission Regulation **7**), applicants for certificate and diploma programs (Admission Regulation **2.2.10**), and applicants who wish to transfer to the Faculty of Arts and Science on a degree or certificate program from another post-secondary institution (Admission Regulation **5**).

All current on-campus Queen's students are able to register in online courses offered by the Faculty of Arts and Science.

13.2 – Admission to Non-Degree Distance Studies

Non-degree Distance Studies include students in the following categories:

13.2.1 – Visiting Students from Other Post-Secondary Institutions

Visiting students from other post-secondary institutions who wish to take online courses in the Faculty of Arts and Science on a Letter of Permission.

13.2.2 – Interest Candidates

Candidates who wish to take online courses in the Faculty of Arts and Science out of interest or for professional certification, provided they have completed at minimum the Ontario Secondary School Diploma or equivalent, or are at least 21 years of age in the calendar year of admission.

Candidates who are admitted to the Faculty of Arts and Science for non-degree Distance Studies and who wish to be admitted to a degree program must apply through Undergraduate Admission.

13.2.3 – Current Students in the School of Graduate Studies or Professional Programs at Queen's

Students registered in the School of Graduate Studies or Professional Schools at Queen's University who *do not* hold an undergraduate degree from Queen's and wish to take online courses in the Faculty of Arts and Science.

Admission Regulation 14: Application Procedures for Study at the Bader International Study Centre

Students in the Faculty of Arts and Science may participate in the Upper-Year Program at the Bader International Study Centre (BISC) by applying through Undergraduate Admission. Students must have completed a minimum of

24.0 units at Queen's and must be in good academic standing (see Academic Regulation 13.3.2). At the time of application, students will indicate the courses in which they wish to enrol.

Students who have been admitted to the Faculty of Arts and Science in the Interest (see Admission Regulation **11.4**) or Part-Time on Probation (see Admission Regulation 12.4.1) category must fulfill the conditions of their admission prior to being able to register at the BISC.

Applicants wishing to participate in the First-Year Program at the BISC should refer to Admission Regulation **2**.