

**Summary of Revisions to the Academic Program Regulations and
Academic Regulations of the Faculty of Arts and Science
29 September 2017**

The following is a summary of the major changes to the *Academic Program Regulations* and *Academic Regulations* of the Faculty of Arts and Science that have been approved by Faculty Board. All additions and revisions are indicated below using strikethrough and highlighting.

I. Academic Program Regulations: Certificate Programs in Arts and Science

The addition of Regulations **5** and **6** addresses the rules related to recently-introduced Certificate programs. In order to encourage the development of new certificates by Departments and Schools, and to promote student registration in the certificate programs, overlap will be allowed between core, option and supporting courses used to fulfill the requirements of a Plan such that they can also be counted toward the core and option requirements of a certificate. The remaining regulations are being re-numbered accordingly.

Certificate Programs in Arts and Science

- 5.** Programs that consist of between 12.0 and 18.0 core and option units will lead to a Certificate in the Faculty of Arts and Science.

Certificate Programs may be taken concurrently with any Queen's Bachelor degree, or as a stand-alone credential. Students who are registered in a degree program as well as a certificate program(s) may count up to 50 per cent of the units required for the certificate toward the requirements of both the certificate and the degree program. The remaining units must be completed in addition to those required for the degree program.

6. Overlap in Degree Plans and Certificates

When a student registers in one or more Plans and one or more certificate programs, the core, option and supporting courses used to fulfill the requirements of the Plan(s) can also be counted towards the core and option requirements of the certificate(s), subject to the limitation in Regulation **5** above.

II. Academic Program Regulations: Electives

The additions to Regulation **7.A.** reflect four new subject codes that will now be included in the list of elective subjects that may be taken by Arts and Science students. **ENIN** (Entrepreneurship and Innovation) was approved by Faculty Board for several new courses that will form part of the Queen's Entrepreneurship and Innovation Certificate, a pan-University credential being developed by several Faculties and Schools. **INUK** (Inuktitut) and **MOHK** (Mohawk) were approved to create specific subject codes for two indigenous languages that have been offered for several years now as topics within the LLCU 101/3.0 and 102/3.0 courses. **PPEC** (Politics, Philosophy and Economics) was approved by Faculty Board with the introduction of the new B.A.(Honours) in Politics, Philosophy and Economics.

7. Electives

- A.** Electives may be chosen freely from the following list of subject codes, subject only to those qualifications noted in **5.B.** below, and prerequisites:

ASC_Course Catalogue

ANAT; ARAB; ARTF; ARTH; ASTR;
BCHM; BIOL; BIOM; BISC;
CANC; CHEM; CHIN; CISC; CLST; COCA; COGS; COMP; CRSS; CWRI;
DDHT; DEVS; DRAM;
ECON; EMPR; ENGL; **ENIN**; ENSC; EPID;
FILM; FREN; FRST;
GEOL; GISC; GNDS; GPHY; GREK; GRMN;
HEBR; HIST; HLTH;
IDIS; INTS; **INUK**; ITLN;
JAPN; JWST;
KINE; KNPE;
LANG; LATN; LIBS; LING; LISC; LLCU;
MATH; MICR; **MOHK**; MUSC; MUTH;
NSCI;
PACT; PATH; PHAR; PHED; PHGY; PHIL; PHYS; POLS; PORT; **PPEC**; PSYC;
RELS;
SOCY; SOFT; SPAN; STAT; STSC; SURP;
UNSP;
WRIT

III. Academic Program Regulations: Courses in Other Faculties and Schools

The revisions to Regulation 8 clarify the limitations on courses from other Faculties and Schools that may be counted to meet the requirements of Arts and Science degrees.

8. Courses in Other Faculties and Schools

With the exception of the Plans indicated below, a maximum of 6.0 units from courses offered by other Faculties and Schools may be counted towards the Program and/or Plan requirements of any degree in the Faculty of Arts and Science. The following courses are approved:

A. Faculty of Engineering and Applied Science

(elective) MECH 333/3.0;

(Biotechnology Plan only) CHEE 229/3.0; CHEE 342/3.0; CHEE 380/3.0; CHEE 405/3.0; CHEE 440/3.0; CHEE 450/3.0; CHEE 484/3.0

(Computing Plans only) APSC 221/3.0; ELEC 470/3.0; ELEC 471/3.0; ELEC 474/3.0; ELEC 476/3.0; ELEC 478/3.0

