

3 ADMISSIONS AND APPLICATION

3.1 Admission Requirements

Current Queen's Students

Current Queen's students must be registered as undergraduate students in a program other than the Bachelor of Commerce. Students must have completed at least 18.0 graded units at Queen's and have a minimum 2.60 cumulative GPA to be considered for admission. Transfer credit earned from Advanced Placement, International Baccalaureate, or CEGEP courses will not be counted toward the 18.0 units required for admission.

Current Queen's undergraduate students who have completed courses at Queen's required for the Certificate, at the 200-level, must have achieved at least a C in those courses to be considered for admission. For more information on 200-level and 600-level courses see Course Registration (<https://queensu-ca-public.courseleaf.com/business/certificate-in-business/program-curriculum-and-grading/#courseregistrationtext>).

Current Queen's students are strongly encouraged to complete two courses required for the Certificate at the 200-level before enrolling. Before enrolling in the Certificate, courses may be repeated until a grade of at least C is achieved. Once enrolled in the Certificate, students have limited opportunities to repeat courses and are subject to the regulations to remain in Good Academic Standing (for more information see *Academic Regulations and Standing* and 4.4.3 (<https://queensu-ca-public.courseleaf.com/business/certificate-in-business/program-curriculum-and-grading/#requirementsandcoursestext>) *Retaking Courses*).

No more than 6.0 units completed at the 200-level may be applied toward the Certificate.

Meeting the minimum requirements is not a guarantee of admission. Admission to the program is subject to space availability.

Queen's Graduates

Applicants who have completed an undergraduate degree at Queen's must have a minimum 2.60 cumulative GPA to be considered for admission. Applicants are considered Queen's graduates after the first undergraduate degree is conferred.

Up to 6.0 units previously completed as electives toward a Queen's Bachelor's degree, with a minimum C grade, may be used toward the Certificate. Previously completed Certificate courses with a grade less than a C, and Certificate courses in excess of the 6.0 unit maximum, will be used in the calculation of the cumulative GPA, but cannot be

used as credit toward the Certificate and must be repeated. Students must complete all remaining courses at the 600-level. Once enrolled in the Certificate, students have limited opportunities to repeat courses and are subject to the regulations to remain in Good Academic Standing (for more information *Academic Regulations and Standing* and 4.4.3 (<https://queensu-ca-public.courseleaf.com/business/certificate-in-business/program-curriculum-and-grading/#requirementsandcoursestext>) *Retaking Courses*).

Meeting the minimum requirements is not a guarantee of admission. Admission to the program is subject to space availability.

Applicants from other Post-Secondary Institutions

Students from universities outside of Queen's must be enrolled in, or have completed, a degree program. Students must have completed the equivalent of at least 18.0 graded units at the university level and have the equivalent of a minimum 2.60 cumulative GPA to be considered for admission. Transfer credit earned from Advanced Placement, International Baccalaureate, or CEGEP courses will not be counted toward the 18.0 units required for admission.

Students who are active degree students at another university are encouraged to consult with their home university, and to obtain a Letter of Permission, before beginning the Certificate.

Courses equivalent to those required for the Certificate previously completed at other universities will be included in the calculation of the cumulative GPA, but no minimum grade is required. Previously completed courses, regardless of the grade earned, cannot be counted toward the Certificate. Once enrolled, students must complete all courses at the 600-level.

Meeting the minimum requirements is not a guarantee of admission. Admission to the program is subject to space availability.

3.2 Application Procedure

Applications for admission to the Certificate in Business program can be accessed on the Certificate in Business website (<http://www.ssb.ca/cib/>) during the application period(s).

Students with questions or concerns about the application procedure should contact the Program Manager.