

# BACHELOR OF COMMERCE

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## Definitions

### Academic Plan

A specified combination of courses leading to a degree in a particular subject.

### Academic Regulations

Requirements to be met and procedures to be followed for progression through the Commerce Program and the awarding of the degree of Bachelor of Commerce.

### Auditor

A student who attends a course with the consent of the instructor; formal registration is required but the student does not receive credit for the course and is not entitled to submit exercises or write examinations. For transcript notation, see *4.5.1 Non-Evaluative Grades*. For audit policies, see *4.4.11 Auditing Courses*.

### Commerce Office

The administrative staff who administers the Commerce program and assists students with questions and advice.

### Co-requisite

A requirement that must be fulfilled concurrently with another course.

### Core

A course that is required, or is selected from an extremely limited list of courses, in a plan.

### Elective

A course chosen by the student to satisfy part of the requirements for the degree.

### Equivalency

A pair of courses of equal unit value, one of which may no longer be offered, which are considered to be similar enough that one may serve interchangeably for the other in terms of prerequisites, corequisites, exclusions, and plan and program requirements. Credit will only be given for one of the pair.

### Exclusion

A list of two or more courses that are considered similar enough that credit will only be given for a defined subset of courses from that list. Usually, holding credit for an excluded course(s) will prevent registration of the remaining courses on the list.

### Extenuating Circumstances

See *8.3.1 Extenuating Circumstances*.

### Grade Point Average (GPA)

The unit-weighted average grade in a set of courses, based on a 4.3 grade point scale.

### International Letter of Permission (ILOP)

A formal document allowing a student to take a course at an institution outside of Canada (international) for credit toward the degree. See *4.4.9.3 International Letter of Permission* (<https://queensu-ca-public.courseleaf.com/business/bachelor-commerce/program-curriculum-grading/#degreerequirementsandcoursestext>).

### Letter of Permission (LOP)

A formal document allowing a student to take a course at another institution in Canada for credit toward the degree. See (<https://queensu-ca-public.courseleaf.com/business/bachelor-commerce/program-curriculum-grading/#degreerequirementsandcoursestext>) *4.4.9.2 Letter of Permission* (<https://queensu-ca-public.courseleaf.com/business/bachelor-commerce/program-curriculum-grading/#degreerequirementsandcoursestext>).

### Level

Where the student is in the academic plan. Determined by the number of passed units completed:

- 0.0-26.9 units (level 1)
- 27.0-53.9 units (level 2)
- 54.0-89.9 (level 3)
- 90.0 units and above (level 4)

### Official Documentation

See *7.1.2 Official Documentation*.

### One-way Exclusion

A course that will prevent enrolment if taken with or before another course.

### Prerequisite

A requirement that must be met prior to registration in a course.

### Program

An approved set of courses leading to a degree.

### Regular Academic Session

A regular session normally consists of the Fall and Winter terms of instruction.

### SOLUS

SOLUS (Student On-Line University System) allows students to manage their Academic, Financial, Contact and Admission details during their academic career at Queen's.

### Unit

The academic value of a course.

**Upper Year Student**

Students who are studying in their second, third, or fourth year of the Commerce Program.

**Withdrawal**

A formal process for discontinuing studies.