

# Student Guide Policies and Procedures

## Queen's University Policies

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## **Queen's University Student Code of Conduct**

Upon registering in a course or program of study offered by Queen's University, and while a student remains registered, they have entered into a contractual relationship with the University. All students should be familiar with this code.

Key points are highlighted below:

- Students shall abide by the published rules, regulations, and policies of the University or of any authorized rule-making body within the University.
- Students shall abide by the provisions of the Criminal Code of Canada while in Canada. This includes laws pertaining to the use of alcohol, cannabis, tobacco and other mind-altering substances.
- Students shall comply, and shall not interfere, with the directions of officials acting within the scope of their authority, including but not limited to, the Kingston Police, Queen's Campus Security, and Queen's Student Constables.
- Students shall not furnish false information to the University or any University official or judicial body authorized by the University, nor forge or possess any forged, altered, or falsified instrument of identification.
- Students shall refrain from theft, knowingly possessing stolen property, including intellectual property, trespassing, vandalism, and willfully or negligently damaging private or University property.
- Students shall respect the freedom of individuals to study, teach, work, engage in research and socialize. Students shall refrain from conduct that attempts to limit these freedoms or any other freedoms guaranteed by law. Acts of discrimination or harassment based upon, but not limited to, race, religion, gender, ability, ethnicity, national origin or sexual orientation are unacceptable.

Violation of any of the terms outlined is an offence under the Code, subject to disciplinary sanction. Being under the influence of alcohol and/or other substances does not diminish or excuse a violation of the Code. One or more sanctions to any violation of the Code may be applied such as, but not limited to, warnings, restitution, fines, restrictions and/or the requirement to withdraw from the University.

For more information, see the following documents:

[Queen's Student Code of Conduct](#)

[Harassment/Discrimination Complaint Policy and Procedure](#)

[Queen's University Alcohol Policy](#)

[Interim Smoking of Cannabis Policy](#)

**Policy on Sexual Violence Involving Queen's University Students**

Queen's University aims to maintain a positive learning and living environment for all students. The University is committed to addressing the problem of sexual violence in the Queen's Community through support, awareness, education, training and prevention programs, and through appropriate handling of incident disclosures and reports.

Sexual violence can have serious impacts on an individual's physical, mental, emotional, and spiritual health and wellness. Queen's University recognizes the possible traumatic effects of sexual violence and supports the efforts of individuals to seek supports and to recover. The University will take reasonable steps to protect every student involved in a process pursuant to this policy from reprisal.

All persons who disclose or report an incident of sexual violence can expect to be treated with compassion, dignity, and respect.

Queen's University is committed to reducing barriers to, and increasing awareness of, policies, procedures and supports available to students in responding to and addressing sexual violence.

For more information, see [Policy on Sexual Violence Involving Queen's University Students](#).

#### What to Do in Emergency Situations

- If you witness or experience an accident, emergency, violence or threats of violence, please report the situation to your monitor, teacher, QSoE staff, campus security. The emergency number for Queen's Campus Security is 613-533-6111 or 911.
- If you feel that someone's safety is at risk, call Queen's Campus Security from any red and yellow emergency telephone inside Queen's campus buildings. Someone will come immediately to where you are. If you are outside, you can push the button on any of the outdoor phones under the blue lights. You can also call 613-533-6111 or 911.
- If you or someone else needs medical attention, but it is not life threatening, please call Campus Security 613-533-6733.
- To reach Kingston Police, the fire department, or an ambulance, call 911.

#### **Acceptable Use of Information Technology Resources Policy**

Your computer practices affect others. Queen's computer users may have access to a variety of services including Internet or wireless access, library resources and Queen's email. Careless use can put everyone at risk.

Anytime you connect to the Queen's network using any device (examples include phone, laptop, notebook, tablet) you have to abide by the Queen's University Acceptable Use of Information Technology Resources Policy. This applies whether you are connecting on campus or off campus.

When you use any Queen's service, you are a "user." As a user, you need to:

- Use a secure password. Do not let others know your password. Do not share computer information with others.

- Don't compromise the security or privacy of sensitive information.
- Don't use software or access that does not belong to you.
- Don't use software or access for commercial purposes.
- Don't use software or access for any activity that breaks Canadian law or to display vulgar, obscene, or harassing messages or materials.
- Respect copyright and intellectual property rights.

#### Violations of the Policy

If you do not follow the Queen's University Acceptable Use of Information Technology Resources Policy, you may **not** be allowed to continue to access the Queen's network.

