

These regulations state the requirements to be met and the procedures to be followed for the awarding of degrees in the general and honours Bachelor of Health Sciences (BHS Sc) program. All requests for exceptions to the regulations should be made to the appropriate reviewing body (see Appeal of Academic Decisions). Enquiries concerning academic regulations should be made to the Bachelor of Health Sciences administrative office.

Bachelor of Health Sciences regulations are constantly being reviewed and may change at any time. Current operating regulations will be made available on the Bachelor of Health Sciences homepage.

In all regulations that refer to decisions made by the instructor, the instructor may choose to delegate responsibility for those decisions as appropriate.

The following is a summary of the Academic Regulations for the Bachelor of Health Sciences program with references to University Policies:

1. Academic Integrity
2. Enrolment and Registration Priorities
3. Number of Units in a Term and Academic Year
4. Courses Spanning More Than One Term
5. Auditors
6. Attendance, Course Work, and Conduct
7. Assessment of Performance
8. Final Examinations and General Examinations
9. Examination Conduct
10. System of Grading and Transcript Notations
11. Review of Grades and Examinations
12. Dean's Honour Lists
13. Academic Standing
14. Credit for Courses Taken Elsewhere
15. Voluntary Withdrawal and Return to Studies
16. Requirements for Graduation
17. Misconduct in an Academic or Non-Academic Setting
18. Jurisdiction

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administrative office.

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The following is a summary of the Academic Regulations for the Bachelor of Health Sciences program with references to University Policies:

Academic Regulation 1: Academic Integrity

1.1 - Introduction

1.1.1 - Definition

According to the Centre for Academic Integrity, academic integrity may be defined “as a commitment, even in the face of adversity, to six fundamental values: honesty, trust, fairness, respect, responsibility and courage. From these values flow principles of behaviour that enable academic communities to translate ideals into action.” The Senate Report on Principles and Priorities notes that the educational mission of Queen’s with its emphasis on “intellectual integrity”, “freedom of inquiry and exchange of ideas”, and “equal dignity of all persons” depends on an adherence to academic integrity in all its actions. In support of the concept academic integrity, students have the responsibility to familiarize themselves with the rules and regulations of the Bachelor of Health Sciences program. Additional information for instructors and students and direction for appeals can be found throughout this regulation.

In accordance with the Senate Report on Principles and Priorities, academic integrity provides a foundation for the “freedom of inquiry and exchange of ideas” fundamental to the educational environment at Queen’s University. As a member of the Centre for Academic Integrity (CAI), Queen’s subscribes to the definition of academic integrity “as a commitment, even in the face of adversity, to five fundamental values: honesty, trust, fairness, respect, and responsibility.” In “The Fundamental Values of Academic Integrity”, the CAI offers the following statements contextualizing these values:

- Honesty: Academic communities of integrity advance the quest for truth and knowledge through intellectual and personal honesty in learning, teaching, research, and service.
- Trust: Academic communities of integrity both foster and rely upon climates of mutual trust. Climates of trust encourage and support the free exchange of ideas which in turn allows scholarly inquiry to reach its fullest potential.

- Fairness: Academic communities of integrity establish clear and transparent expectations, standards, and practices to support fairness in the interactions of students, faculty, and administrators.
- Respect: Academic communities of integrity value the interactive, cooperative, participatory nature of the learning. They honour, value, and consider diverse opinions and ideas.
- Responsibility: Academic communities of integrity rest upon foundations of personal accountability coupled with the willingness of individuals and groups to lead by example, uphold mutually agreed-upon standards, and take action when they encounter wrongdoing.
- Courage: To develop and sustain communities of integrity, it takes more than simply believing in the fundamental values. Translating the values from talking points into action – standing up for them in the face of pressure and adversity – requires determination, commitment, and courage.

The values set out in this definition are described more fully in a document produced by the CAI titled “The Fundamental Values of Academic Integrity” and faculty, students, and staff are encouraged to consult this document for a more detailed discussion.

1.1.2 - Integrity in Action

The Bachelor of Health Sciences program at Queen’s is dedicated to creating a scholarly community free to explore a range of ideas, to build and advance knowledge, and to share the ideas and knowledge that emerges from a range of intellectual pursuits. Each value gives rise to and supports the next. Honesty appears in presenting one’s own work, whether in the context of an examination, written assignment, laboratory, or seminar presentation. It is in researching one’s own work for course assignments. It is also present in faithfully reporting laboratory results even when they do not conform to an original hypothesis. Further, honesty is present in acknowledging dependence on the ideas or words of another and in distinguishing one’s own ideas and thoughts from other sources. Trust exists in an environment where one’s own ideas can be expressed without fear of ridicule or fear that someone else will take credit for them. Fairness appears in the proper and full acknowledgement of contributions of collaborators in-group projects and in the full participation of partners in collaborative projects. Respect, in a general sense, is part of an intellectual community, which “recognizes the participatory nature of the learning process and honours and respects a wide range of opinions and ideas.” However, “respect” appears in a very particular sense when students contribute to discussion and turn papers in on time; instructors “show respect by taking students’ ideas seriously, providing full and honest feedback on their work” (“The Fundamental Values of Academic Integrity”, p. 8). Ultimately, “responsibility” is both personal and collective and draws

students, faculty administrators and staff into creating and maintaining a learning environment supported by and supporting academic integrity. Courage “differs from the preceding values in that it is less a value than a quality or capacity – the capacity to act in accordance with one’s values despite fear” (“The Fundamental Values of Academic Integrity”, p. 12). Courage is displayed by students who make choices and integrous decisions that are followed with action, even in the face of peer pressure to cheat, copy another’s material, provide their own work to others to facilitate cheating, or otherwise represent themselves dishonestly. Students also display courage by acknowledging prior wrongdoing and taking proactive measures to rectify any associated negative impact. As the document further shows, these values are not just abstract but are expressed in and reinforced by policies and practices.

1.2 - Departures from Academic Integrity

In accordance with the Senate Report on Principles and Priorities, any departure from these values compromises the “free enquiry and the free expression of ideas, both of which are basic to the University’s central purpose”. The following list defines the domain of relevant acts without providing an exhaustive list.

1.2.1 - Types of Departures

1. Plagiarism (presenting another’s ideas or phrasings as one’s own without proper acknowledgement)
 - Examples: copying and pasting from the internet, a printed source, or other resource without proper acknowledgement; copying from another student; using direct quotations or large sections of paraphrased material in an assignment without appropriate acknowledgement; submitting the same piece of work in more than one course without the permission of the instructor(s).
2. Use of Unauthorized Materials
 - Examples: possessing or using unauthorized study materials or aids during a test; copying from another’s test paper; using unauthorized calculator or other aids during a test; unauthorized removal of materials from the library, or deliberate concealment of library materials.
3. Facilitation (enabling another’s breach of academic integrity)
 - Examples: making information available to another student; knowingly allowing one’s essay or assignment to be copied by someone else; buying or selling of term papers or assignments and submitting them as one’s own for the purpose of plagiarism.
4. Forgery (submitting counterfeit documents or statements)
 - Example: creating a transcript or other official document.

5. Falsification (misrepresentation of one's self, one's work or one's relation to the University)
 - Examples: altering transcripts or other official documents relating to student records; impersonating someone in an examination or test; submitting a take-home examination written, in whole or in part, by someone else; fabricating or falsifying laboratory or research data.

1.3 - Remedies or Sanctions for Departures from Academic Integrity

1.3.1 - Remedies or Sanctions an Instructor May Assign

The instructor may consider a range of remedies or sanctions including, but not limited to, the following:

- an oral or written warning that such infractions constitute unacceptable behaviour,
- a learning experience involving a rewriting or revision of the original piece of work,
- the submission of a new piece of work,
- the completion of other work,
- the deduction of partial or total loss of marks for the assignment/exam, or
- a failing grade (down to a grade of zero) in the class.

If the penalty amounts to a failure in the class, the student may not drop the class, regardless of the drop deadlines. If the instructor believes that the finding warrants a sanction more serious than an instructor may impose, the instructor will refer the case to the Associate Director (Studies) (see Academic Regulation 1.4.2).

1.3.2 - Remedies or Sanctions the Associate Director (Studies) May Assign or Recommend

If there is a finding of a departure from academic integrity or a finding of a failure to abide by academic rules, a range of remedies or sanctions including, but not limited to, one or more of the following may be assessed by the Associate Director (Studies):

- an oral or written warning,
- the submission of a revised or new piece of work,
- partial or total loss of marks for the assignment/examination,
- partial or total loss of marks for the course in which the departure of academic integrity took place;
- an official written warning that the penalty for a subsequent offence could be a requirement to withdraw from the Bachelor of Health Sciences program or University for a specified minimum period of time,
- the rescinding of University- or Program-awarded scholarships, prizes and/or bursaries,
- a requirement to withdraw from the Bachelor of Health Sciences program for a specified minimum period of time,

- a recommendation to withdraw from the University for a specified minimum period of time, or
- a recommendation for the revocation or rescinding of a degree.

No student who has been required to withdraw due to a departure from academic integrity may apply to graduate during the period of the sanction.

1.3.3 - Factors to Consider in Assigning a Sanction

Factors that should be considered in assigning a remedy or sanction include:

- The extent and seriousness of the departure having regard to its actual or potential consequences,
- the degree to which the work or conduct in question forms a significant portion of the final grade and whether the extent of the departure is substantial as demonstrated by the work or conduct in question,
- the academic experience of the student differentiating between first-year or students taking electives and upper-year students who ought to be familiar with the expectations for academic integrity in the Program,
- records of multiple departures within a single incident or multiple departures discovered at one time, rather than an isolated aberration,
- evidence of a deliberate attempt to gain advantage,
- injury to another student or to the institution, or
- conduct that intimidates others or provoked the misconduct by others.

Mitigating circumstances do not exonerate or excuse from the finding of a departure from academic integrity, but these factors may be taken into account to ensure that the imposed sanction is fair, reasonable and proportionate to the gravity of the departure found. The decision must outline the evidence supporting reliance on the mitigating circumstances. The onus is on the student to adduce evidence of mitigating circumstances, which may include:

- documented evidence from an appropriate health professional of factors directly compromising the student's capacity to adhere to the standards of academic integrity at the relevant time;
- prompt admission to the departure from academic integrity by the student and expression of contrition and willingness to undertake educative remedies; or
- evidence that reasonable steps were not taken in the circumstances to bring the standards and expectations regarding academic integrity to the attention of the student at the relevant time.

In summary, any sanction should reflect the extent and severity of the departure from academic integrity, and precedents in the academic unit and Faculty, taking into account any mitigating circumstances.

1.3.4 - Categorizing the Finding

In preparing the finding and corresponding sanction, decision makers must also distinguish between “minor” (Level I) and “major” (Level II) departures.

In preparing the finding, decision makers should use the guidelines below to categorize the departure as being either Level I or Level II. Only one factor need apply to establish a Level II departure. Because instructors are generally the most familiar with the case and the surrounding circumstances, instructors are expected to use informed judgment and reasonable discretion in deciding on a Level I versus a Level II departure. Instructors may also seek general advice on categorizing the remedy or sanction from the Bachelor of Health Sciences Program Office.

