5 ACADEMIC REGULATION AND STANDING

Academic Regulations exist to maintain the standards of the Certificate, and to ensure the candidates have the mandatory knowledge and experience to merit receiving the Certificate. Certificates 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 Certificate. 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 remains the student's responsibility to be aware of any such changes.

Each candidate for the Certificate must successfully achieve the Regulations below to progress, and to be eligible to be awarded the Certificate. Failure to meet these Regulations will be reviewed by the Program Manager on behalf of the Executive Director of the Commerce Program, who may impose sanctions such as a requirement to withdraw from the Certificate.

5.1 Progression in the Certificate in Business

In order to progress in the Certificate in Business:

1. Students must attain an academic grade point of not less than 2.0 (C) in each course taken as part of the Certificate in Business (all 200- and 600-level Certificate courses);
2. Current undergraduate students, either at Queen's or at another post-secondary institution, must complete their degree program to be awarded the Certificate.

Students may not choose to designate a Certificate course for pass/fail grading (i.e. a Personal Interest Credit).

Students who receive a grade below C in one course, including a failing grade, may continue in the Certificate without an appeal, but are considered to be in Academic Jeopardy. For more information, see Academic Jeopardy *(*p. 1*).*

A student who earns less than a C in more than one course may be required to withdraw from the Certificate in Business. For more information, see *Requirement to Withdraw.*

Courses that were repeated before enrolling in the Certificate do not have implications for Academic Standing while in the Certificate. For this reason, current Queen's students are strongly encouraged to complete 6.0 units at the 200-level before enrolling in the Certificate.

Students whose academic performance was significantly affected by extenuating circumstances beyond their control (see 6.3 Extenuating Circumstances *(*https://queensu-ca-public.courseleaf.com/business/certificate-in-business/academic-standards-and-requirements/*))* may appeal to the Academic Progress Committee of the Certificate in Business. Students may appeal to:

- Waive the requirement to withdraw from the program.
- Waive the requirement to repeat a course.
- Waive Academic Jeopardy, and be granted a second opportunity to earn a grade below C without being required to withdraw from the Certificate.

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

Students who are no longer registered in a degree program are responsible for informing the Program Manager. The requirement to complete a degree cannot be appealed.

Students may direct inquiries regarding progression in the Certificate to the Program Manger.

Please note that current Queen's students should consult with their home faculty regarding progression in their undergraduate degree.

5.2 Academic Standing

The following Academic Standings may apply, depending on individual circumstances:

Good Academic Standing
In order to progress and to be eligible for the Certificate, students must be in Good Academic Standing. Students are considered to be in Good Academic Standing when they uphold the Academic Regulations set out in *Progression in the Certificate in Business*.

A student who fails to uphold any one of the Academic Regulations is no longer in Good Academic Standing, and may be in Academic Jeopardy or required to withdraw from the Certificate.

Academic Jeopardy
A student who fails to attain a C in one course while enrolled in the Certificate is deemed to be in Academic Jeopardy. Students remain in Academic Jeopardy until they successfully repeat the course, and all remaining required courses, with a minimum grade of C.

The Executive Director will inform students in writing that they are in Academic Jeopardy, subject to the student's right of appeal. For more information, please see Academic Decisions and Appeals *(*https://queensu-ca-public.courseleaf.com/business/certificate-in-business/academic-decisions-and-appeals/*).*

Students may appeal to waive Academic Jeopardy on the basis of extenuating circumstances, and upon a successful appeal, be granted a second opportunity to earn a grade below C without being required to withdraw from the Certificate.

Academic Jeopardy will not appear on a student's transcript.

Requirement to Withdraw
A student who has failed to attain a grade of C in more than one course, including a repeated course, may be required to withdraw from the Certificate.

The Executive Director will inform students in writing that they are required to withdraw, subject to the student's right of appeal. For more information, please see *Academic Decisions and Appeals.*

Students may appeal to waive the requirement to withdraw, and upon a successful appeal, be granted the opportunity to progress in the Certificate. Students will be informed, in writing, of the terms that apply in order to remain in the Certificate.

Whether a student withdraws from the Certificate voluntarily, or is required to withdraw, the transcript will indicate that the Certificate in Business was discontinued.

Effective Date of Sanctions
As noted in point 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.