Changes to Faculty of Arts and Science Regulations 2024 with markup

Black = unchanged original; Red = deletions; Blue = added new

Academic Regulation 6.3 – Absence and Missed Course Work

Students who experience extenuating circumstances that cause them to miss lectures, laboratory work, assignments, tests or examinations, should submit a request for Academic Consideration as soon as the need is apparent. Short-term Academic Consideration can be requested for a maximum of 3-days and must be submitted within 4 days of the onset of the extenuating circumstance. Requests for long-term Academic Consideration can be submitted for 4-days to a maximum of 3 months. These requests should be made as soon as the student's need becomes apparent. Delays will limit the Consideration options available. ~~Once the request has been made and as soon as they are able students must contact their instructor(s) to make alternative arrangements for extensions or other consideration. A Verification of Illness form or other supporting documentation may be required depending on the duration of the extenuating circumstances.~~ It is the student's responsibility to contact their instructor(s) to make arrangements for Academic Consideration once the request has been verified. It is also the student's responsibility to catch up on any course material missed during the absence.

~~Students living outside the Kingston area who are enrolled in Queen's online classes will write their mid-year and final examinations either:~~

1. ~~In-person at an approved off-campus examination centre; or~~
2. ~~Online using an approved online proctoring service.~~

8.3.1 – Students who are enrolled in both online and on-campus courses during the Academic Term

Students who are enrolled in both Queen's on-

~~examination(s) in their online classes to a subsequent term will be subject to a non-refundable administrative fee to reschedule each examination, including additional charges as may be incurred by the University to set up the deferred examination.~~

Normally students are not permitted to write an examination at a time earlier than the scheduled time.

~~8.4.1 – Extenuating Circumstances Warranting an Early Examination~~

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Academic Regulation 10.6 – Change of Grade

The deadline for submission of a change of final grade by an instructor can be no later than the end of the term following that in which the class was offered. If the change of grade is not submitted within that timeline, the existing grade in the course shall stand. Any extensions beyond the end of the subsequent term must be supported by the instructor ~~based on extenuating circumstances~~ and will require ~~an appeal~~ a petition ~~from the student~~ to the Associate Dean (Academic) ~~with support from the instructor (see Appeal of Academic Decisions Section 3.)~~

~~**Academic Regulation 13.6 – Other Requirements to Withdraw**~~

~~The Associate Dean (Academic) may, at any time, either during the term or after the close of the term, 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 (Academic) 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 (Academic) 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 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 (Academic) must inform the student in writing of the decision to require the student 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).~~

Academic Regulation 14: Credit for Courses Taken Elsewhere

14.1 – Letters of Permission

Subject to the requirements of Academic Regulations 3.2.2 and 16, a student on a degree program in the Faculty of Arts and Science may be permitted to take up to 6.0

units of undergraduate classes elsewhere for credit toward a degree offered by the Faculty of Arts and Science via a Letter of Permission. This 6.0 unit limit represents the

prior to being admitted to Queen's University. The student must obtain a Letter of Permission prior to enrolling in classes at another post-secondary institution. There is a

The Letter of Permission is issued for a specified post-secondary institution and for a specified term. The student must begin the class(es) in the term specified in the Letter of Permission. Failure to do so will require the student to apply for either a new or a

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course. Courses offered during the December/Winter break are not eligible for transfer credit. Courses offered in a significantly condensed format and/or intersession courses are not eligible for transfer credit.

- Completed within the articulation term to which the Letter of Permission applies.
- Graded. No Pass/Ei50 Tnp5 0 of t esaiicaade5(l)d ar1(i)1(t)5 0 o1(i) be a-1(h -1(em)p-3(ed)--3(c

student's degree requirements (i.e., electives or required courses) and provide the reasons why they cannot fulfill these requirements within the Faculty of Arts and Science at Queen's.

If approved, the student must obtain a Letter of Permission prior to enrolling in courses at another university (see Academic Regulation 14.1). Note that no other part of Academic Regulation 14.1 may be petitioned.

Academic Regulation 16.2.3

subsequent Fall term. Students who earn a grade of B- will proceed on the Graduated Pathway.

~~Admission to the Faculty of Arts and Science on an unconditional basis will take place in the Fall Term subsequent to the Summer Term in which the QBA course University Preparation Level – Accelerated (EAP 160) is successfully completed with a minimum grade of B.~~

Students who ~~if students do~~ not meet the minimum requirements of the QBA Program (a grade lower than B- in EAP 160) will be retested and placed in the appropriate EAP level in the following term. A student who fails to meet the minimum requirement after a second attempt will be withdrawn from the QBridge Program and, ~~they may request permission from Undergraduate Admission to register in the subsequent Fall Term in the English for Academic Purposes – Extended Program. Satisfactory completion of the University Preparation Level – Advanced (EAP 150) course with a minimum grade of B may then qualify the student for admission to the Faculty of Arts and Science in either the Winter Term or the following Fall Term. If students fail to meet the progression requirements of the School of English,~~ any conditional offer of admission to the Faculty of Arts and Science will be void.