1.3.4.1 - Level I Departures

Level I departures will not be kept in a student’s main file, but in a separate special file that will only be accessed if there is a future finding. Central to the separation of a finding from the student’s main file is an attempt to find a balance between remediation and sanction. Whereas sanctions are necessary where there are findings of departures from academic integrity, this policy avoids treating students punitively in all cases and allows for remedies, which seek to educate students about matters related to academic integrity. Level I materials are destroyed as of the date of the student’s graduation.

A Level I departure will be assessed under the following conditions:

- the extent or severity of the departure is limited;
- the departure is on an assignment where the sanction is less than 50 per cent of the course grade and the sanction will NOT necessarily result in a failure in a course;
- the student is at an early stage of his/her academic career, especially a Year 1 student, or the student has little or no experience in a course in a particular subject (for example first-time experience in a History or Psychology Department);
- there is no direct evidence of a deliberate attempt to gain advantage; or
- there is no direct effect on other student(s) or the institution.

1.3.4.2 - Level II Departures

Level II departures will be kept in the student’s main file in virtual and/or physical Bachelor of Health Sciences administrative sites. This file is kept confidential and is used for academic advising purposes. It will also be consulted where a finding has

been copied to the Office of the Associate Director (Studies). In rare cases, some institutions (such as American Law Schools, Medical Schools and Police Academies) request references from the Associate Director (Studies) and the materials in the file are consulted to answer specific questions about the student's academic history.

A Level II departure will be assessed under the following conditions (only one factor need apply):

- the extent and severity of the departure is significant (e.g., in the case of plagiarism, the departure involves significant and unacknowledged use of one or more sources);
- the sanction WILL result in a failure in a course;
- the departure is by an upper-year student who has taken several previous courses in the subject (for instance, a fourth-year student);
- there are previous departures from academic integrity (the case should therefore be referred to the Associate Director (Studies));
- there is evidence of additional misconduct involving forgery, facilitation, etc.; or
- there is a direct negative effect on other students (e.g. stealing another students' paper, assignment, laboratory work) or the institution.

Because instructors are generally the most familiar with the case and the surrounding circumstances, instructors are expected to use informed judgment and reasonable discretion in deciding on a Level II departure.

In the Bachelor of Health Sciences program, one Level I departure results in no further action; two Level I findings result in a review of the cases by the Associate Director (Studies) and a letter of warning which is kept in the student's main file; and three instances of a Level I finding result in an investigation to determine if a requirement to withdraw should be recommended to the Senate Committee on Academic Procedures (SCAP). These current practices may vary depending on the seriousness of each individual departure.

1.4 - Processes for Investigation of Departures from Academic Integrity

1.4.1 - Investigation by an Instructor of Suspected Departures from Academic Integrity for a Course

1.4.1.1 - Delegation of Investigation

Normally the instructor of the course is the individual tasked with the investigation of a possible departure from academic integrity. However, in cases where the instructor is unable to initiate and/or complete the investigation, the Associate Director (Studies) may delegate the responsibility to another individual within the Program.

1.4.1.2 - Collection of Initial Information

To begin investigating a possible departure from academic integrity, the instructor should assemble all documents related to the case. Such documents might include: the work submitted by the student for academic credit;

- the work submitted by the student for academic credit;
- the source(s) from which the work submitted by the student is apparently derived;
- the instructions describing the nature of the work to be done;
- any e-mail between the instructor and the student relating to the work;
- any other materials related to the departure; or
- any documents used by the instructor or his or her department stating policies on departures from academic integrity.

While collecting evidence, the instructor is encouraged to seek guidance from the appropriate Program delegate concerning matters relating to departures from academic integrity, and from the Coordinator of Dispute Resolution Mechanisms concerning university policy and procedure.

When discussing possible departures from academic integrity, the instructor should ensure that the student's identity remains confidential, pending a finding of departure from academic integrity.

Should the instructor decide the evidence is insufficient to proceed with further investigation, all documents related to the matter should be destroyed and all aspects of the case considered dismissed.

Should the instructor decide the evidence merits further investigation, he or she should continue the processes outlined below.

1.4.1.3 - Notification of Investigation

Where possible departures from academic integrity within a course are identified, the instructor must advise the student in writing. Instructors are encouraged to use the Notice of Investigation form. Completing the form supplies the student with the information required by Senate Policy, including:

- the evidence on which the investigation is based; the possible remedies or sanctions;
- the student's right to respond to the investigation; and
- the student's right to have representation for any response – the instructor will inform the student of the services provided by the Coordinator of Dispute Resolution Mechanisms.

While the case is under investigation, the instructor should address all matters to the

student as “possible” or “apparent” departures from academic integrity. The instructor should include all documents relevant to the investigation (i.e., those gathered under Academic Regulation 1.4.1.2 above) along with the Notice of Investigation form.

1.4.1.3.1 - Delivery and Receipt of Documentation

To ensure that students receive the Notice and additional relevant materials in a timely manner, instructors should e-mail the students with the direction to request the materials from the Bachelor of Health Sciences office or send these documents by registered mail to the student’s local address (as obtained from the student information system).

Within ten (10) days of receiving the notice of investigation, the student must make an initial response to the instructor, either to schedule a meeting or video/teleconference to indicate that he/she does not wish to meet or speak via video/teleconference and will provide a written response.

1.4.1.3.2 - Student’s Enrolment Status

The student may not drop the course once a notice of investigation has been delivered. If an instructor becomes aware that a student under investigation has dropped the course, the instructor should alert the Associate Director (Studies), who will reinstate the student pending the outcome of the case. Otherwise, if a finding is made, the Bachelor of Health Sciences Program Office will confirm the student’s enrolment status in the course when filing the finding, and reinstate the student at that time, if necessary.

1.4.1.3.3 - Submission of a Final Grade

If an investigation is initiated near the end of the class or otherwise cannot be resolved prior to the grade submission deadline, the instructor should assign a Grade Deferred (GD) to hold the final grade in abeyance until the investigation process has been concluded. Once the investigation is concluded, the instructor must submit a change of grade.

1.4.1.3.4 - Graduation

No student who is the subject of an ongoing academic integrity investigation may graduate, even if academic credit for the course(s) under investigation is not required to complete a degree. The Program Office will make all reasonable attempts to expedite the investigation process before the expected convocation date.

1.4.1.4- Investigation and Meeting

1.4.1.4.1 - Convening the Meeting or Video/Teleconference

In most instances, the instructor will convene a meeting with the student (and his or her representative), the instructor (and his or her representative), and witnesses where appropriate, to conduct a thorough review of the evidence. Where it is decided a meeting or video/teleconference will occur, the instructor and the student will set a mutually agreed-upon time and the instructor will notify the student of the time and/or location of the meeting or video/teleconference, the right to bring a representative, and the names of those who will be present.

1.4.1.4.2 - Student's Alternative to Attending a Meeting or Video/Teleconference

If, for any reason, the student does not wish to meet in person or speak via video/teleconference, he or she may submit a detailed, written explanation to the instructor, along with copies of earlier drafts of the student's work, and any other relevant documentation. This written submission must be provided to the instructor within ten (10) days of receipt of the Notice of Investigation.

1.4.1.4.3 - Student's Right to Review Documentation

At least ten (10) calendar days prior to the meeting or video/teleconference, the student has the right to see any relevant material considered by the instructor in addition to the documents sent with the Notice of Investigation (see Academic Regulation 1.4.1.3).

1.4.1.5 - Deciding on a Finding

1.4.1.5.1 - No Grounds Found for a Finding

If, after an investigation of the evidence and consideration of the response by the student, the instructor determines that there are no grounds for a finding, all documents related to the case will be destroyed and the student will be informed that the investigation has been dismissed.

1.4.1.5.2 - Grounds Found for a Finding

If, after an investigation of the evidence and consideration of the response by the student, the instructor determines that there is sufficient and persuasive evidence on which to make a finding of departure from academic integrity, the instructor must then proceed to establish an appropriate remedy.

1.4.1.6 - Assessing a Sanction after a Finding is Determined

1.4.1.6.1 - Contacting the Bachelor of Health Sciences Program Office

After making a finding, the instructor should then contact the Bachelor of Health Sciences Program Office. If a previous finding is on record, the instructor will refer the case to the Associate Director (Studies) who will set an appropriate sanction (see Academic Regulation 1.4.2.3). A record of a previous departure from academic integrity is only relevant when assessing an appropriate sanction or remedy; it should have no bearing on the determination of a finding. (See Academic Regulation 1.4.2 for the process followed by the Associate Director (Studies) in assessing a sanction after referral from an instructor.)

1.4.1.6.2 - Referral to the Associate Director (Studies)

If the finding appears to warrant a sanction more serious than the instructor may impose, the case shall be referred to the Associate Director (Studies). The instructor should fill out a Finding of a Departure from Academic Integrity form, indicating that there has been a finding but that the case will be referred to the Associate Director (Studies) for consideration of a sanction. A copy should be directed to the student either by e-mailing the student requesting that he or she picks up a copy from the instructor's departmental office or by sending the document by registered mail. A copy should also be sent to the Associate Director (Studies). (See Academic Regulation 1.4.2 for the process followed by the Associate Director (Studies) in assessing a sanction after referral from an instructor.)

1.4.1.6.3 - Sanction and Level Determined by the Instructor

If there is no previous finding on record or if the instructor decides that one of the penalties outlined in Academic Regulation 1.3.1 is appropriate, then he or she will determine a remedy or sanction appropriate to the extent or severity of the offence, and may consult with the Program for guidance on an appropriate remedy or sanction.

The instructor should also determine whether the particular finding should be categorized as a Level I or Level II departure according to the guidelines in Academic Regulation 1.3.4.

1.4.1.7 - Notification of Decision

After making the finding, setting a remedy or sanction within the scope of those available to the instructor (see Academic Regulation 1.3.1), and categorizing the departure as Level I or Level II, the instructor must inform the student in writing of the decision. Instructors are encouraged to use the Notice of Investigation Form. Completing the form supplies the student with the information required by Senate

Policy, including:

- the details of the finding of departure from academic integrity, including the reasons for the finding as supported by relevant, clear and cogent evidence
- the remedy or sanction
- the type of departure (Level I or Level II)
- the student's right to appeal the finding and/or the remedy or sanction to the Associate Director (Studies) (see Appeal of Academic Decisions, Section 2)
- the deadline for appealing to the Associate Director (Studies)
- the resources available for consultation (the instructor will inform the student of the services provided by the Coordinator of Dispute Resolution Mechanisms)
- the fact that a copy of the finding will be kept on file in the Office of the Associate Director (Studies)

Information on the process of appealing an instructor's decision to the Associate Director (Studies) is outlined in Appeal of Academic Decisions, Section 2.

1.4.2 - Assessment of Sanction by the Associate Director (Studies) Upon Referral from an Instructor

If the finding made by the instructor appears to warrant a sanction more serious than the instructor may impose or if there is a previous finding of departure from academic integrity on file in the Bachelor of Health Sciences Program Office (see Academic Regulation 1.3.4.2), the instructor must refer the case to the Associate Director (Studies) who will impose an appropriate sanction. The Associate Director (Studies) may impose sanctions ranging from those listed in Academic Regulation 1.3.2 to a recommendation to the Senate Committee on Academic Procedures (SCAP) that the student be required to withdraw from the University.

