

9 ADMINISTRATIVE POLICES

9.1 The Faculty Board of Smith School of Business

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The Faculty Board of Smith School of Business is constituted as follows: the Principal (ex officio), the Dean, Associate Dean(s) and Assistant Dean(s) of Smith; all regular faculty of Smith (includes tenured, tenure-track and continuing adjunct faculty); all adjunct faculty who have a current appointment at Smith in effect at the date of the meeting; one senior administrative officer from each of the five categories of programs (e.g., BCom, full-time MBA, Executive-format MBA, Master of Management/Graduate Diploma, MSc/PhD); an elected representative of all non-academic, non-teaching staff at Smith; President of the Commerce Society; three additional elected Commerce students; one student from the full-time professional Masters programs (includes full-time MBA and Master of International Business); two students from the part-time professional graduate programs (includes EMBA, AMBA, EMBA, Master of Management and Graduate Diplomas); one student from the research-based graduate programs (includes MSc and PhD).

Review of Record by Faculty Board

The Faculty Board of the School of Business reserves the right to review the record of any student. The Faculty Board will recommend to the Senate the granting of the Degree, after all courses have been completed in accordance with the provisions specified in this Calendar.

9.2 Student Names

As the University is committed to the integrity of its student records, each student is required to provide either on application for admission or on personal data forms required for registration, their complete, legal name. Any requests to change a name, by means of alteration, deletion, substitution or addition must be accompanied by appropriate supporting documentation in accordance with the University Policy on Student Names (<https://www.queensu.ca/registrar/resources/policies/student-names/>).

Students are able to change their preferred name on SOLUS (<https://www.queensu.ca/registrar/resources/solus-help/>).

9.3 Access and Privacy Policy

Personal information collected from registered students will be held and used in accordance with the Freedom of Information Protection of Privacy Act (FIPPA). For more information, see the Office of the University Registrar (<http://www.queensu.ca/registrar/resources/policies/accessprivacy/>).

Students wishing the University to release financial and/or academic information to an individual, including a parent, or to an agency external to the University may do so on SOLUS.

Such authorization will be effective until the student cancels the authorization. For instructions on how to assign authorizations, please see the instructions available from the Office of the University Registrar (<http://www.queensu.ca/registrar/resources/policies/accessprivacy/student-authorization/>).

9.4 Conflict of Interest

Fairness or objectivity may be compromised if academic evaluation is conducted, even in part, by one to whom there is a close personal or professional tie (for example, a family member). Where such a tie does exist between student and instructor, or between student and teaching assistant, the parties involved have the responsibility to declare a potential conflict of interest. Teaching assistants with a conflict of interest should inform the course instructor, who may assist, without prejudice, in arranging evaluation by alternative means. Course instructors with a conflict of interest should inform the Executive Director who may assist, without prejudice, in arranging evaluation by alternative means.

9.5 Withdrawal and Re-admission

A student who withdraws from the Certificate, whether voluntarily or as a result of a requirement to withdraw, is subsequently no longer considered to be enrolled in the Certificate in Business. Students who require a leave of absence should see *Timeframe*.

Following voluntary withdrawal from the Certificate, former students in Good Academic Standing (see 5.2 *Good Academic Standing*) may apply for re-admission. It is important to note that prior admission to the Certificate is not a guarantee of future re-admission. To initiate an application for re-admission, former students must submit all documents and materials required by the admissions procedures in place at the time of their application for re-admission. Students who



return to the Certificate must adhere to the regulations and requirements in place at the time of re-admission.

Students who have been required to withdraw from the Certificate may apply for re-admission after three (3) years from the date of withdrawal. To initiate an application for re-admission, former students must submit all documents and materials required by the admissions procedures in place at the time of their application for re-admission. Students who return to the Certificate must adhere to the regulations and requirements in place at the time of re-admission.

9.6 Financial Policy

Tuition Fees

Important fee information can be found on the Office of the University Registrar's website (<https://www.queensu.ca/registrar/financials/>) and all questions regarding fees should be addressed to the Registrar's Office.

The Certificate in Business requires a student to complete six (6) Commerce courses. Tuition for the Certificate in Business courses varies depending on whether the student is enrolled in a course at the 200-level or 600-level. For more information, see *Course Registration*.

A breakdown of course fees can be found on the Certificate in Business website (https://smith.queensu.ca/academic_programs/certificate-in-business/).

Fees for courses taken during the summer are charged separately from, and in addition to, fees for Fall and Winter term courses.

Fee Schedule

The deadlines for adding and dropping courses without financial penalty are located on the Office of University Registrar's website (<https://www.queensu.ca/registrar/financials/>).

These deadlines do not necessarily correspond with the academic deadlines listed in Sessional Dates.

Students are advised to familiarize themselves with this information in order to avoid financial penalty resulting from a change of registration.

For more information see *Course Registration*.

Outstanding Debts

Queen's University Senate Policy on Student Debtors (<https://www.queensu.ca/secretariat/policies/senate/policy-student-debtors/>) provides that:

Any student with an overdue debt with the University will not be permitted to register or receive examination results, official transcripts or marks reports until the outstanding account is

settled in full or until an acceptable arrangement for settling the account is made. In no case will a diploma be released to a student with an outstanding debt with the University.

Students with outstanding debts may also be restricted from registering for, or attending, courses and until all debts have been paid in full or an acceptable arrangement for the payment of debt has been reached.

A Certificate will not be released to a student with an outstanding debt to the University.

Financial Assistance

Student Awards, (<https://www.queensu.ca/studentawards/home/>) as part of the Office of the University Registrar, plays a key role in supporting the University's mission. Their goal is to ensure that all students have the opportunity to attend Queen's, regardless of their personal financial circumstances. To achieve this, a variety of funding sources may be required.

The Student Awards office is responsible for administering all merit-based undergraduate funding and all need-based funding for both undergraduate and graduate students. Merit-based (scholarship) funding recognizes and rewards students for their achievement, both academic and extra-curricular. Need-based funding (bursaries, awards, work study, loans and grants) is disbursed to students on the basis of demonstrated financial need. Awards Officers are available throughout the year to provide financial advising on budgeting and the various options available to assist students with financing their Queen's education.

9.7 Application to Graduate

A Certificate candidate must apply to graduate from the Certificate program through SOLUS. No other method of degree application is used. For more information on the timeframe for completion of the Certificate please see *Timeframe*.

It is the student's responsibility to indicate their intention to graduate using this method.

9.8 Trademark and Copyright

Smith School of Business is the owner of its trademarks (logo, name, colours, likeness, etc.) and custom materials (workbooks, study guides, cases, etc.). Smith School of Business retains ownership of all trademarks and copyrights, and students may not duplicate or reproduce these trademarks and copyrights without specific written permission from the Marketing & Communications department at Smith. This is particularly important regarding the use of the logo, which may not be reproduced on clothing or other materials without consent and approval of design from appropriate individual(s) in Smith's Marketing department. Go to smithqueens.com/resources for the full



Brand Guidelines including Logo Usage and the Contact form. The School assumes no responsibility for any costs incurred by students who proceed to use the School logo without receiving prior written permission and sign-off. Persons who use the School trademark and copyrights without permission will be subject to legal action to block usage.