

# 4 PROGRAM CURRICULUM AND GRADING

## 4.5 Grading

The grading system for courses in the Commerce Program is:

Letter Grade	Grade Point	Percentage
A+	4.3	90-100
A	4.0	85-89.9
A-	3.7	80-84.9
B+	3.3	77-79.9
B	3.0	73-76.9
B-	2.7	70-72.9
C+	2.3	67-69.9
C	2.0	63-66.9
C-	1.7	60-62.9
D+	1.3	57-59.9
D	1.0	53-56.9
D-	0.7	50-52.9
F	0.0	0-49.9

### 4.5.1 Non-Evaluative Grades

#### 4.5.1.1 Pass/Fail Grades

A grade of Pass (P) may be assigned when a student meets or exceeds the minimum standards in a course that has been designated for pass/fail grading either by an academic unit or by the student as a Personal Interest Credit (see 4.4.13 *Personal Interest Credit*). A grade of Fail (F) will be given if the student does not meet the minimum standards in a course that has been designated for pass/fail grading. A course that has been assigned a grade of Pass will not be included in the student's GPA but may be counted for credit towards a degree program. A grade of F in a course that has been designated for pass/fail grading will be included (with the corresponding grade point of 0.0) in any GPA calculation. Other non-evaluative grades (IN, GD) may be entered in accordance with the academic regulations.

#### 4.5.1.2 Aegrotat Standing (AG)

Aegrotat Standing (AG) in a course is reserved for situations in which a student has completed and passed at least 60% of the work for a course but, because of extenuating circumstances beyond his or her control, (see 6.3.1 *Extenuating Circumstance* (<https://queensu-ca-public.courseleaf.com/business/bachelor-commerce/academic-standards/>)) is unable to complete all the work of the course.

A student seeking Aegrotat Standing in a class must submit an appeal to the Associate Dean, Undergraduate (or delegate; see 7.4 *Appeals to the Associate Dean, Undergraduate* (<https://queensu-ca-public.courseleaf.com/business/>))

(bachelor-commerce/academic-decisions-and-appeals/)). Students should note the 7.4.1 *Timeline of Appeals to the Associate Dean, Undergraduate* (<https://queensu-ca-public.courseleaf.com/business/bachelor-commerce/academic-decisions-and-appeals/>). The appeal submission should typically have the written support of the instructor. As part of the appeal, the instructor will indicate whether the student has demonstrated an understanding of the class material and will provide an estimate of the student's grade in the class based on the work completed. The Associate Dean, Undergraduate will consider whether a request for academic consideration was made to the course instructor and/or the Commerce Office during the term. In addition, the decision-maker will consider whether an alternative plan would allow the student to complete the course. For example, the student may be given permission to submit course work late or defer the writing of a final examination. In this case, the student would be granted the temporary designation Incomplete (IN).

If the request is granted, this estimated letter grade will appear on the student's transcript together with a note reading "Aegrotat Estimated Grade." Aegrotat grades will be included in the student's grade point average (GPA), and can be used as credit earned towards a degree program.

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

#### 4.5.1.3 Credit Standing (CR)

Credit Standing (CR) in a course is reserved for situations in which a student has completed all of the work of the course including the final examination, and achieved a passing grade in the course, but because of illness or other extenuating circumstances beyond their control (see 6.3.1 (<https://queensu-ca-public.courseleaf.com/business/bachelor-commerce/academic-standards/>)) (*Extenuating Circumstances*), earned a substantially lower grade than might have been expected (normally a grade of C or lower).

A student seeking Credit Standing in a course must submit a formal appeal to the Associate Dean, Undergraduate (or delegate; see 7.4 *Appeals to the Associate Dean, Undergraduate* (<https://queensu-ca-public.courseleaf.com/business/bachelor-commerce/academic-decisions-and-appeals/>)). Students should note the 7.4.1 *Timeline of Appeals to the Associate Dean, Undergraduate*. As part of the appeal, the instructor must normally provide written support. The Associate Dean, Undergraduate will consider whether a request for academic consideration was made to the course instructor and/or the Commerce Office during the term and,



if academic consideration was provided during the term, what additional basis exists that might warrant substituting the grade assigned by the instructor.