1.4.2.1 - Notification of Referral

In referring the sanction for a finding of a departure from academic integrity to the Associate Director (Studies), the instructor must advise the student in writing. Instructors are encouraged to use the Notice of Investigation Form, indicating that there has been a finding but that the case will be referred to the Associate Director (Studies) for consideration of a sanction. Completing the form supplies the student with the information required by Senate policy, including:

- the details of the finding of departure from academic integrity, including the reasons for the finding as supported by relevant, clear and cogent evidence
- the fact that the case is being referred to the Associate Director (Studies) for assessment of an appropriate sanction
- the student's right to appeal the finding and/or the remedy or sanction to the Associate Director (Studies) (see Appeal of Academic Decisions, Section 2)

- the resources available for consultation (the instructor will inform the student of the services provided by the Coordinator of Dispute Resolution Mechanisms)
- the fact that a copy of the finding will be kept on file in the Office of the Associate Director (Studies)

The instructor should also include all documents relevant to the investigation and finding with a copy sent to the Associate Director (Studies).

To ensure that students receive the finding and additional relevant materials in a timely manner, instructors should e-mail the students with the direction to request the materials from the Bachelor of Health Sciences administrative office or send these documents by registered mail to the student's local address (as obtained from the student information system).

Within ten (10) days of receiving the notice of investigation, the student must make an initial response to the Associate Director (Studies), either to schedule a meeting/video/teleconference or to indicate that he/she does not wish to meet or speak via video/teleconference and will provide a written response.

1.4.2.2 - Investigation and Meeting

1.4.2.2.1 - Convening the Meeting or Video/Teleconference

In most instances, the Associate Director (Studies) will convene a meeting or video/teleconference with the student (and his or her representative), the instructor (and his or her representative), and witnesses where appropriate, to conduct a thorough review of the evidence as it relates to assessing an appropriate sanction (as outlined under Academic Regulation 1.3.3). This review will allow the Associate Director (Studies) to weigh the mitigating and aggravating circumstances (as outlined in Academic Regulation 1.3.3) to arrive at an appropriate sanction. Where it is decided a meeting or video/teleconference will occur, the Associate Director (Studies) will notify the student and the instructor of the time and location of the meeting or video/teleconference. The student will also be informed of the right to bring a representative and the names of those who will be present. In preparation for the meeting, the Associate Director (Studies) may request additional relevant materials.

1.4.2.2.2 - Student's Alternative to Attending a Meeting or Video/Teleconference

If, for any reason, the student does not wish to meet in person or speak via video/teleconference, he or she may submit a detailed, written explanation to the instructor, along with copies of earlier drafts of the student's work, and any other relevant documentation. This written submission must be provided to the instructor within 10 days of receipt of the notice of investigation.

1.4.2.2.3 - Student's Right to Review Documentation

At least ten (10) calendar days prior to the meeting or video/teleconference, the student has the right to see any relevant material considered by the Associate Director (Studies) in addition to the documents sent with the Finding (see Academic Regulation 1.4.1.3).

1.4.2.3 - Assessing a Sanction

After a review of the evidence and consideration of the response by the student, the Associate Director (Studies) will inform the student of the appropriate sanction or remedy according to the guidelines in Academic Regulation 1.3.2, categorize the sanction as Level I or Level II, and inform the student and the instructor in writing of the following:

- the remedies or the sanctions and reasons for them
- the type of departure (Level I or Level II)
- the student's right to appeal the finding and/or the remedy or sanction to the Academic Integrity and Conduct Panel (see Appeal of Academic Decisions, Section 2)
- the deadline for appealing to the Academic Integrity and Conduct Panel
- the resources available for consultation (the Associate Director (Studies) will inform the student of the services provided by the Coordinator of Dispute Resolution Mechanisms)
- the fact that, in the case of a Level II finding, a copy of the finding will be kept on file in the Office of the Associate Director (Studies)

Appeals of the decisions of the Associate Director (Studies) may be made to the Academic Integrity and Conduct Panel as outlined in Appeal of Academic Decisions, Section 2.

1.4.3 - Investigation of Suspected Departures from Academic Integrity by the Associate Director (Studies)

Where possible departures from academic integrity are identified that involve more than one course, multiple instances, or the possibility of forgery or falsification (see Academic Regulation 1.3.3), the Associate Director (Studies) may initiate an investigation. In addition, an instructor may request (in writing) that the Associate Director (Studies) conduct an investigation on his or her behalf when such serious departures are suspected. The Associate Director (Studies) may also undertake an investigation of a departure from academic integrity in academic matters unrelated to performance in a course.

1.4.3.1 - Preliminary Investigation: Collection of Initial Information

To begin investigating a possible departure from academic integrity, the Associate Director (Studies) should assemble all documents related to the case. Such documents might include:

- the work submitted by the student for academic credit
- the source(s) from which the work submitted by the student is apparently derived
- the instructions describing the nature of the work to be done
- any e-mail between the instructor and the student relating to the work
- any other materials related to the departure
- any documents used by the instructor or his or her department stating policies on departures from academic integrity

While collecting evidence, the Associate Director (Studies) is encouraged to seek guidance from the Associate Director, Co-Directors, or appropriate program delegate concerning matters relating to departures from academic integrity, and from the Coordinator of Dispute Resolution Mechanisms concerning university policy and procedure.

When discussing possible departures from academic integrity, the Associate Director (Studies) should ensure that the student's identity remains confidential, pending a finding of departure from academic integrity.

Should the Associate Director (Studies) decide the evidence is insufficient to proceed with further investigation, all documents related to the matter should be destroyed and all aspects of the case considered dismissed.

Should the Associate Director (Studies) decide the evidence merits further investigation, he or she should continue the processes outlined below.

1.4.3.2 - Notice of Investigation of Departure from Academic Integrity

The Associate Director (Studies) must advise the student in writing of the following:

- the evidence on which the investigation is based,
- the student's right to respond to the investigation, and
- the student's right to have representation for any response; the Associate Director (Studies) will inform the student of the services provided by the Coordinator of Dispute Resolution Mechanisms.

The Associate Director (Studies) should also include all documents relevant to the investigation and finding.

1.4.3.2.1 - Delivery and Receipt of Documentation

To ensure that students receive the Notice of Investigation and additional relevant

materials in a timely manner, the Office of the Associate Director (Studies) should e-mail the students with the direction to request the materials from the Student Services Office or send these documents by registered mail to the student's local address (as obtained from the student information system).

Within ten (10) days of receiving the Notice of Investigation, the student must make an initial response to the Associate Director (Studies), either to schedule a meeting/video/teleconference or to indicate that he or she does not wish to meet or speak via video/teleconference and will provide a written response.

1.4.3.3 - Investigation and Meeting

1.4.3.3.1 - Convening the Meeting or Video/Teleconference

In most instances, the Associate Director (Studies) will convene a meeting or video/teleconference with the student (and his or her representative), the instructor (and his or her representative), and witnesses where appropriate, to conduct a thorough review of the evidence as it relates to the departure. Where it is decided a meeting will occur, the Associate Director (Studies) will notify the student and the instructor of the time and location of the meeting or video/teleconference. The student will also be informed of the right to bring a representative and the names of those who will be present. In preparation for the meeting, the Associate Director (Studies) may request additional relevant materials.

1.4.3.3.2 - Student's Alternative to Attending a Meeting or Video/Teleconference

If, for any reason, the student does not wish to meet in person or speak via video/teleconference, he or she may submit a detailed, written explanation to the Associate Director (Studies), along with copies of earlier drafts of the student's work, and any other relevant documentation. This written submission must be provided to the instructor within ten (10) days of receipt of the Notice of Investigation.

1.4.3.3.3 - Student's Right to Review Documentation

At least ten (10) calendar days prior to the meeting or video/teleconference, the student has the right to see any relevant material considered by the Associate Director (Studies) since issuing the Notice of Investigation, in addition to the documents sent with the Notice of Investigation (see Academic Regulation 1.4.3.2).

1.4.3.4 - Finding of Departure from Academic Integrity

1.4.3.4.1 - No Grounds Found for a Finding

If, after an investigation of the evidence and consideration of the response by the student, the Associate Director (Studies) determines that there are no grounds for a finding, all documents related to the case will be destroyed and the student will be informed that the investigation has been dropped.

1.4.3.4.2 - Grounds Found for a Finding

If, after an investigation of the evidence and consideration of the response by the student, the Associate Director (Studies) determines that there is sufficient and persuasive evidence on which to make a finding of departure from academic integrity, the Associate Director (Studies) must set an appropriate remedy or sanction and then notify the student in writing.

1.4.3.5 - Assessing a Sanction after a Finding is Determined

The Associate Director (Studies) will consider the factors discussed in Academic Regulation 1.3.3 in setting a sanction. The sanction should reflect the extent and severity of the departure from academic integrity, and precedents in the program, taking into account any mitigating circumstances.

After making the finding and setting the corresponding sanction, the Associate Director (Studies) will categorize the departure as being either Level I or Level II as outlined in Academic Regulation 1.3.4.

1.4.3.6 - Notification of Decision

After making the finding, setting a remedy or sanction, and categorizing the departure as Level I or Level II, the Associate Director (Studies) must inform the student of the following:

- the details of the finding of departure from academic integrity, including the reasons for the finding as supported by relevant, clear and cogent evidence;
- the remedy or sanction;
- the type of departure (Level I or Level II);
- the student's right to appeal the finding and/or the sanction to the Academic Integrity and Conduct Panel (see Appeal of Academic Decisions, Section 2);
- the deadline for appealing to the Academic Integrity and Conduct Panel;
- the resources available for consultation; the Associate Director (Studies) will inform the student of the services provided by the Coordinator of Dispute Resolution Mechanisms; and

- the fact that, in the case of a Level II finding, a copy of the finding will be kept on file in the Office of the Associate Director (Studies) .

Appeals of the decisions of the Associate Director (Studies) may be made to the Academic Integrity and Conduct Panel as outlined in Appeal of Academic Decisions, Section 2

Academic Regulation 2: Enrolment and Registration Priorities

2.1 - Online Studies

All students admitted to the Bachelor of Health Sciences program will be registered in a Distance Career track. All courses in the program will be offered online, except for an on campus laboratory option course. Students in a Distance Career track will be given priority access to these courses.

2.2 - Students at Level 1 (Fewer than 24.0 Units Completed)

Students entering Level 1 of study will be registered in the Bachelor of Health Sciences program, but do not have to select a specific Learning Track at this stage of the program.

Upon entering Level 1, students may select from any of the courses available to first-year students that are offered in the Bachelor of Health Sciences program subject to the following limitation:

- Students must have completed the necessary secondary school (or equivalent) prerequisite requirements in order to enrol.

2.3 - Students Continuing in Level 2 or Above

2.3.1 - Selection of Learning Tracks

All students in the Bachelor of Health Sciences program (both Honours and General) have the option of selecting one or more learning tracks, which should normally be declared at the beginning of second year to a student's academic advisor. During this learning track selection period (selection made by the end of May, January, or August, depending on the student's start date), students may choose one or more learning tracks for which they have interest (details for each learning track are on the Bachelor of Health Sciences Program website) and they shall then be unofficially registered in that learning track. During a student's 4th year of study, the BSc program office will confirm that the student has taken the proper courses to fulfill the learning track(s) and will ensure that this information appears on the student's transcript. Students are encouraged to plan which learning tracks they are interested in during their first year and to talk to an academic advisor to plan which courses should be taken throughout

their degree. General (3-year) students should note that they may be required to use most of their available option and elective courses if they chose to pursue a learning track.