1.2.2 – QBridge English for Academic Purposes Program (EAP)

Changes to Faculty of Arts and Science Regulations 2024 clean copy

Academic Regulation 6.3 – Absence and Missed Course Work

Students who experience extenuating circumstances that cause them to miss lectures, laboratory work, assignments, tests or examinations, should submit a request for Academic Consideration as soon as the need is apparent. Short-term Academic Consideration can be requested for a maximum of 3-days and must be submitted within 4 days of the onset of the extenuating circumstance. Requests for long-term Academic Consideration can be submitted for 4-days to a maximum of 3 months. These requests should be made as soon as the student's need becomes apparent. Delays will limit the Consideration options available. It is the student's responsibility to contact their instructor(s) to make arrangements for Academic Consideration once the request has been verified. It is also the student's responsibility to catch up on any course material missed during the absence.

If there is a significant effect on attendance and/or academic performance such that the student cannot successfully complete a course, they should consider dropping it by the drop deadline. Otherwise, students may consider petitioning to drop the course after the drop deadline or requesting Credit or Aegrotat standing. See Academic Regulation 10.

Academic Regulation 8.3 – Location of Final and Mid-Year Examinations

The final examination in any on-campus class offered in any Term or Session must be written on the campus on which the class was taken.

8.3.1 –

Academic Regulation 8.4 – Extenuating Circumstances affecting Final and Mid-Year Examinations

Students who are unable to write an examination at the scheduled time due to extenuating circumstances, beyond their control (such as serious illness, death in the family), can submit an academic consideration request to write a deferred examination, request an incomplete grade, or arrange other options for the course (see Academic Regulation 6.3). Note that personal plans do not qualify as extenuating circumstances under this Regulation.

Normally students are not permitted to write an examinat

Academic Regulation 14: Credit for Courses Taken Elsewhere

14.1 – Letters of Permission

Subject to the requirements of Academic Regulations 3.2.2 and 16, a student on a degree program in the Faculty of Arts and Science may be permitted to take up to 6.0 units of undergraduate classes elsewhere for credit toward a degree offered by the Faculty of Arts and Science via a Letter of Permission. This 6.0 unit limit represents the total number of transfer credits allowed via a Letter of Permission and does not include courses taken via an exchange program or transfer credits obtained for courses taken prior to being admitted to Queen's University. The student must obtain a Letter of Permission prior to enrolling in classes at another post-secondary institution. There is a non-refundable application fee for a Letter of Permission.

The Letter of Permission is issued for a specified post-secondary institution and for a specified term. The student must begin the class(es) in the term specified in the Letter of Permission. Failure to do so will require the student to apply for either a new or a retroactive Letter of Permission in order to transfer the credit(s) toward the Queen's degree.

Students with extenuating circumstances or an opportunity to pursue an exceptional learning experience not available through Queen's may submit a petition to the Associate Dean (Academic) to request an exception to the 6.0 unit maximum. See Petitions and Appeals regulation 3.3.1.7. Note that all student and course eligibility criteria will still apply; these criteria may not be petitioned.

In order to be eligible for a Letter of Permission, students must be:

course.

The student's petition should directly address how taking courses at another institution is necessary due to unexpected extenuating circumstances or how the courses present the student with an exceptional academic opportunity not available at Queen's. The petition should also outline how the specific courses will fulfill the student's degree requirements (i.e., electives or required courses) and provide the reasons why they cannot fulfill these requirements within the Faculty of Arts and Science at Queen's.

If approved, the student must obtain a Letter of Permission prior to enrolling in courses at another university (see Academic Regulation 14.1). Note that no other part of Academic Regulation 14.1 may be petitioned.

Academic Regulation 16.2.3 – Applying Transfer Credits

No more than 42.0 units in the program and no more than the following number of units in the Plan may be transfer credits (grade of TR) from outside Queen's University:

Students who complete University Preparation Level – Accelerated EAP 160 with a minimum grade of B will be admitted to the Faculty on an unconditional basis in the subsequent Fall term. Students who earn a grade of B- will proceed on the Graduated Pathway.

Students who not meet the minimum requirements of the QBA Program (a grade lower than B- in EAP 160) will be retested and placed in the appropriate EAP level in the following term. A student who fails to meet the minimum requirement after a second attempt will be withdrawn from the QBridge Program and, any conditional offer of admission to the Faculty of Arts and Science will be void.

1.2.2 – QBridge English for Academic Purposes Program (EAP)

Students who achieve a minimum score of 5.0 or above on the International English Language

Students in EAP 140 who earn a grade of B- to B will be permitted to proceed to EAP 150 in the following term and will be permitted to enrol in 3.0 units of degree-credit courses within the Faculty of Arts and Science. In addition, these students will be required to enrol in the English

Major Modifications

e.g. BSc to BNSc

X Significant changes to program requirements from those existing at the time of the previous cyclical review (*e.g. admission or graduation requirements*)

Change in Degree Designation Without a Substantial Change in Prog

Part C - Authorizations

Note:

Department Head(s)

Signature *Date*

Faculty Dean(s) (or deleg(or(d( )]TJ 0.002 Tc 0 Tw [(A)]TJ EMC 0 -1.224 Td [(Fa.6 14-12.5 Tf /MCD 3 BDC /CS1 cs 0.9 0.9 0.16 6 14 re W 1 0.8 0

Major Modifications

e.g. BSc to BNSc

X Significant changes to program requirements from those existing at the time of the previous cyclical review (*e.g. admission or graduation requirements*)

Change in Degree Designation Without a Substantial Change in Program Requirements or Learning Outcomes

Information required: *Appropriateness of proposed designation [Section 1.4], comparison with other similar programs, describe consultative process including consultation with current students, impact on current students, timeline for implementation and grandfathering (***note** *)*

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