

5 ACADEMIC REGULATIONS AND STANDING

Academic Regulations exist to maintain the standards of the Bachelor of Commerce Program, and to ensure the candidates who graduate have the mandatory knowledge and experience to merit receiving the degree. Degrees are awarded according to the requirements and processes set out in the Academic Regulations.

Every student is responsible for knowing and meeting or upholding the Academic Regulations in order to progress through, and ultimately be awarded, the Bachelor of Commerce degree. The Academic Regulations below are currently in effect. Regulations are consistently reviewed and may change from time to time. Any changes that take place during the academic year will be communicated to students; it is the student's responsibility to be aware of any such changes.

Each candidate for the Bachelor of Commerce degree must successfully achieve the Regulations below to progress through the program in Good Academic Standing.

5.1 Progression in the Commerce Program

Each candidate for the Bachelor of Commerce degree must successfully meet or achieve the Regulations below in order to be in Good Academic Standing, to progress through the Program, and to be eligible for graduation from the Program.

Students must achieve the following:

1. Attain an academic year GPA of not less than 2.00 at the end of the regular academic session (September – April); and
2. Maintain a cumulative GPA of not less than 2.00 (includes all courses taken at Queen's registered under the Bachelor of Commerce); and
3. Pass all courses attempted (including required courses, Commerce elective courses, and elective courses from other faculties); and
4. Be registered as a full-time student in the Bachelor of Commerce Program. That is, they must take at least 60% of the normal course load during the September to April time frame.

Please note that the academic year GPA and the cumulative GPA are the same for students completing their first year of study.

Students who do not meet these requirements may be in Academic Jeopardy, placed on Academic Probation, or required to withdraw from the program. The implications of not meeting the requirements vary depending on year of study. See *5.3 Academic Standing for First-Year Students*

and *5.4 Academic Standing for Upper-Year Students* for more information.

5.2 Academic Standing

Academic Standing is assessed once a year at the end of the Winter Term. All students registered in the Bachelor of Commerce program will be assessed.

Only courses taken at Queen's and registered under the Bachelor of Commerce degree are considered in assessments of Academic Standing.

A student's Academic Standing has implications for their eligibility to participate in an international exchange.

5.2.1 Good Academic Standing

Students are considered to be in Good Academic Standing when they uphold the Academic Regulations set out in *5.1 Progression in the Commerce Program*.

If a student does not uphold the Academic Regulations they are no longer in Good Academic Standing and may be in Academic Jeopardy, placed on Academic Probation, or required to withdraw from the Bachelor of Commerce Program, depending on the year of study and individual circumstances.

5.3 Academic Standing for First-Year Students

Academic Standing is assessed at the end of each regular academic year (September – April). Students are considered first-year until the completion of 33.0 units, or until the end of the winter term of the first academic year in which they are enrolled in the Commerce Program (whichever comes first). In cases where it is not clear whether the student should be considered first-year for the purposes of progression, the Academic Progress Committee will make the determination.

5.3.1 Academic Jeopardy

A first-year student who does not meet one of the requirements for academic progression, as stipulated in *5.1 Progression in the Commerce Program*, will be in Academic Jeopardy for the next regular academic session. The terms of Academic Jeopardy are communicated to the student in a letter from the Director of Student Services (or delegate). There will be no notation placed on the student's transcript.

During the period of Academic Jeopardy, the student must meet all of the terms and conditions communicated by the Director of Student Services (or delegate). If the student does not meet one or more of these conditions, they may be placed on Academic Probation or required to withdraw from



the Commerce Program at the end of the academic year. A student who fulfills all of the terms of Jeopardy will continue in the program under the normal conditions for progression.

Students may only be placed on Academic Jeopardy at the end of their first year of studies. Therefore, any student who - once cleared of Jeopardy - again fails to satisfy the normal requirements to remain in Good Academic Standing, may be placed on Academic Probation or required to withdraw from the Commerce Program.

Academic Jeopardy is not punitive, but rather intended to ensure that students have access to the resources and guidance required to be successful in the program. The status of Academic Jeopardy may not be appealed.

5.3.2 Academic Probation

A first-year student will be placed on Academic Probation for the next regular academic session if they have not met two of the conditions for progression; specifically, if:

1. At the end of the regular academic session (September – April), they have failed two courses; or
2. At the end of the regular academic session, they have:
 - Failed one course and failed to attain a GPA of at least 2.00; or
 - Failed one course and was not registered as a full-time student (60% course load); or
 - Failed to maintain a 2.00 GPA and was not registered as a full-time student (60% course load).