To request a change of learning track, the student must correspond with their academic advisor during the aforementioned learning track selection period in May, January, or August.

2.4 - Access to Courses

2.4.1 - Eligibility to Enrol in Courses

Eligibility for registration in all courses rests on course prerequisites, corequisites, and exclusions as stated in the Academic Calendar. In special circumstances, departments may waive these requirements.

2.4.2 - Priority to Enrol in Courses

Priority for requested courses is determined by the Bachelor of Health Sciences program based on the following three criteria.

2.4.2.1 - Academic Criteria

During the summer class selection period, the Bachelor of Health Sciences program may choose to restrict access to certain classes to ensure that priority is given to students in the appropriate learning track. Student access to courses is subject to the following priorities listed in descending order. Priority will be given to students for whom the course is:

- a requirement for the Honours Program
- core in their learning track
- an option in their learning track

Within each category, priority will be given to students who have the specified prerequisites and:

- are furthest along in their learning track
- are not repeating the course

2.4.2.2 - Number of Spaces Available

The University reserves the right to limit enrolment in any course that becomes oversubscribed.

2.4.2.3 - Student Participation in the Official Registration Process

Students requesting courses after the course selection period, including those

admitted too late to participate in the course selection period, will be considered subject to space availability.

Academic Regulation 3: Number of Units in a Term and Academic Year

3.1 - External Agencies

The primary purpose of this regulation is to define the number of units a student may register in during any term. For this purpose, students are designated as having either Full-Time or Part-Time Registration Status in the Bachelor of Health Sciences program. Full-time or part-time registration status defines a student's maximum allowed course load and is based solely on academic criteria. Students should note that many external bodies (e.g. OSAP, Revenue Canada, scholarship agencies, or other academic institutions) might have different definitions of full-time or part-time course load for the purposes of grant funding, scholarship eligibility, or taxation status. If in doubt of your course load status in regards to such agencies, please contact the Office of the University Registrar, or the external agency directly, as appropriate, for advice.

3.2 - Full-Time Registration Status

3.2.1 - Normal Course Loads for Full-Time Students

Full-time students in the Bachelor of Health Sciences program will take a total of 30.0 units over a given academic year. Full-time students may choose, at any time, to register in fewer courses, or to drop courses (before the published deadlines), such that they fall below this course load and retain their right to full-time registration status in a future term. However, students must be registered in at least 18.0 units in a given academic year in order to be considered to be in a full-time course load.

3.2.2 - Maximum Course Loads for Full-Time Students

Full-time students may be registered in normally no more than 45.0 units in a given academic year, including Fall, Winter, and Spring/Summer terms. More than 30.0 units should not be sought for the purpose of making up a deficiency due to past failure, or if the student's cumulative GPA is less than 1.9. First-year students are not encouraged to attempt more than 15.0 units per term. A student must obtain written permission from the Associate Director (Studies) in order to take more than 45.0 units in an academic year. Students who wish to appeal a negative decision to take more than 45.0 units must appeal to the Board of Studies in writing (see Appeal of Academic Decisions, Section 3).

3.3 - Part-Time Registration Status

3.3.1 - Maximum Course Load for Part-Time Students

Part-time students in any Bachelor of Health Sciences program may take up to a total of 9.0 units per term.

3.3.2 - Transfer to Full-Time Registration Status

Part-time students are eligible to register in a full-time course load in accordance with Academic Regulation if they have:

- completed a minimum of 24.0 Queen's units, excluding repeated courses, and courses for which credit or aegrotat standing were assigned, from the time at which they were admitted part-time to a degree program or were placed on part-time status, and
- achieved a minimum cumulative GPA of 1.90,

OR

- completed a minimum of 18.0 Queen's units, excluding repeated courses, and courses for which credit or aegrotat standing were assigned, from the time at which they were admitted part-time to a degree program or were placed on part-time status, and
- achieved a minimum cumulative GPA of 2.9.

3.3.3 - Maximum Course Load for Non-Degree Interest Student

Non-degree interest students may only enroll in two courses at a time to a maximum of 6.0 units per semester. Should the student be admitted to a degree program in a later term, courses taken as a non-degree interest student would count toward towards the completion of the degree.

3.4 - Courses Spanning More Than One Term

Note that for the purposes of determining a student's course load, the total unit weighting of courses that span more than one term shall be divided equally between the two terms in which that course is operated (see Academic Regulation 4).

Academic Regulation 4: Courses Spanning More Than One Term

4.1 - Nomenclature

Courses that span more than one term (multi-term courses) shall be divided into separate classes for each term in which they are offered. The class offered in the first

term shall be denoted with the suffix “A” and the class offered in the second term shall be denoted with the suffix “B”.

4.2 - Prerequisites and Registration

4.2.1 - Prerequisites

The prerequisite, if any, for the first half of the course shall be that indicated in the Courses of Instruction section of this Calendar. When students enrol in the first half of the course using the online student centre (SOLUS), they will be automatically enrolled in the second half of the course. Note that some such courses may be offered in more than one lecture, tutorial, and/or laboratory section. Students will be enrolled in the same section of each component of the course in both terms.

4.2.2 - Registration

Students must be enrolled in both halves of the course to be deemed to have registered in the course. Students who have failed to register in both halves of the course shall, following the deadline to add classes, have the section in which they have registered removed from their academic record by the Office of the University Registrar and shall be required to appeal to the Associate Director (Studies) for late registration (see Appeal of Academic Decisions, Section 3).

4.3 - Dropping Multi-Term Courses

Students who wish to drop a multi-term course must drop the classes denoted with both the A and the B suffix on or before the Bachelor of Health Sciences program’s published Fall Term Academic Calendar Dates for dropping a course without academic penalty; otherwise a grade of NG (not graded) shall be assigned to the A suffix. If a student wishes to drop a multi-term course after the deadline to drop Fall Term classes without academic penalty, but prior to the deadline to drop Winter Term classes without academic penalty, only the B suffix shall be expunged from the transcript. Students wishing to drop a multi-term course after the deadline to drop Winter Term classes without academic penalty must appeal to the Associate Director (Studies). If the appeal is granted, a DR designation shall be placed on the transcript for the B suffix, and an NG designation shall remain on the A suffix. If the appeal is denied, the final grade earned shall remain on the transcript. A student may not appeal to remove a DR grade from the transcript. The chart below shows the impact of dropping multi-term courses on the academic transcript.

TIMING OF MULTI-TERM COURSE	DROP GRADE ON TRANSCRIPT	
	<i>A Suffix</i>	<i>B Suffix</i>
a) By Fall Term deadline to drop without academic penalty	Expunged	Expunged
b) After Fall Term deadline to drop without academic penalty (upon successful appeal initiated before the Winter Term deadline to drop without academic penalty)	DR	Expunged
c) After Fall Term deadline to drop without academic penalty but before the Winter Term deadline to drop without academic penalty	NG	Expunged
d) After Winter Term deadline to drop without academic penalty (upon successful appeal)	NG	DR

4.4 - Credit and Grading

The first half of a multi-term course shall earn 0.0 units and may not be used to meet the degree requirements of the Bachelor of Health Sciences program, or any prerequisite, corequisite, or exclusion requirement. The earned units for the multi-term course shall be placed on the second half of the course. Upon successful completion of a multi-term course, the first half of the course shall be assigned a grade of NG (Not Graded) (see Academic Regulation 10). The final grade for the course, including any incomplete (IN) or grade deferred (GD) status shall be assigned to the second half of the course. Note that for the purposes of determining the student's academic load, half of the units assigned to the full-year course will be applied toward the academic progress units for each term in which the course is offered (see Academic Regulation 3).

Students who drop a multi-term course, even after successfully completing the first half of the course, must enrol in and complete both halves of the course in a subsequent academic period in order to earn credit for the course.

4.5 - Appeals

No part of Academic Regulation 4 may be appealed.

Academic Regulation 5: Auditors

5.1 - Audit Policies

Students may not audit courses offered in the Bachelor of Health Sciences program.

5.2 - Appeals

No part of Academic Regulation 5 may be appealed.

Academic Regulation 6: Attendance, Course Work, and Conduct

6.1 - Participation and Conduct in Courses

Students must be enrolled in a course to be eligible to participate in lectures, laboratories, tutorials, online discussions, tests, and examinations associated with the course. Students are responsible for material covered in all modules and virtual laboratories sessions and expected to participate in all tutorials, online discussions, tests, and examinations in their courses. Students are also responsible for submitting essays, exercises, reports, and laboratory work at the prescribed times. Student conduct in tutorials, online discussions, tests, and examinations must conform to the Code of Conduct. Students whose conduct does not conform to the Code of Conduct may be issued a warning in writing from the course instructor. Subsequent failure to conform to the Code of Conduct may result in a written requirement to withdraw from the course (see Academic Regulation 17).

6.2 - Submission of Course Work

For purposes of evaluation, assignments and other course work must be submitted in a readable format. All due dates are in Eastern Time (ET).

6.3 - Absence and Missed Course Work

A student who requires rescheduling of deadlines for course work, assignments, or tests due to extenuating circumstances is responsible for submitting the appropriate forms and additional paperwork (if required) to the Bachelor of Health Sciences program office as outlined by the Senate policy on Academic Consideration for Students in Extenuating Circumstances.

If there is a significant effect on engagement in coursework or academic performance such that the student may wish to request an incomplete grade, Aegrotat or Credit Standing, the student is responsible for obtaining appropriate documentation at the time of treatment. See Academic Regulation 10 for further information about Aegrotat and Credit Standing. Information about appeals to the Associate Director (Studies) for Aegrotat or Credit Standing can be found in Appeal of Academic Decisions, Section 3.

Academic Regulation 7: Assessment of Performance

7.1 - Determination of the Final Grade for a Course

The choice of the elements to be used in determining the final grade for a course and the weighting of these elements are decided by the Bachelor of Health Sciences Program Office. The following elements may be used: the work of the term, including, where appropriate, essays and exercises, class tests, reports, seminar and online participation, laboratory work, and a final examination. Students who feel their final examination or final grade has not been accurately assessed may request a review of their work (see Academic Regulation 11).

7.2 - Scheduling of Course Elements

7.2.1 - Provision of a Written Outline

Before the end of the first week of the term in which a course starts, instructors must provide a written outline of the basic features of the course. At a minimum, the course outline should include a description of the course objectives and a clear statement of the basis on which final marks are assigned. Instructors should specify the term work expected and weight, if any, that it will contribute to the final mark.

7.2.2 - Restrictions on Assessment

Major tests and de facto examinations are strictly prohibited in the last two course weeks and in the study period designated by Senate prior to the examination period.

7.2.2.1 - Major Tests or Quizzes

A test or quiz is deemed to be major if it:

- covers more than the work of the preceding six weeks; or
- counts for more than 10 per cent of the final mark in a 6.0 unit class or 20 per cent of the final mark in a 3.0 unit class.

7.2.2.2 – De Facto Examinations, Major Term Essays, and Seminar Presentations

De facto examinations are essentially replacements for final examinations or end-of-term tests for which the Senate provides a schedule. A major term essay – one that conforms to (ii) above – should be assigned in the first half of the term if it is due any time between the beginning of the 11th week of classes and the end of the examination period. A seminar presentation that conforms to (i) or (ii) above should be assigned in the first half of the term if it is to be held in the last two weeks of term.