B. Faculty of Health Sciences

(elective ~~or Biochemistry or Life Sciences Plans~~) BMED 270/3.0; **BMED 271/3.0**; BMED 370/3.0; **BMED 373/3.0**; BMED 380/3.0; BMED 383/3.0; **BMED 471/3.0**; BMED 482/3.0; NURS 100/3.0; NURS 323/3.0; NURS 326/3.0; NURS 425/3.0

~~(elective) BMED 271/3.0; BMED 373/3.0; BMED 471/3.0~~

(Biochemistry and Life Sciences Plans only) Up to 9.0 units from BMED 270/3.0; BMED 370/3.0; BMED 380/3.0; BMED 383/3.0; BMED 482/3.0

Students who transfer from the Bachelor of Health Sciences programs may use up to 12.0 units in BMED courses towards the Program and Plan requirements in Arts and Science (Admission Regulation 5.3).

C. Faculty of Law

(elective) LAW 201/3.0; LAW 202/3.0; LAW 203/3.0; LAW 204/3.0
(Political Studies Plans) LAW 201/3.0
(Gender Studies Plans only) LAW 516/3.0; LAW 533/3.0

D. Smith School of Business

(elective) ~~or Applied Economics and~~ COMM courses numbered below 600
(Economics Plans only) COMM 211/3.0; COMM 221/3.0
(Applied Economics Plan only) Up to 9.0 units from COMM 211/3.0; COMM 221/3.0; COMM 311/3.0; COMM 313/3.0; COMM 322/3.0; COMM 323/3.0; COMM 324/3.0; COMM 325/3.0; COMM 326/3.0; COMM 327/3.0; COMM 329/3.0

IV. Academic Regulation 10: System of Grading and Transcript Notations

The addition of Regulation 10.5.3 provides a definition of Plan GPA, which is a component of the requirements for graduation. The remaining regulations are being re-numbered accordingly. The addition to Regulation 10.5.6 limits the number of times that students may repeat the same course.

10.5 – Grade Point Average (GPA)

10.5.3 – Plan GPA

The Plan GPA shall be determined using all core, option and supporting courses completed to fulfill the Plan requirements for the degree and for which grade points are assigned, regardless of the Career under which the courses are taken.

10.5.6 – Retaking Courses

If an exact course is repeated, the highest mark achieved shall be used in the determination of the GPA. To determine which grade takes precedence when one of the course attempts results in a TR, the TR shall be considered equivalent to a grade of C. If a TR takes precedence it will not be used in the GPA calculation.

A course may normally be retaken for a total of three completed attempts.

V. Academic Regulation 13: Academic Standing

The regulations that govern academic standing were extensively adapted when PeopleSoft was introduced in 2011. They were based entirely on the students' cumulative GPA after attempting a minimum of 18.0 units. The revisions and additions to Regulations **13.1**, **13.4** and **13.5** clarify the academic standing that is assigned in cases where students have not attempted a further 18.0 units since the time of their previous assessment. The revisions to Regulations **13.2**, **13.3**, **13.6** and **13.8** provide updated language for the administration of the procedures related to the assessment of academic standing.

13.1 – Assessment

Academic standing is assessed once a year at the end of the Winter Term. All students registered in a degree or certificate program who have attempted a minimum of 18.0 units since the time of admission to the Faculty of Arts and Science, ~~or who have attempted a minimum of 18.0 units since the time of their previous assessment,~~ shall be assessed. Assessment of academic standing is based solely on the cumulative GPA in the career in which the student is registered at the time of assessment.

All students who are assessed will be assigned one of the following academic standings, unless they have not attempted a minimum of 18.0 units since the time of their previous assessment, in which case they may be assigned a temporary standing.

13.2 – In Good Academic Standing

Students are described as being in good academic standing unless otherwise notified. Normally this means a cumulative GPA of at least 1.60.

13.3 – Academic Probation

13.3.1 – Criteria for Placement on Academic Probation

A student shall be placed on academic probation if he or she:

- (i) has a cumulative GPA of less than 1.60 at the time of assessment; or
- (ii) returns to studies after having previously been required to withdraw, even if that requirement to withdraw was waived on appeal; or
- (iii) is admitted to the Faculty of Arts and Science on full-time or part-time registration status on probation (see Admission Regulation 12).

The academic standing “Placed on Academic Probation” shall be placed on the student’s transcript.