Terms of probation are communicated to the student in a letter from the Director of Student Services (or delegate). The notation "Placed on Academic Probation" will be placed on the student's transcript. This notation will be removed from the student's transcript if, and when, the terms of Probation are successfully met.

During Probation, the student must strictly meet all of the terms and conditions of Probation communicated by the Director of Student Services (or delegate). If the student does not meet one or more of these conditions, they will be required to withdraw from the Commerce Program at the end of the academic session. A student who fulfills all of the terms of probation will be removed from Academic Probation at the end of the academic session and will continue in the program under the normal conditions for progression.

A student may not be placed on Academic Probation more than once in the Commerce Program. Therefore, any student who once cleared of probation again fails to satisfy the normal requirements to remain in Good Academic Standing, will be required to withdraw from the Commerce Program according to 5.3.3. Requirement to Withdraw. (p. 2)

A student's academic performance may be affected by significant extenuating circumstances beyond their control, resulting in being placed on Academic Probation. The student may appeal to the Academic Progress Committee (APC) to have Probationary status and/or the terms of Probation reconsidered. For more information, please see *7 Academic Decisions and Appeals*.

5.3.3

Requirement to Withdraw

A first-year student will be required to withdraw from the Commerce Program for one (1) year if, at the end of the regular academic session (September – April) they have:

- failed three or more courses; or
- failed two courses and failed to attain a GPA of at least 2.0; or
- failed two courses and were not registered as a full-time student (60% course load); or
- failed one course, failed to attain a GPA of at least 2.0, and were not registered as a full-time student (60% course load).

Students who have been required to withdraw for one (1) year, and wish to return to the Commerce Program, will not be permitted to register in any Queen's courses for twelve months. The Academic Standing "Required to Withdraw for One Year" shall be placed on the student's transcript. After a one-year period has passed students may register by contacting the Commerce Office no later than July 1 to declare their intent to return to studies in the fall term. They do not need to apply for readmission. Students who are required to withdraw for one (1) year will not be allowed to transfer units from another post-secondary institution for classes taken while required to withdraw.

A student who is required to withdraw from the Commerce Program for one (1) year for failing to meet the Academic Progression Requirements will not have the prescribed period of withdrawal included in the calculation of the maximum term of study. For more information see *4.3.3 Requirement to Withdraw: One Year and Three Years*.

Upon returning to studies, students will continue on Academic Probation for one (1) year and must strictly meet all of the terms of probation as communicated by the Director of Student Services (or delegate).

Students who do not wish to return to the Commerce Program may apply for admission by transfer to another Queen's faculty or another university, subject to the admission criteria of that faculty or university. If a student transfers to another program or university, readmission to

the Commerce Program is by application for upper-year transfer and is not guaranteed.

A student's academic performance may be affected by significant extenuating circumstances beyond their control, resulting in a requirement to withdraw. The student may appeal to the Academic Progress Committee (APC) to have the requirement to withdraw from the program reconsidered. For more information, please see *7 Academic Decisions and Appeals*.

5.4 Academic Standing for Upper-Year Students

For the purposes of Academic Progression, students are considered upper-year after completing their first fall and winter terms. In cases where it is not clear whether the student should be considered upper-year for the purposes of progression, the Academic Progress Committee will make the determination.

5.4.1 Academic Probation

An upper-year student who does not meet one of the requirements for academic progression, as listed in *5.1 Progression in the Commerce Program*, will be placed on Academic Probation in the next academic year. Terms of Probation are communicated to the student in a letter from the Director of Student Services (or delegate). The notation "Placed on Academic Probation" will be placed on the student's transcript. This notation will be removed from the student's transcript if, and when, the terms of probation are successfully met.

During Probation, the student must meet all of the terms and conditions of Probation as communicated by the Director of Student Services (or delegate). If the student does not meet one or more of these conditions, they will be required to withdraw from the Commerce Program at the end of that academic year. A student who fulfills all of the terms of Probation will be removed from Academic Probation at the end of the academic year and will continue in the program under the normal conditions for progression.

A student may not be placed on Academic Probation more than once in the Commerce Program. Therefore, any student who once cleared of Probation again fails to satisfy the normal requirements to remain in Good Academic Standing, will be required to withdraw from the Commerce Program according to 5.4.2 Requirement to Withdraw. (p. 3)

A student's academic performance may be affected by significant extenuating circumstances beyond their control, resulting in being placed on Academic Probation. The student may appeal to the Academic Progress Committee (APC) to have Probationary status and/or the terms of Probation

reconsidered. For more information, please see *7 Academic Decisions and Appeals*.