7.2.3 – Exceptions to the Restrictions on Assessment

Requests for exceptions must be made annually and must be approved by the Associate Director (Studies). (Exceptions to the above guidelines might include individual oral examinations in language acquisition courses and laboratory examinations requiring the hands-on use of apparatus or materials.

7.3 – Submission of Mid-Year Grades

At the end of the Fall Term, instructors of multi-term classes may submit mid-year grades. These grades will be made available to students in January as an indication of their progress. Mid-year grades do not appear on official transcripts.

Academic Regulation 8: Examinations

8.1 – Supplemental Examinations

There are no supplemental examinations in courses offered in the Bachelor of Health Sciences program.

8.2 – Scheduling of Final Examinations

8.2.1 – Scheduling of Online Proctored Examinations

It is the student's responsibility to schedule their examination and this must occur at a minimum of 24 hours prior to the time the examination opens. Students who schedule their examination within this final 24 hour period, or students who re-schedule their examination during this period, will be assessed a fee of \$40 CAD. If a student-side event occurs during an examination that requires scheduling, such as accidentally submitting their exam or technical/bandwidth issues, the student will be assessed a fee of \$40 CAD.

8.2.2 – Location and Timing of Final Examinations

An examination for any course offered in any term or session (including Summer Term) must be written using an approved secure online proctoring software.

The exam will be written a designated time 24-hour time period. This 24-hour time period for final examinations will occur during the University Exam Period. All times are in Eastern Time (ET). The final examination schedule may not be changed once the schedule is posted. A student who is unable to write any examination due to extenuating circumstances must make alternate arrangements with the instructor (for mid-course examinations) or will write the final examination during the Deferred Exam Period. For final examinations, a student may consider a request for an incomplete grade, aegrotat, or credit standing (see Academic Regulation 6.3). Students who find themselves in such circumstances may seek permission to write the examination at a later time by submitting a Request for a Deferred Exam form to the instructor of the course. The instructor may require a written appeal and/or medical certificate or other documentation that demonstrates extenuating circumstances. Such students seeking permission to write the examination at an earlier time than the scheduled time must appeal in writing to the Office of the Associate Director (Studies) as well as to the instructor (see Appeal of Academic Decisions, Section 3).

Final examinations do not normally last longer than 3 hours, except in the case of students who require accommodation requested through Queen's Student Wellness Services.

8.2.3 - Schedule Conflicts

A student discovering a conflict (two examinations at the same hour, three consecutive examinations in a 24-hour period or an examination at the same hour as a religious observance) should report the conflict to the instructor and the Bachelor of Health Sciences program office (for mid-course examinations) and to the program office and the University Exam's Office (for final examinations) as soon as possible.

8.3 – Extenuating Circumstances affecting Examinations

Students who are unable to write an examination during the scheduled time period due to extenuating circumstances beyond their control (such as serious illness, death in the family), should either make arrangements with the instructor to write a deferred examination, consider a request for an incomplete grade, or discuss other options for the course as appropriate (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 examination at a time earlier than the scheduled time.

8.3.1 – Extenuating Circumstances Warranting an Early Examination

Students seeking permission to write an examination prior to the scheduled time/day due to very exceptional circumstances beyond their control must make a written request to the Office of the Associate Director (Studies).

8.3.2 – Extenuating Circumstances Occurring Immediately Prior to an Examination

Students who experience sudden illness or other extenuating circumstances beyond their control, immediately prior to a scheduled examination, should not write the examination. Instead, students in such circumstances are responsible for submitting the appropriate form(s) and additional paperwork (if required) to the Bachelor of Health Sciences program office prior to the examination start time, as outlined by the Senate policy on Academic Consideration for Students in Extenuating Circumstances. Once the request has been made and as soon as they are able, students must contact their instructor(s) to make arrangements to write a deferred examination either at a mutually agreed upon time (for mid-course examinations) or during the Deferred Exam Period (for final examinations).

8.3.3 – Extenuating Circumstances Occurring During an Examination

Students who experience sudden serious illness during the course of writing a scheduled examination that prevents them from completing their examination, must verbally indicate as much to the Online Proctoring System, as well as notify their instructor by email to the course email address upon exiting the exam. The program office will liaise with the instructor of the course to determine if the examination attempt is considered valid. If students exit an online examination session without appropriately emailing the course email address as well as verbally indicating this to the Online Proctoring System, the examination attempt will be considered valid and no retroactive consideration will be possible.

If, after consultation with the instructor, the examination attempt is not considered to be valid, permission for the student to re-write the examination, either at a mutually agreed upon time (for mid-course examinations) or during the Deferred Exam Period (for final examinations) may be granted for documented cases at the discretion of the instructor(s) and the Associate Director (Studies). Alternatively, other options for the student to complete the course may be provided.

Please note that it is the responsibility of the student to follow up with their instructor(s) to arrange the appropriate consideration, but it is up to the instructor(s) to determine the date of the deferred examination within the Deferred Exam Period for final examinations, as defined by the BHS Sc Sessional Dates. Any further extensions based on continued or new extenuating circumstances will require a written appeal to the Associate Director (Studies).

8.4 – Formal Review of Final Examinations

Students who feel their final examination has not been accurately assessed may request a formal review of the examination paper (see Academic Regulation 11).

Academic Regulation 9 Examination Conduct

9.1 – Admission to and Dismissal from the Examination

Students are required to provide their Queen's Photo ID (note: if your student ID card does not have a photo on it, you need to provide a government-issued photo ID) to the examination. During the online interview process students must show their photo ID, complete a room scan (see below), and a picture will be taken. Note: It is important that these scans are done slowly and clearly enough for your instructor to review them properly. If requested by the online proctor, students will be required to complete additional scans throughout the exam. If a student is absent during any amount of time after starting their exam, they should expect to be asked to perform another room scan. Not performing a proper room scan may compromise the academic integrity of your exam. During the room scan students will be required to show their monitor/screen to the online proctor using a mirror or reflective device. Any candidate logging into the exam software with insufficient time left to complete the examination will receive only the remaining time in which to write the examination. The late candidate's examination will be marked only at the discretion of the course instructor.

9.2 – Restrictions on Articles Taken Into the Examination Location

No articles such as smart devices, textbooks, notes, books of tables, data sheets, graphs, paper, written material, calculators, etc., may be used during the exam unless authorized by the instructor.

Students should have only essential items on hand for the examination. Use of electronic devices with memory capabilities or web-access will be outlined for each exam held. Non-authorized device use including communication devices (e.g., cell phones, smartphones, media players, etc.) during the exam period will otherwise be prohibited. The use of a headset or ear buds is not permitted.

9.3 – Examination Regulations

A student is responsible for adhering to all Examination Regulations as published by the Office of the University Registrar and/or the Senate. All examination irregularities will be reported by trained online proctors to the instructor of the course and to the Associate Director (Studies). Normally, such irregularities will be dealt with under the regulations pertaining to departures from academic integrity (see Academic Regulation 1)

Academic Regulation 10 System of Grading and Transcript Notations

10.1 – Evaluative Grades

Normally, students receive letter grades for performance in courses offered by the Bachelor of Health Sciences program. The evaluative grades for all courses offered by the Bachelor of Health Sciences program are:

A+	Exceptional	C+	Acceptable
A	Outstanding	C	Minimally Acceptable (Honours)
A-	Excellent	C-	Minimally Acceptable (General)
B+	Very Good	D+	Unsatisfactory Pass
B	Good	D	Unsatisfactory Pass
B-	Reasonably Good	D-	Unsatisfactory Pass
F		Failure – No Course Credit	

10.1.1 – Long Descriptors

The long descriptors provide a more detailed guide to what each letter grade signifies:

A+

Indicates exceptional performance that exceeds the highest standards. The course content has been mastered, the ability to apply the material in new ways has been demonstrated, and an understanding of the wider context is evident, all to an exceptional degree. Consistent performance at this level leads to placement on the Dean's Honour List with Distinction (see Academic Regulation 12).

A

Indicates outstanding performance that meets the highest standards. The course content has been mastered, the ability to apply the material in new ways has been demonstrated, and an understanding of the wider context is evident.

A-

Indicates excellent performance that meets very high standards. Mastery of the course material and ability to apply the material in new ways have been demonstrated. Consistent performance at this level leads to placement on the Dean's Honour List (see Academic Regulation 12).

B+

Indicates very good performance that meets high standards. The course content has been mastered, with a comprehensive understanding of concepts and techniques.

B

Indicates good comprehension of the course material. The expectations set for the course have been met.

B-

Indicates reasonably good comprehension of the course material. Most expectations set for the course have been met

C+

Indicates an acceptable comprehension of the course material, meeting and in some cases exceeding basic standards.

C

Indicates a generally acceptable comprehension of the course material, meeting basic standards. Consistent performance at this level is acceptable for an Honours Degree (see Academic Regulation 16).

C-

Indicates a minimally acceptable comprehension of the course material while falling short of basic standards in some areas. Consistent performance at this level is acceptable for a General degree, but not for an Honours degree (see Academic Regulation 16).

D+

Comprehension of the course material was unsatisfactory, but sufficient for credit to be granted. Consistent performance at this level will lead to placement on Academic Probation and, potentially, further sanctions (see Academic Regulation 13).

D

omprehension of the course material was unsatisfactory, but sufficient for credit to be granted. Consistent performance at this level will lead to placement on Academic Probation and, potentially, further sanctions (see Academic Regulation 13).

D-

Comprehension of the course material was unsatisfactory; barely sufficient for credit to be granted. Consistent performance at this level will lead to an automatic

requirement to withdraw (see Academic Regulation 13).

F

Indicates that the minimum standards have not been met. Credit has not been granted. Consistent performance at this level will lead to an automatic requirement to withdraw (see Academic Regulation 13).

10.2 – Non-Evaluative Grades

10.2.1 – Aegrotat Standing

Aegrotat estimated standing in a course is reserved for situations in which a student, who has completed and passed at least 60 per cent of the work for a course, but because of illness or other extenuating circumstances beyond his or her control, is unable to complete all the work of the course (see Academic Regulation 6). Aegrotat grades will be included in the student's grade point average (GPA) and can be used as credit earned towards a degree program.

A student seeking aegrotat standing in a class must have the written support of the instructor and must submit a formal appeal to the Office of the Associate Director (Studies) (see Appeal of Academic Decisions, Section 3). If the request is granted, this estimated letter grade would appear on the student's transcript together with a note reading "Aegrotat Estimated Grade."

Students may be granted aegrotat and/or credit standing for a maximum of 36.0 units during their entire program.

Students may be granted aegrotat and/or credit standing for a maximum of 36.0 units during their entire program.

10.2.2 – Credit Standing (CR)

Credit standing (CR) in a course is reserved for situations in which a student, who has completed all of the work of the course including the final examination, and achieved a passing grade in the course, but because of illness or other extenuating circumstances beyond his or her control, earned a substantially lower grade than might have been expected, normally a grade of C or lower (see Academic Regulation 6). A course with credit standing will not be included in the student's GPA but can be used as credit earned towards a degree program. Students who wish to use a course in which they have credit standing as a prerequisite for registering in a further class may need to appeal to the instructor of the class if the prerequisite requirement includes a minimum grade. The instructor has the authority to waive this prerequisite at their discretion. Use of a course with credit standing for admission to a Plan shall be at the discretion of the Department.

