

4 PROGRAM CURRICULUM AND GRADING

Students are responsible for ensuring they are registered in the appropriate required courses to meet Certificate requirements. If you have questions, please speak with the Program Manager. They can help to answer questions about Certificate requirements and course enrollment.

Whether courses taken at Queen's can be transferred for credit to another post-secondary institution is at the discretion of that institution. Students are encouraged to consult their home university before beginning the Certificate and to obtain a Letter of Permission.

4.2.1 Current Queen's Students

- Students' first two (2) courses will be taken at the 200-level, and will count as electives toward their undergraduate degree. These courses will be charged at the student's home faculty tuition rate. Once a course is completed, students are not able to switch a 200-level course to a 600-level.
- The remaining four (4) courses will be taken at the 600-level and will count towards the Certificate in Business; they will not count towards a student's undergraduate degree requirements. These courses will be charged at the Commerce tuition rate. Once a course is completed, students are not able to switch a 600-level course to a 200-level.

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

Note that the dates to drop a course are different for 200- and 600-level courses. For more information, see 4.4.6 Adding and Dropping Courses (p.).

For more information regarding the appeal procedures for 200- and 600-level courses, see Academic Decisions and Appeals (<https://queensu-ca-public.courseleaf.com/business/certificate-in-business/academic-decisions-and-appeals/>).

Students with questions or concerns about their course registration should contact the Program Manager.

4.2.2 Queen's Graduates and Students from Other Post -Secondary Institutions:

- The following categories of student must take all six (6) required courses at the 600-level:
 - Students who have completed an undergraduate degree at Queen's (see Queen's Graduates (<https://queensu-ca-public.courseleaf.com/business/certificate-in-business/admissions/>) for exception)
 - Current students from universities outside of Queen's
 - Graduates of universities outside of Queen's

These courses will be charged at the Commerce tuition rate.