5.4.2 Requirement to Withdraw

5.4.2.1 Requirement to Withdraw for One Year ("RTW 1")

An upper-year student will be required to withdraw from the Commerce Program for one (1) year if:

- At the end of the regular academic session (September – April), they have failed more than one course; or
- At the end of the regular academic session, they have:
 - Failed one course and has failed to attain an academic year GPA of at least 2.00; or
 - Failed one course and has failed to attain a cumulative GPA of at least 2.00; or
 - Failed to attain an academic year GPA and a cumulative GPA of at least 2.00; or
 - Failed one course and was not registered as a full-time student; or
 - Failed to maintain an academic year 2.00 GPA and was not registered as a full-time student (60% course load); or
 - Failed to maintain a 2.00 cumulative GPA and was not registered as a full-time student (60% course load).
- At the end of the regular academic session the student is a candidate for Academic Probation (i.e. not met one of the requirements in *5.1 Progression in the Commerce Program*) and was placed on Academic Probation in a previous regular academic session.

Students who have been required to withdraw for one (1) year, and wish to return to the Commerce Program, will not be permitted to register in any Queen's courses for twelve months. The Academic Standing "Required to Withdraw for One Year" shall be placed on the student's transcript. After a one-year period has passed students may register by contacting the Commerce Office no later than July 1 to declare their intent to return to studies in the fall term. They do not need to apply for readmission. Students who are required to withdraw for one (1) year will not be allowed to transfer units from another post-secondary institution for classes taken while required to withdraw.

Upon returning to studies, students will continue on Academic Probation for one (1) year and must strictly meet all of the terms of Probation as communicated by the Director of Student Services (or delegate).



5.4.2.2 Requirements to Withdraw for Three Years ("RTW 3")

If a student was previously required to withdraw, and again does not meet the criteria to be in Good Academic Standing, they will be required to withdraw for three (3) years.

Students who have been required to withdraw for a minimum of three (3) years, and wish to return to the Commerce Program, will not be permitted to register in any Queen's courses for a minimum of three-years. The Academic Standing "Required to Withdraw for Three Years" shall be placed on the student's transcript.

After the minimum withdrawal period of three (3) years has passed, students may register by contacting the Commerce Office no later than July 1 to declare their intent to return to studies in the fall term. They do not need to apply for readmission. All students who return to studies in the Commerce Program after a period of absence of three (3) 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 (3) years will not be allowed to transfer units from another post-secondary institution for classes taken while required to withdraw.

A student who is required to withdraw from the Commerce Program for one (1) year or three (3) years for failing to meet the Academic Progression Requirements will not have the prescribed period of withdrawal included in the calculation of the maximum term of study. For more information see 4.3.3 *Requirement to Withdraw: One Year and Three Years*.

Upon returning to studies, students will continue on Academic Probation for one (1) year and must strictly meet all of the terms of probation as communicated by the Director of Student Services (or delegate). When a student returns to studies following an RTW 3, any further violation(s) of the Academic Progression Requirements will result in a requirement to withdraw from the Commerce Program permanently.

Students who do not wish to return to the Commerce Program may apply for admission by transfer to another Queen's faculty or another university, subject to the admission criteria of that faculty or university. If a student transfers to another program or university, readmission to the Commerce program is by application for upper-year transfer and is not guaranteed.

A student's academic performance may be affected by significant extenuating circumstances beyond their control, resulting in a requirement to withdraw. The student may appeal to the Academic Progress Committee (APC) to have the requirement to withdraw from the program reconsidered.

For more information, please see 7 *Academic Decisions and Appeals*.

5.5 Effective Date of Sanctions

As noted in section 33 of the Student Academic Appeals Policy (<https://www.queensu.ca/secretariat/policies/senate/student-academic-appeals-policy/>), ordinarily no sanction, penalty or requirement to withdraw shall be put into effect until the student affected has either exhausted all available channels of appeal or the time for filing an appeal has expired and no appeal has been filed. For the purpose of this provision, the University will normally consider an adverse academic decision to be a sanction.

Notwithstanding the above, if an academic unit determines that the interests of third parties may be prejudiced by the continued enrolment of a student in a course or program, the unit may decide that, pending an appeal from an adverse academic decision, the student should not be permitted to continue in their course or program or should be precluded from progressing to the next academic stage. A student who is subject to an immediate sanction under this paragraph may request that the Chair of the appellate body with jurisdiction over the matter expedite the appeal. This request may result in a direction abridging the time for filing of documents, or other interim or preliminary directions.