A student seeking credit standing in a course must have the written support of the instructor and must submit a formal appeal to the Office of the Associate Director (Studies) (see Appeal of Academic Decisions, section 3). If the request is granted, the designation CR will appear on the student's transcript in place of a letter grade. Students may be granted aegrotat and/or credit standing for a maximum of 36.0 units during their entire program.

10.2.3 – Grade Deferred (GD)

Grade deferred standing (GD) is a temporary designation reserved for circumstances in which

- a student has submitted all the work in a course, but the final grade is not available (e.g. late assignments not yet marked); or
- a suspected departure from academic integrity is under investigation or under appeal and a final grade for the course cannot yet be determined.

The instructor shall indicate to the Associate Director (Studies) the special circumstances under which the GD is being assigned, and in the case of (i) above, shall provide a timeline for submission of the final grade.

A grade of GD will not be included in the determination of a student's GPA, and any course with a GD designation may not be counted for credit towards a degree program.

NOTE: GD differs from the notation IN, which indicates that a student has not submitted all the work assigned and the instructor has agreed to accept the outstanding work.

10.2.4 – Incomplete (IN)

Incomplete standing (IN) is a temporary designation reserved for a course in which a student who, because of extenuating circumstances beyond his or her control, has not completed all term work for a course or requests permission to defer the writing of a final examination.

A student seeking incomplete standing should first complete a Request for Academic Consideration for Extenuating Circumstances form (48 hours to 3 months) and submit it to the Bachelor of Health Sciences program office along with appropriate documentation, as outlined in the request form. After this has been submitted, the student must arrange with the instructor to complete the Permission for an Incomplete Mark form available from the Bachelor of Health Sciences Program Office and will be posted on the Bachelor of Health Sciences program website. The Permission for an Incomplete Mark form indicates the current letter grade for the course based on the work completed, the specific work yet to be finished and a

date by which the outstanding work will be submitted. The date for the work to be completed should be reached by mutual agreement between the instructor and student. Incomplete work can be submitted no later than the end of the subsequent term.

In cases where a student will receive a failing grade if all outstanding work is not completed or the exam is not written, an IN grade will be submitted by the instructor. A grade of IN will not be included in the determination of a student's GPA, and any course with an IN designation may not be counted for credit towards a degree program. If the outstanding work is not submitted by the end of the subsequent term, the IN grade will lapse to an F (Failure) and will be included in the student's GPA.

In cases where a student will pass the course even if the outstanding work is not completed or the exam is not written, the actual earned letter grade will be assigned. The letter grade shall be included in the student's GPA and may be counted for credit towards a degree program. If the outstanding work is not submitted by the end of the subsequent term, the original letter grade shall stand.

Any extensions beyond either the date of the first agreement or the end of the subsequent term must be based on further extenuating circumstances and will require an appeal to the Office of the Associate Director (Studies) with support from the instructor (see Appeal of Academic Decisions, Section 3)

10.2.5 – Pass in a Pass/Fail Course (P)

A pass standing (P) is reserved for a course in which a student successfully completes all the requirements in a course designated as pass/fail. A course that has been designated Pass standing will not be included in the student's GPA but can be counted for credit towards a degree program.

10.2.6 – Transfer Credit (TR)

A transfer credit (TR) designation is reserved for a course in which a student undertakes study at another accredited post-secondary institution (see Academic Regulation 14). A transcript note will accompany this entry, indicating the University or other academic institution from which the credit was earned, and the degree program to which the transferred course is being credited. For purposes of internal evaluation of course prerequisites and admission to second year only, the TR designation shall be deemed equivalent to a grade of C. In the case of transfer credit for International Baccalaureate (IB), Advanced Placement (AP), CEGEP, or A-Level (GCE) courses, grades of A or B may also be deemed equivalent depending on student performance. Under no circumstances shall the grade provided by another post-secondary institution be placed on the Queen's transcript.

Students who wish to use a course in which they have a TR designation as a

prerequisite for registering in a further class may need to appeal to the instructor of the class if the prerequisite requirement includes a grade higher than C. The instructor has the authority to waive this prerequisite at their discretion.

Transfer credit designations will not be included in the student's GPA but may be counted for credit towards a degree program.

10.2.7 – Dropped (DR)

Any course dropped by a student before the date for dropping a course without academic penalty specified in the Bachelor of Health Sciences program's published Academic Calendar shall be expunged from the transcript. Students wishing to drop a course after the published date must appeal to the Associate Director (Studies). If the appeal is granted, a DR designation shall be placed on the transcript. If the appeal is denied, the final grade earned shall remain on the transcript. A student may not appeal to remove a DR grade from the transcript.

Dropped designations will not be included in the student's GPA and will not count for credit towards a degree program.

See also Academic Regulation 4 for details on transcript designations when dropping multi-term courses.

10.2.8 – Not Graded (NG)

The not graded (NG) designation indicates the completion of the first half of a multi-term course. A student will receive an NG designation at the end of the first term in which the class was in progress. At the end of the second term in which the course is offered a letter grade or other appropriate designation shall be entered.

Not graded designations will not be included in the student's GPA and will not be counted for credit towards a degree program. No course with an NG designation may subsequently be counted as partial or full credit towards completion of another course at Queen's University, or as transfer credit.

10.3 – Courses in Progress (no designation)

Transcripts shall note all courses in progress during the academic term in which they are offered. Such courses in progress shall have no designations attached to them.

10.4 – Grade Point Average (GPA)

10.4.1 - Letter Grade/Grade Point Table

All letter grades shall have grade points associated with them, according to the following table:

Letter Grade	Grade Points
A+	4.3
A	4.0
A-	3.7
B+	3.3
B	3.0
B-	2.7
C+	2.3
C	2.0
C-	1.7
D+	1.3
D	1.0
D-	0.7
F	0.0

The grade point average (GPA) shall be calculated by multiplying the grade points earned in a course by the unit value of that course, then dividing by the total number of units attempted during the period of time over which the GPA is being determined. Grade point averages may be determined over three periods for evaluative purposes.

10.4.2 – Cumulative GPA

The cumulative GPA shall be determined using all courses attempted and for which grade points are assigned over the course of a student's Career. Thus, students who change Career will have two cumulative GPA's on their academic record. The cumulative GPA used for all assessment purposes shall be the one associated with the student's current Career of registration. Unless otherwise indicated in the academic regulations, when reference is made to a GPA, a cumulative GPA is indicated.

10.4.3 – Term GPA

The term GPA shall be determined using all courses attempted and for which grade points are assigned during a particular academic term.

10.4.4 – Academic Year GPA

The academic year GPA shall be determined using all courses attempted and for which grade points are assigned during a particular academic year starting on 1 September

and ending on the subsequent 31 August.

10.4.5 – 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.

10.4.6 – Students Who Began a Course of study before 1 May 2011

Numeric (percentage) grades have been assigned to classes that were offered up to and including the Winter Term of 2011. These numeric grades will continue to appear on the transcript for students who began a course of study before 1 May 2011. However, cumulative percentage averages will not be used for any academic purpose from May 2011 onwards. GPA values will instead be calculated based on the grade points assigned to these numeric grades. For conversion purposes, numeric grades shall be associated with grade points according to the following table:

Numeric Equivalent

(prior to 1 May 2011)	Grade Points
90 – 100%	4.3
85 – 89%	4.0
80 – 84%	3.7
77 – 79%	3.3
73 – 76%	3.0
70 – 72%	2.7
67 – 69%	2.3
63 – 66%	2.0
60 – 62%	1.7
57 – 59%	1.3
53 – 56%	1.0
50 – 52%	0.7
0 – 49%	0.0

10.5 – 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 based on extenuating circumstances and will require an appeal from the student to the Associate Director (Studies) with support from the instructor (see Appeal of Academic Decisions, Section 3).

Academic Regulation 11 Review of Graded Work in a Course

Students have the right to review all graded work in a course, including the final examination. All graded material that is not returned to the student must, according to Senate policy, be retained for a period of 12 months.

Information about appeals of instructors' decisions on grading can be found in Appeal of Academic Decisions, Section 3.

Academic Regulation 12 Dean's Honour Lists

12.1 – Dean's Honour List

Students in the Bachelor of Health Sciences program who have obtained an academic year GPA of at least 3.5 at the end of the Summer Term, and who have not otherwise been placed on the Dean's Honour List with Distinction, will be placed on the Dean's Honour List.

To be eligible for the Dean's Honour List, students must also meet the following criteria:

- They must be registered in the General or Honours Bachelor of Health Sciences program.
- They must have completed a minimum of 18.0 Queen's units in the relevant Fall-Winter-Summer academic year. Only courses that contribute towards the Bachelor of Health Sciences program will be included in the academic year GPA.
- There may be no failures and no repeated course enrolments in the relevant Fall-Winter-Summer academic year.
- There may be no outstanding IN or GD grades. All final grades and changes of grade must be submitted by 31 August, the final date for determination of an

academic year GPA.

This honour will be noted on the student's transcript.

12.2 – Dean's Honour List with Distinction

For the purposes of determining eligibility for the Dean's Honour List with Distinction, student academic performance will be compared to that of their peers for all students registered in the General and Honours Bachelor of Health Sciences.

Those students who have achieved an academic year GPA in the top 3 per cent of all students within their program group are eligible for consideration for the Dean's Honour List with Distinction. They must also meet those eligibility criteria as outlined for the Dean's Honour List in Academic Regulation 12.1.

This honour will be noted on the student's transcript.

12.3 – Decisions on Dean's Honour Lists

Because decisions related to this regulation are solely dependent on particular levels of academic performance, no part of Academic Regulation 12 may be appealed.

Academic Regulation 13 Academic Standing

13.1 – Assessment

Academic standing is assessed once a year at the end of the Winter Term. All students who have completed a minimum of 18.0 units since the time of admission to the Bachelor of Health Sciences program, or who have completed 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.

13.2 – In Good Academic Standing

Students are described as being in good academic standing unless otherwise notified.

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:

- has a cumulative GPA of less than 1.60 at the time of assessment; or
- returns to studies after having previously been required to withdraw.

The academic standing "Placed on Academic Probation" shall be placed on the student's transcript.

13.3.2 – Academic Restrictions Resulting from Placement on Academic Probation

Students placed on academic probation will not be allowed to transfer units from another post-secondary institution for courses taken while on probation.

13.3.3 – Release from Academic Probation

Any student who is placed on academic probation, and who achieves a cumulative GPA greater than or equal to 1.60 at the time of their next academic standing assessment, shall be released from academic probation.

13.3.4 – Appeal of Decisions on Academic Probation

Because decisions related to this regulation are solely dependent on particular levels of academic performance, no part of Academic Regulation 13.3 may be appealed.

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:

- has a cumulative GPA of less than 0.70 at the time of assessment; or
- 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.

13.4.2 – Academic Restrictions Resulting from RTW1

Students who have been required to withdraw for twelve (12) months will not be permitted to register in the Bachelor of Health Sciences program for twelve months. After a twelve-month period has passed, students may register by contacting the Program Office and submitting a Return to Studies Form.

