

## 4 PROGRAM CURRICULUM AND GRADING

### 4.2 Course Registration

Students are responsible for ensuring that they are registered in the appropriate required and elective courses for their year of study to meet degree requirements. For more information see *4.4.2 Required and Elective Courses*. If you have questions, please speak with an Academic Advisor in the Commerce Office. They can help to answer questions about degree requirements and course enrollment. The Academic Advising Report, available on your SOLUS account, is also a helpful resource.

Students are permitted to make changes to their courses using SOLUS. Students are encouraged to consult the Office of the University Registrar (<http://www.queensu.ca/registrar/>) for information on academic and financial deadlines.

### 4.3 Timeframe

Once registered, students typically complete the program in four (4) years. However, there may be circumstances that change this timeline. If you have questions about your path through the program, speak with an Academic Advisor. An Advisor can help to develop a plan that works for you.

#### 4.3.1

##### Leave of Absence

Sometimes, students may want to pause their studies for a term or a year. This may be due to extenuating circumstances, an employment or athletic opportunity, or another reason. Students who would like to pause their studies should speak to an Academic Advisor about requesting a Leave of Absence (LOA).

The process to request a LOA is as follows:

- Students wishing to take an LOA should contact an Academic Advisor.
- To be eligible for an LOA, students must normally be in Good Academic Standing in the program, or have extenuating circumstances (see *6.3.1 Extenuating Circumstances*). However, there may be exceptions to this policy, depending on the circumstances. Speak to an Academic Advisor about submitting a written request to the Associate Dean, Undergraduate (or delegate).
- Depending on the circumstances, students may be asked to submit documentation to support their request (see *7.1.2 Official Documentation*).

- Supporting documentation may also be requested before returning to studies.

Students who are on an LOA must notify the Commerce Office in writing of their intention to return to their studies at least two (2) months prior to the beginning of the new academic session. This is to ensure students are able to enroll in courses before the new term begins.

Students may not take any courses at Queen's during their LOA, nor may students take any university credits for the purposes of transfer to their Bachelor of Commerce degree. Students who are interested in taking one or two courses, rather than pausing their studies completely, should ask for permission to take a reduced course load rather than an LOA. Speak to an Academic Advisor about this option.

#### 4.3.2 Requests for Extensions to the Maximum Term of Study

While students typically take four (4) years to complete the degree, any student may extend their degree by up to two (2) years. Students who wish to take up to six (6) years to complete their degree do not require any special permission.

Extensions beyond six (6) years may be requested for a number of reasons. At any point, should students need to extend their term of study beyond a total of six (6) years, they should speak to an Academic Advisor about submitting a request to the Associate Dean, Undergraduate (or delegate). It is possible to complete your degree even if you have not been an active student for a number of terms.

Any questions regarding extending the maximum term of study should be directed to the Commerce Office.

#### 4.3.3 Requirement to Withdraw: One Year and Three Years

A student who is required to withdraw from the Commerce Program for one year (RTW 1) or three years (RTW 3) for failing to meet the Academic Progression Requirements or for violations of academic integrity will not have the prescribed period of withdrawal included in the calculation of the maximum term of study. Students may not take any courses at Queen's during the period in which they are required to withdraw, nor may students take any university credits for the purposes of transfer to their Bachelor of Commerce degree. 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. For more information, please see 5 Academic Regulations and Standing (<https://>



[queensu-ca-public.courseleaf.com/business/bachelor-commerce/academic-regulations/](https://queensu-ca-public.courseleaf.com/business/bachelor-commerce/academic-regulations/)).