If the request is granted, a course with Credit Standing will not be included in the student's GPA, but can be used as credit earned towards a degree program. Students who wish to use a course in which they have Credit Standing as a prerequisite for registering in a further class may need to appeal to the instructor of the class if the prerequisite requirement includes a minimum grade. Instructors have the authority to waive this prerequisite at their discretion.

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

#### **4.5.1.4 Grade Deferred (GD)**

Grade Deferred Standing (GD) is a temporary designation reserved for circumstances in which:

1. A student has submitted all the work in a course, but the final grade is not available (e.g. late assignment not yet marked); or
2. A suspected departure from academic integrity is under investigation or under appeal and a final grade for the course cannot yet be determined.

The instructor shall indicate to the Director of Student Services (or delegate) the special circumstances under which the GD is being assigned, and in the case of (1) above, shall provide a timeline for submission of the final grade.

A grade of GD will not be included in the determination of a student's grade point average, and any course with a GD designation may not be counted for credit towards a degree program.

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

#### **4.5.1.5 Incomplete (IN)**

Incomplete Standing (IN) is a temporary designation reserved for a course in which a student who, because of extenuating circumstances beyond their control (see 6.3.1 Extenuating Circumstances (<https://queensu-ca-public.courseleaf.com/business/bachelor-commerce/academic-standards/>)), has not completed all work for a course and/or requests permission to defer the writing of a final examination.

A student seeking incomplete standing may be requested to provide documentation that demonstrates extenuating circumstances (see 7.1.2 *Official Documentation*). The date for the work to be completed should be reached by mutual agreement between the instructor and student. Incomplete

work can normally be submitted no later than the end of the subsequent term.

In cases where a student will receive a failing grade if all outstanding work is not completed or the exam is not written, an IN grade will be submitted by the instructor. A grade of IN will not be included in the determination of a student's grade point average, and any course with an IN designation may not be counted for credit towards a degree program. If the outstanding work is not submitted by the end of the subsequent term, the IN grade will lapse to an F (failure) and will be included in the student's grade point average.

Any extensions beyond either the date of the first agreement or the end of the subsequent term must be approved by the Director of Student Services (or delegate).

#### **4.5.1.6 Transfer Credit (TR)**

A Transfer Credit (TR) designation is reserved for a course in which a student undertakes study at another accredited post-secondary institution (see 4.4.9 *Transfer Credit*). A transcript note will accompany this entry, indicating the University or other academic institution from which the credit was earned, and the degree program to which the transferred course is being credited. Under no circumstances shall the grade provided by another post-secondary institution be placed on the Queen's transcript.

Students who wish to use a course in which they have a TR designation as a prerequisite for registering in a further class may need to appeal to the instructor of the class. Instructors are able to waive prerequisites at their discretion. Transfer credit designations will not be included in the student's GPA but may be counted for credit towards a degree program.

#### **4.5.1.7 Audit (AU)**

The Audit (AU) designation is reserved for courses in which a student officially attends a class as a registered auditor but in which the student does not undertake any work to be marked by the instructor.

Audit designations will not be included in the student's GPA and will not be counted for credit towards a degree program. For more information, see 4.4.11 *Auditing Courses*.

#### **4.5.1.8 Dropped (DR)**

The Dropped (DR) designation indicates a course that is dropped by a student after the deadline to drop without Faculty/School permission (see 4.4.8 *Adding and Dropping Courses*), or as the result of a successful appeal (see 7 *Academic Decisions and Appeals*).

Dropped designations will not be included in the student's grade point average and will not count for credit towards a

degree. A student may not appeal to remove a DR grade from the transcript.

#### **4.5.1.9 Not Graded (NG)**

The Not Graded (NG) designation indicates the completion of the first half of a multi-term course. A student will receive an NG designation at the end of the first term in which the class was in progress. At the end of the second term in which the course is offered a letter grade or other appropriate designation shall be entered. Not Graded designations will not be included in the student's GPA and will not be counted for credit towards a degree program. No course with an NG designation may subsequently be counted as partial or full credit towards completion of another course at Queen's University, or as transfer credit. For more information see *4.4.8.1 Dropping Multi-Term Courses*.