Students who are required to withdraw for one year will not be allowed to transfer units from another post-secondary institution for courses taken while required to withdraw (see Academic Regulation 14.3).

13.4.3 – Appeal of Decisions on RTW1

Information about an appeal to waive the requirement to withdraw for twelve (12) months can be found in Appeal of Academic Decisions, Section 3.

In exceptional circumstances, academic probation may be imposed by the Associate Director (Studies) as an alternative to requiring a student to withdraw. The special conditions that the student must meet in such instances will be determined by the Associate Director (Studies) on an individual basis.

If a student wishes to appeal the decision of the Associate Director (Studies), the student must do so in writing to the Board of Studies (see Appeal of Academic Decisions, Section 3).

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:

- 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
- is on academic probation at the time of assessment and 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 1.3. 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.

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 Bachelor of Health Sciences program for thirty-six (36) 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 Director (Studies) to have the requirement to withdraw waived (see Appeal of Academic Decisions, Section 3). All students who return to studies in the Program 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.

Students who are required to withdraw for a minimum of three years will not be allowed to transfer units from another post-secondary institution for classes taken while required to withdraw.

13.5.3 – Appeal of Decisions on RTW3

Information about an appeal to waive the requirement to withdraw for three years can be found in Appeal of Academic Decisions, Section 3.

If a student is within 12.0 units of completing a degree, that student’s case will be reviewed by Associate Director (Studies), who may impose a lesser penalty. In exceptional circumstances, academic probation may be imposed by the Associate

Director (Studies) as an alternative to requiring a student to withdraw. The special conditions which the student must meet in such instances will be determined by the Associate Director (Studies) on an individual basis.

If a student wishes to appeal the decision of the Associate Director (Studies), the student must do so in writing to the Board of Studies (see Appeal of Academic Decisions, Section 3).

13.6 – Other Requirements to Withdraw

The Associate Director (Studies) may, at any time, either during the term or after the close of the term, recommend to the Bachelor of Health Sciences program Directors that a student whose attendance, work, or progress is deemed unsatisfactory, be required to withdraw from the Program.

The Associate Director (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 Director (Studies) will convene a meeting or video/teleconference 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 or video/teleconference on the case will be convened, invited to appear at the meeting or video/teleconference, and be advised of the right to have representation at the meeting or video/teleconference. At least ten (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 Director (Studies) must inform the student in writing of the decision to proceed with a recommendation to the Bachelor of Health Sciences program Directors that the student be required to withdraw from the Bachelor of Health Sciences program. 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).

13.7 – Honours

13.7.1 – Admission to Honours

Students must have a cumulative GPA of 2.60 or more on all courses taken towards their degree by the end of their first year of study and must have a cumulative GPA of 2.60 or more on all core courses.

13.7.2 – Criteria for Honours Warning

A student shall be given an honours warning if he or she is not meeting the requirements for admission to honours (see Academic Regulation 13.7.1 above) at the time of assessment and is otherwise in good academic standing.

The academic standing of honours warning will not be placed on the student's transcript. Instead, the student will be informed in writing that while they are currently in good academic standing, their GPA is such that they would be ineligible to receive an honours degree.

13.7.3 – Appeal of Decisions on Honours Warning

A student may not appeal an honours warning standing because it is the direct result of a particular level of academic performance. The honours warning standing, as such, does not remove them from good academic standing.

13.8 – Not Eligible to Proceed to an Honours Degree

13.8.1 – Criteria for being deemed Not Eligible to Proceed to an Honours Degree

A student shall be deemed to be not eligible to proceed to an Honours Degree if he or she has attempted 132.0 or more units at the time of assessment and has a cumulative GPA of less than 2.60 and a cumulative GPA of less than 2.60 on all core courses. A student who has been deemed to be not eligible to proceed to an Honours Degree, will be automatically transferred into the general degree.

13.8.1 – Academic Restrictions Resulting from Not Eligible to Proceed to an Honours Degree

A student who has been deemed not eligible to proceed to an Honours Degree may not register in further classes in the Bachelor of Health Sciences program excepting those that may be required in order to complete a general degree program. Permission to register in such classes must be sought from the Associate Director (Studies).

13.8.2 – Appeal of Decisions Related to the Not Eligible to Proceed to an Honours Degree Standing

A student may not appeal a "Not Eligible to Proceed to an Honours Degree" standing because it is the direct result of a particular level of academic performance.

Academic Regulation 14 Credit for Courses Taken Elsewhere

14.1 – Letters of Permission

Subject to the requirements of Academic Regulation 16, a student registered in the Bachelor of Health Sciences degree program may be permitted to take undergraduate classes elsewhere for credit toward a degree offered by the program. The student must obtain a letter of permission from the Bachelor of Health Sciences program prior to enrolling in classes at another post-secondary institution. There is a non-refundable application fee for a letter of permission, which is issued for a specified post-secondary institution and for a specified term.

To obtain a letter of permission, a student must be in good academic standing (see Academic Regulation 13), have a minimum cumulative GPA of 1.60, and have completed a minimum of 12.0 units within the Bachelor of Health Sciences program.

Letters of permission may be issued at the discretion of the Bachelor of Health Sciences program Associate Director (Studies) for no more than 20% of the core and option courses in the Bachelor of Health Sciences program.

Letters of permission may be issued at the discretion of the Bachelor of Health Sciences program Associate Director (Studies) for no more than 50% of the elective courses in the Bachelor of Health Sciences program.

14.2 – Conditional Letters of Permission: Level 1 Students

A student who has completed fewer than 24.0 units may apply for a conditional letter of permission if their cumulative GPA (including mid-year grades on multi-term courses) is at least 1.60 on a minimum of three courses for which evaluative grades are granted. If the student fails to be in good academic standing following the assessment period at the end of the Winter Term (see Academic Regulation 13), the conditional letter of permission will be considered null and void, and the student will not be permitted to transfer any units taken at another post-secondary institution.

14.3 – Students Required to Withdraw or on Probation

Courses taken at other post-secondary institutions by the Bachelor of Health Sciences program students while on academic probation or under a requirement to withdraw will not be transferred to Queen's (see Academic Regulations 15 and 13).

14.4 – Level 3 and 4 Students

Normally the last two years of an honours degree are taken within the Bachelor of Health Sciences program at Queen's. A student in Level 3 or 4 may transfer credits totaling no more than 20% of either core or option courses for credit towards the Bachelor of Health Sciences program degree.

14.5 – Obtaining Transfer Credit

To transfer credit to Queen's for a class taken elsewhere, a passing final grade equivalent to at least C at Queen's (minimum grade of 63 on percentage-based scale) must be obtained, unless otherwise stated on the letter of permission. The transfer credit, not the grade achieved, will be transferred to the student's record at Queen's (see Academic Regulation 10). Transfer credits for courses taken at another post-secondary institution will not be added to the student's record at Queen's unless the student is in good academic standing. It is the responsibility of the student to submit an original transcript in a sealed envelope directly from the host institution to the Bachelor of Health Sciences program. The original transcript will be maintained on file in the Office of the University Registrar.

Specific information pertaining to number and types of transfer credits awarded to previous college students and students who are transferring to the program from another University program should refer to Admission Regulation 5 for further detail.

14.5.1 – Transfer Credits for Upper Year Transfer and Second Degree Students

For upper-year transfer from post-secondary institutions, a maximum of 24.0 course units may be transfer credits (grade of TR) from outside the Bachelor of Health Sciences program at Queen's University. All 24.0 units may be transferred as elective courses or can be made up of a combination of core, option, and elective units, up to a maximum of 12.0 units for core courses and 6.0 units for option courses.

14.5.2 – Transfer Credits for College Applicants

14.5.2.1 – 2-year Diploma Graduates

Applicants presenting a 2-year diploma (or 2 years of a 3-year diploma) entering the Bachelor of Health Sciences program are eligible to receive up to 18.0 units of unspecified transfer credit.

14.5.2.2 – 3-year Diploma Graduates and 4-year College Degree Graduates

Applicants presenting a 3-year diploma, 3 years of a 4-year degree, or a 4-year degree entering the Bachelor of Health Sciences program eligible to receive up to 24.0 units of unspecified transfer credit.

14.6 – Procedures to Graduate

A student who is granted a letter of permission to complete the final course(s) of his or her degree program at another post-secondary institution during the Fall-Winter academic year, and who intends to graduate in the Spring Convocation, must submit an official transcript in a sealed envelope to the Bachelor of Health Sciences program office by the second week of May. Meeting this deadline will ensure that the student's name appears in the convocation program and that the student's diploma is printed

for the day of the ceremony.

A student who is granted a letter of permission to complete the final course(s) of his or her degree program at another post-secondary institution during the Summer Term, and who intends to graduate in the Fall convocation, must submit an official transcript to the program office by the first week of October. Meeting this deadline will ensure that student's name appears in the convocation program and that the student's diploma is printed for the day of the ceremony

Academic Regulation 15 **Voluntary Withdrawal and Return to Studies**

15.1 – Voluntary Withdrawal

Students may withdraw voluntarily, without academic penalty, prior to deadlines published in this Calendar (see Academic Calendar Dates). It is recommended that students consult with an academic advisor of the Bachelor of Health Sciences before withdrawing. Students must drop all their courses and return their student cards to the Bachelor of Health Sciences program in order to withdraw from Queen's.

15.2 – Return to Studies

15.2.1 – Letters of Permission

Students who were away during the preceding Fall, Winter, or Summer Term on a letter of permission (see Academic Regulation 14) may resume their registration without any further special action.

15.2.2 – Students Required to Withdraw or on Probation

Students who were required to withdraw for one year or who were placed on academic probation may attend another post-secondary institution while away from the University. However, they will not be permitted at any time to transfer credits for courses taken elsewhere while required to withdraw or while on academic probation (see Academic Regulations 13 and 14). These students must complete and return the appropriate section of the Return to Studies form to the Bachelor of Health Sciences program office in order to register in classes.

Students who were required to withdraw for a minimum of three (3) years must further appeal to the Associate Director (Studies) (see Academic Regulation 13) in order to register in classes once at least three (3) years have elapsed.

15.2.3 – Students in Good Academic Standing

15.2.3.1 – Not Attending another Institution

Those students who have registered in the Bachelor of Health Sciences program, who have attempted at least one course, and are in good academic standing, who did not

attend any other post-secondary institution while away from the University, and who wish to return, must complete and return the appropriate section of the Return to Studies form to the Office of the Associate Director (Studies) in order to register in classes.

15.2.3.2 – Attending another Institution without Leave

Those students in good academic standing who, without a letter of permission:

- completed 18.0 or fewer university-level units (including failures) at another post-secondary institution; or
- were registered in a two- or three-year diploma program at a post-secondary institution, but did not graduate and who are willing to waive their right to any transfer credit earned while withdrawn from the University

must complete and return the appropriate section of the Return to Studies form to the Office of the Associate Director (Studies) in order to register in classes.