13.4 – Requirement to Withdraw for One Year (RTW1)

13.4.1 – Criteria for RTW1

A student shall be Required to Withdraw for One Year if he or she:

- (i) has a cumulative GPA of less than 0.70 at the time of assessment; or
- (ii) is on academic probation at the time of assessment and has a cumulative GPA of less than 1.60.

The academic standing “Required to Withdraw for One Year” shall be placed on the student’s transcript.

Students who are on academic probation and have a cumulative GPA of less than 1.60, and who have not attempted 18.0 units since the time of their previous assessment, will not be Required to Withdraw for One Year, but instead will be allowed to continue their studies on probation, until they have attempted at least 18.0 units since being placed on probation.

The academic standing “Continuing on Probation” shall be placed on the student’s transcript.

13.4.2 – Academic Restrictions Resulting from RTW1

Students who have been required to withdraw for one year will not be permitted to register in the Faculty of Arts and Science, or enrol in any Queen’s courses, for twelve months. After a twelve-month period has passed students may register by contacting the Faculty of Arts and Science and submitting a Return to Studies Form.

13.5 – Requirement to Withdraw for a Minimum of Three Years (RTW3)

13.5.1 – Criteria for RTW3

A student shall be Required to Withdraw for a Minimum of Three Years if he or she:

- (i) has a cumulative GPA of less than 0.70 at the time of assessment and has previously been required to withdraw for one year, even if that previous requirement to withdraw was waived on appeal; or
- (ii) is on academic probation at the time of assessment, has a cumulative GPA of less than 1.60 and has previously been required to withdraw. Note that any student who has been required to withdraw and returns to studies is automatically placed on academic probation under Academic Regulation 13.3. Therefore, any student previously required to withdraw must achieve a cumulative GPA of greater than 1.60 at their next academic assessment upon their return to studies, or they will be required to withdraw for a minimum of three years.

The academic standing “Required to Withdraw for a Minimum of Three Years” shall be placed on the student’s transcript.

Students who are on academic probation, have a cumulative GPA of less than 1.60 and have previously been required to withdraw, and who have not attempted 18.0 units since the time of their previous assessment, will not be Required to Withdraw for a Minimum of Three Years, but instead will be allowed to continue their studies on probation, until they have attempted at least 18.0 units since being required to withdraw.

The academic standing “Continuing on Probation” shall be placed on the student’s transcript.

13.5.2 – Academic Restrictions Resulting from RTW3

Students who have been required to withdraw for a minimum of three years will not be permitted to register in the Faculty of Arts and Science, ~~or enrol in any Queen’s courses~~, for a minimum of thirty-six months. After the minimum withdrawal period of three years has passed, students who wish to return to Queen’s must appeal to the Office of the Associate Dean (Studies) to ~~be able to return to their studies after the minimum withdrawal period has lapsed have the requirement to withdraw waived~~ (see Appeal of Academic Decisions, Section 3). All students who return to studies in the Faculty of Arts and Science after a period of absence of three years or more are subject to the degree program requirements in effect at the time of their return.

13.6 – Other Requirements to Withdraw

The Associate Dean (Studies) may, at any time, either during the term or after the close of the term, ~~recommend to Faculty Board determine~~ that a student whose attendance, work, or progress is deemed unsatisfactory, be required to withdraw from the Faculty of Arts and Science.

The Associate Dean (Studies) will notify the student in writing of the potential requirement to withdraw, the reasons for the decision, and advise the student of the opportunity to respond to the potential requirement to withdraw. The student must also be advised of the right to have representation for any response made to the potential requirement to withdraw. (On matters of procedure and representation, the University Dispute Resolution Advisors are available for consultation and assistance.)

Normally the Associate Dean (Studies) will convene a meeting with the student (and his or her representative) and, where appropriate, instructors (and their representatives) and witnesses, to thoroughly review the case for the potential requirement to withdraw. This investigation may involve written submissions and/or oral evidence presented by witnesses concerning the grounds for the potential requirement to withdraw. The student must be notified, in writing, when the meeting on the case will be convened, invited to appear at the meeting, and be advised of the right to have representation at the meeting. At least ~~7~~ 10 calendar days prior to the meeting, the student has a right to know what, if any, material from the student’s file will be considered.

After considering the available evidence, the Associate Dean (Studies) must inform the student in writing of the decision to ~~proceed with a recommendation to Faculty Board that require~~ the student ~~be required~~ to withdraw from the Faculty. The student must also be informed in writing of the opportunity to appeal the decision to the Board of Studies (see Appeal of Academic Decisions, Section 3).