

4 PROGRAM CURRICULUM AND GRADING

There are three (3) terms during the academic year: Fall (September to December), Winter (January to April), and Summer (May to August).

4.3.1 Current Queen's Students

Once enrolled in the Certificate, Queen's students may complete the courses required for the Certificate at any point throughout their undergraduate studies, including up to three (3) terms after the completion of their undergraduate degree.

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

Once enrolled in the Certificate, Queen's graduates and students from outside Queen's have up to four (4) years (i.e. twelve (12) terms), to complete the Certificate.

4.3.3 Requests for Extensions to the Maximum Term of Study

Some students may require an extension of these timelines. Typically, students would be granted an extension if there are extenuating circumstances accompanied by official documentation (for more information see 6.3 Extenuating Circumstances (<https://queensu-ca-public.courseleaf.com/business/certificate-in-business/academic-standards-and-requirements/>) and 7.1 Official Documentation (<https://queensu-ca-public.courseleaf.com/business/certificate-in-business/academic-decisions-and-appeals/>)).

Should students need to extend their term of study, they must appeal, in writing, to the Executive Director (or delegate) via the Program Manager. For more information see 7.4 Appeals to the Executive Director (<https://queensu-ca-public.courseleaf.com/business/certificate-in-business/academic-decisions-and-appeals/>).

Students who have not completed their degree within the maximum term of study, and have not been granted an extension, will be discontinued from the Certificate and will be required to apply for readmission.

Any questions regarding extending the maximum term of study should be directed to Program Manager.