A student who has completed 9.0 or fewer university-level units (including failures) at another post-secondary institution during the Queen's University Summer Term directly preceding the current Fall Term only may apply for a retroactive letter of permission. Students making an application for a retroactive letter of permission should be aware that there is no guarantee that their credits will be transferred toward their degree program. In all other cases, if a student without a letter of permission has taken units during the academic year and wishes to have transcripts evaluated for the purpose of receiving transfer credit from another institution, they must instead apply for readmission as an external student (see Admission Regulations 5). Such students must meet the minimum admission requirements for external students to be accepted. Such students are not guaranteed access to the degree Program, including that in which they were registered before leaving Queen's. Therefore, *it is strongly recommended that such students speak to a Bachelor of Health Sciences Program academic advisor before applying through Undergraduate Admission.*

Those students in good academic standing who:

- transferred to a university degree program at another post-secondary institution (excluding a graduate program),
- graduated from a two- or three-year diploma program at a post-secondary institution,
- without a letter of permission, completed more than 18.0 university-level units (including failures) at another post-secondary institution, or
- hold any other status at another post-secondary institution not described in this regulation

must apply for readmission as an external student (see Admission Regulations 5). Such students must meet the minimum admission requirements for external students to be accepted. Such students are also not guaranteed access to the degree Program,

including that in which they were registered before leaving Queen's.

15.3 – Appeals

No part of Academic Regulation 15 may be appealed, as this regulation deals with matters of admission to the Bachelor of Health Sciences program. Admission matters are explicitly excluded from the appeals process in accordance with the *Senate Policy on Student Appeals, Rights and Discipline (SARD)*.

Academic Regulation 16 Requirements for Graduation

16.1 – Honours Degrees

16.1.1 – GPA Requirements

The awarding of the Bachelor of Health Sciences (Honours) degree is conditional on receiving a minimum cumulative GPA of 2.60 in the Program and a minimum cumulative GPA of 2.60 on all core courses in the Program.

16.1.2 – Total Unit Requirement

The awarding of the Bachelor of Health Sciences (Honours) degree is conditional on the successful completion of a minimum of 120.0 units.

16.1.3 – Applying Transfer Credits

No more than 20% of core units in the Program may be transfer credits (grade of TR) from outside Queen's University.

No more than 20% of elective credits in the Program may be transfer credits (grade of TR) from outside Queen's University.

16.2 – Three-Year General Degrees

16.2.1 – GPA Requirements

The awarding of the Bachelor of Health Sciences (General) degree is conditional on receiving a minimum cumulative GPA of 1.60 in the career in which the student is registered at the time of graduation, and a minimum GPA of 1.60 on the courses used towards the General Plan requirements of the degree.

16.2.2 – Total Unit Requirement

The awarding of the Bachelor of Health Sciences (General) degree is conditional on the successful completion of a minimum of 90.0 units.

16.2.3 – Applying Transfer Credits

No more than 20% of core or option units in the Program may be transfer credits

(grade of TR) from outside Queen's University. No more than 20% of elective credits in the Program may be transfer credits (grade of TR) from outside Queen's University.

As per Academic Regulation 10, transfer credits (grade of TR) are not used towards the calculation of any GPA. Therefore, for students offering courses from other universities to meet the Queen's degree requirements, the GPA is calculated on Queen's courses only.

16.3 – Degrees with Distinction

16.3.1 – Requirements for Degree with Distinction

Graduation with Distinction recognizes the highest level of academic performance at Queen's. A Degree with Distinction will be awarded to students who have achieved the following:

- a minimum cumulative GPA of 3.50 in the Distance Studies Careers; and
- a minimum GPA of 3.50 on the courses used towards all the Plan requirements of the degree; and
- no failed grades, no outstanding IN or GD grades, and no repeated classes during their Distance Studies Careers.

16.3.2 – Applying Transfer Credits

As per Academic Regulation 10, transfer credits (grade of TR) are not used towards the calculation of any GPA. Therefore, for students offering courses from other universities to meet the Queen's degree requirements, the GPA is calculated on Queen's courses only.

16.5 – Course Requirements

All courses required to fulfill the Program requirements for the degree must be completed, including appropriate core, option, and elective requirements. Plan overlap rules as detailed in the Academic Degree Programs section of this Calendar must be followed. In exceptional cases, departments may permit the substitution of other core, option, and/or elective course requirements in the degree program.

16.6 – Appeal of Decisions on Requirements for Graduation

As decisions related to this regulation are solely dependent on particular levels of academic performance, no part of Academic Regulation 16 can be appealed.

16.7 – Application to Graduate

A degree candidate must apply to graduate during the final year of the Program, or at least by 30 April for Spring convocation and by 15 October for Fall convocation.

Academic Regulation 17

Misconduct in an Academic or Non-Academic Setting

17.1 – Unacceptable Behaviour within the Context of a Course

17.1.1 – Cases Handled by the Instructor

When unacceptable behaviour occurs in the context of a specific component of a course in which the student is registered (e.g. lectures, laboratories) the instructor may deal with the matter by notifying the student in writing of the alleged behaviour, the possible sanctions, and the opportunity to respond to the allegation. Possible sanctions may include, but are not limited to, a statement of apology, the assignment of work reflecting on the unacceptable behaviour, and/or refusal to accept work submitted by the student pertinent to the portion of the course in which the behaviour took place.

The student must also be advised of the right to have representation for any response made to the allegation of unacceptable behaviour in the context of a course. (On matters of procedure and representation, the University Dispute Resolution Advisors are available for consultation and assistance.)

Normally the instructor will meet or speak with the student (and his or her representative) via video/teleconference to conduct a thorough investigation of the available evidence. This investigation may involve written submissions and/or oral evidence presented by witnesses to the alleged unacceptable behaviour. At least ten (10) calendar days prior to the meeting or video/teleconference, the student has the right to know what, if any, material from the student's file will be considered.

After considering the available evidence, the instructor must inform the student in writing of the decision and the sanction, if any, that will be imposed. If a sanction is imposed, the instructor must inform the student in writing of the opportunity to appeal the finding and/or the sanction to the Associate Director (Studies) (see Appeal of Academic Decisions, Section 3).

17.1.2 – Cases Handled by the Associate Director (Studies)

If the matter is more serious than the sanction an instructor can impose would satisfy, the case should be referred by the instructor to the Associate Director (Studies) who may impose sanctions ranging from those noted above to requiring the student to withdraw from the class or recommending to Senate that the student be required to withdraw from the Bachelor of Health Sciences program or from the University.

The instructor must inform the student in writing that the case has been referred to the Associate Director (Studies). The Associate Director (Studies) will notify the student in writing of the alleged behaviour, the possible sanctions, and the opportunity to respond to the allegation. The student must also be advised of the right to have representation for any response made to the allegation of unacceptable behaviour. On

matters of procedure and representation, the University Dispute Resolution Advisors are available for consultation and assistance.

Normally the Associate Director (Studies) will convene a meeting or video/teleconference with the student (and his or her representative), the instructor (and his or her representative), and witnesses where appropriate, to conduct a thorough investigation of the available evidence. This investigation may involve written submissions and/or oral evidence presented by witnesses to the alleged misconduct. The student and instructor must be notified, in writing, when the meeting on the case will be convened, invited to appear at the meeting or video/teleconference, and be advised of the right to have representation at the meeting or video/teleconference. At least 10 calendar days prior to the meeting or video/teleconference, the student has the right to know what material will be considered.

After considering the available evidence, the Associate Director (Studies) must inform the student in writing of the decision and the sanction, if any, that will be imposed. If a sanction is imposed, the Associate Director (Studies) must inform the student in writing of the opportunity to appeal the finding and/or the sanction to the Academic Integrity and Conduct Panel (see Appeal of Academic Decisions, Section 3).

17.2 – Unacceptable Behaviour Outside the Context of a Course

When unacceptable behaviour occurs in an academic or academic-related setting, but not in the context of a course in which the student is registered (e.g. other courses), the aggrieved party shall refer the case either to the Judicial Committee of the Alma Mater Society (or of the Graduate Student Society if appropriate), or to the Committee on Non-Academic Discipline. Before referring the case to either body, the aggrieved party is advised to consult with the University Secretariat.

17.3 – Cases Handled by the Committee on Non-Academic Discipline

When the sanctions specified above in Academic Regulation 17.1 are deemed inadequate or inappropriate by the instructor or the Associate Director (Studies), the matter shall be referred by either the instructor or the Associate Director (Studies) to the Committee on Non-Academic Discipline. The clerk of the relevant Judicial Committee shall then be notified by the Chair of the Committee on Non-Academic Discipline of this referral. (If the Judicial Committee Clerk does not agree that the Committee on Non-Academic Discipline, rather than the Judicial Committee, has jurisdiction in the case, the Chair of the University Student Appeal Board shall decide on the forum in which the case is to proceed.)

The Committee on Non-Academic Discipline may impose such sanctions as it considers appropriate including withdrawal from the Bachelor of Health Sciences program, and recommendation to the Senate for dismissal from the University.

17.4 – Appeal and Review of Decisions

17.4.1 – Appeal of a Decision Made by the Associate Director (Studies)

If the student is not satisfied with a decision referred to in Academic Regulation 17.1, the next stage of review lies with the Committee on Non-Academic Discipline. The student is advised to consult a University Dispute Resolution Advisor or the Dean of Student Affairs. In all cases, within 21 calendar days of receiving the decision, the student must send an appeal in writing to the Director of the Bachelor of Health Sciences program, who will refer it to the Committee.

The Committee will consider the appeal and, subject to Academic Regulation 17.4.2, its decision will be final.

17.4.2 – Appeal of a Decision Made by the Committee on Non-Academic Discipline

Any appeal of a decision made by the Committee on Non-Academic Discipline shall be made through the system for handling grievances as recorded by the Senate Policy on Student Appeals, Rights and Discipline, available from the University Secretariat.

Academic Regulation 18 Jurisdiction

18.1 – Bachelor of Health Sciences Students Registered in Courses Offered by Other Faculties/Schools

Bachelor of Health Sciences students registered in courses offered through another Faculty or School are governed by the academic regulations of the Bachelor of Health Sciences program, with the exception of Academic Regulation 1 (Academic Integrity). In accordance with the Senate Policy on Academic Integrity Procedures, the initial investigation of a departure from academic integrity and any referral of an academic integrity case will take place under the regulations of the Faculty or School offering the course. Appeals will continue to take place in accordance with the regulations of the Bachelor of Health Sciences program. In the case of a finding of a departure from academic integrity, the Faculty or School offering the course will disclose the departure to and consult with the Associate Director (Studies) of the Bachelor of Health Sciences program before imposing any sanction. Upon such disclosure, the severity of any such departure shall be assessed by the Associate Director (Studies) as being equivalent to Level I or Level II and a record of the departure shall be retained by the Bachelor of Health Sciences program in accordance with the process outlined in Academic Regulation 1. Consistent with Academic Regulation 1, this record may be taken into consideration in determining a sanction were a further finding of a departure from academic integrity to occur.

18.2 – Students from Other Faculties/Schools Registered in Bachelor of Health Sciences Courses

Students from other Faculties or Schools registered in a course offered through the Bachelor of Health Sciences program are governed by the academic regulations of their home Faculty, with the exception of any academic regulations of that Faculty or School pertaining to academic integrity. In accordance with the Senate Policy on Academic Integrity Procedures, the initial investigation of the departure and any referral of the case to the Associate Director (Studies) will take place under Academic Regulation 1 (Academic Integrity) of the Bachelor of Health Sciences program. In the case of a finding of a departure from academic integrity, the Associate Director (Studies) will disclose such finding to the appropriate authority in the student's home Faculty or School and will consult with that authority before imposing any sanction.