#### **4.5.1.10 Courses in Progress (no designation)**

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

#### **4.5.2 Grade Point Average**

Year and cumulative GPAs are calculated on a weighted basis using the number of units assigned to the course.

For students enrolled in a dual degree program, the cumulative GPA calculated on the transcript will include all courses taken under both degrees. However, for the purposes of Commerce awards and academic progression, only those courses registered under the Bachelor of Commerce will be included in the year or cumulative GPA.

The year GPA is calculated differently for different purposes. For more information, please see *4.5.5 Dean's List* and *5 Academic Regulations and Standing*.

#### **4.5.3 Grading Specifications**

At the beginning of each course, the professor will provide a clear statement of the basis on which the final mark will be assessed. All work assigned and the weight, if any, that it will contribute to the final mark will be specified. An instructor may specify that students must pass the individual deliverable(s) to pass the course.

#### **4.5.4 Class Participation**

Class participation grades are allocated in some courses. Different instructors may define participation in different ways. For example, participation may include contributions to class discussions or discussion boards, class attendance, timely completion of assigned work, and any other relevant factors as judged by the instructor. Professors who choose to evaluate class participation as part of student evaluation should define the specific form and opportunities for this participation at the start of their course.

#### **4.5.5 Dean's List**

Students in years one, two, and three who have obtained an academic year GPA of at least 3.50 at the end of the Summer Term, and who have not otherwise been placed on the Dean's List with Distinction, will be placed on the Dean's List.

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

1. They must have completed a minimum of 18.0 graded Queen's units in the relevant Fall-Winter-Summer academic year, excluding courses with the non-evaluative grades AU, CR, DR, NG and P (e.g. a Personal Interest Credit). Only courses that contribute towards the Bachelor of Commerce degree program will be included in the academic year GPA.
2. There may be no failures in the relevant Fall-Winter-Summer academic year.
3. There may be no outstanding IN or GD grades. All final grades and changes of grade must be submitted by 31 August, the final date for determination of an academic year GPA.

This honour will be noted on the student's transcript

#### **4.5.6 Dean's List with Distinction**

Students in years one, two, and three who have achieved an academic year GPA in the top 10 per cent of all students within their year are eligible for consideration for the Dean's List with Distinction. They must also meet those eligibility criteria as outlined for the Dean's List. (p. 3)

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

#### **4.5.7 Dean's List: Students on International Exchange Programs**

Students in year 3 who have participated in an approved exchange program at an international partner university may be considered for placement on the Dean's List. To be eligible for consideration, the student must:

1. Have participated in an approved international exchange program.
2. Have completed a minimum of 12.0 graded Queen's units in the relevant Fall-Winter-Summer academic year, excluding courses with the non-evaluative grades AU, CR, DR, NG and P (e.g. a Personal Interest Credit). Only courses that contribute towards the Bachelor of Commerce degree program will be included in the academic year GPA.
3. Have achieved a minimum GPA of 3.50 on these units.
4. Have no failures in the relevant Fall-Winter-Summer academic year, either at Queen's or at the partner university.



5. Have no outstanding IN or GD grades. All final grades and changes of grade must be submitted by 31 August, the final date for determination of an academic year GPA.

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

#### **4.5.8 Dean's List with Distinction: Students on International Exchange Programs**

Students in year 3 who participate in international exchange, and who have achieved an academic year GPA in the top 10 per cent of all students within their year, are eligible for consideration for the Dean's List with Distinction. They must also meet those eligibility criteria as outlined for the 4.5.7 (p. )Dean's List: Students on International Exchange Programs. (p. )

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

#### **4.5.9 Graduation with First Class Honours**

A student who graduates from the Bachelor of Commerce Program with a cumulative GPA of at least 3.50, and who has taken at least 90.0 units towards their Bachelor of Commerce degree at Queen's University, shall have the designation 'First Class Honours' placed on their transcript.

For the purposes of calculating the student's cumulative GPA, all courses taken at Queen's and registered as part of the Bachelor of Commerce degree will be included.