For more information, see the [Acceptable Use of Information Technology Resources Policy](#).

#### **Access and Privacy Policy**

The University is committed to taking every reasonable step to protect the confidentiality and privacy of the information contained in the records of applicants, students, and former students. Personal information collected from students will be held and used in accordance to the Freedom of Information and Protection of Privacy Act (FIPPA). Unless compelled to do so by law, or authorized by the student in writing, the University does not disclose the contents of student records to any party outside the University unless it constitutes public information as defined in the policy below. Within the University, faculty and staff members are given access to information contained in student records on a need-to-know basis only, that is, if they require the information to perform their official duties.

For more information, see the [Student and Applicant Record Policy](#).

### **Queen's School of English Policies**

#### ***Registration Policies***

##### **Letters of Acceptance Policy**

Letters of Acceptance are only issued to prospective students after they have applied online for a program and full payment of tuition has been received by Queen's School of English (QSoE). If students want a letter of acceptance that covers more than one program, they must pay the full tuition for the upcoming program and submit a minimum \$500 per term for all future QSoE programs they wish to be covered by the letter of acceptance.

Students showing proof of sponsorship can be issued a modified letter of acceptance by QSoE.

QBridge pathway students receive their letters of acceptance from Queen's Undergraduate Admissions prior to program payment. QBridge pathway students apply directly through OUAC and do not need to apply separately to Queen's School of English.

##### **Payment, Refund and Cancellation Policies**

Full payment of tuition is due before the start of classes in any program and in any session. Any money still owing at this time may be subject to additional late fees. Failure to pay these fees by the end of the first week of the program may result in removal from the program. Program certificates may not be granted to students with outstanding fees.

If a student cancels their registration up until 4:00 p.m. on the first day of any given program, they can receive a full refund, including any deposits paid for future sessions.

Partial refunds, up to a maximum of 60% of tuition fees, are available after registration up until 4:00 p.m. on the Friday of the first week of classes in most programs. There are no refunds available once the second week of classes has started in any program. Consideration may be given to students who wish to defer their tuition to the start of the following program session, based on extenuating circumstances such as delayed visas, family emergencies and illness.

### **Late Arrival Policy**

New students to any program are expected to be on campus for orientation and testing for the first day of the program, and all students (new and returning) are expected to be present for the first day of classes. Late arrivals are discouraged but may be permitted for extenuating circumstances.

Students arriving late to QSoE programs that are five weeks or longer in duration have, with permission, until the Monday of the second week of classes to arrive late. Students who arrive after these dates are unlikely to be admitted to the program but will be considered on a case-by-case basis.

Students arriving late to QSoE programs that are four weeks or less in duration have two additional days from the first day of classes to arrive late for the program. Students who arrive after this date are unlikely to be admitted to the program but will be considered on a case-by-case basis.

Attendance and punctuality are emphasized at QSoE, and students who arrive late and are admitted to a program will have their absences counted as 1% per day. Students are responsible for making up any missed work.

### **English-Only Rule**

To improve their language skills, QSoE students are encouraged to use only English for the entire session. QSoE has an English-only rule which is strictly applied in the classroom and at QSoE activities and events. This rule applies to speaking, listening, reading, and writing. The English-only rule is also an important part of the QSoE Student Life Program. Your participation in student life activities in English will help you improve your language skills and will help build school community around a shared language in our diverse student body.

The School's English-Only pledge is signed as part of the registration form. The pledge applies for the entire duration of a students' studies with QSoE.

#### English-Only Written Warnings

- A student who engages in a language other than English, in class or at a QSoE activity or event, will receive a written warning from a teacher, monitor, or staff member.

- If a student receives two written warnings, they must speak with the Academic Manager or Academic Advisor to discuss strategies to help the student improve.
- After a third written warning, the student must speak with one of the Directors and may not receive a certificate regardless of their marks. They may be removed from the program with no refund of fees.

### **Certificate Requirements by Program**

Queen’s School of English awards certificates to all students who have successfully completed the program. To receive a certificate, a student must meet the following requirements:

#### **English for Academic Purposes (EAP)**

- Achieve an overall grade of 63% (C) or higher and satisfy the requirements of all classes as described on course outlines
- Adequately attend, prepare, participate and contribute to all classes while maintaining a minimum attendance rate of 85% in the program and an attendance and completion rate of 85% in discussion, and elective classes. Late arrivals in these classes will count towards overall absences
- Complete all major assignments

Course weighting: Core 70%; Spoken Lab 20% (levels 110–132) 15% (levels 140–150); Vocabulary 10%; English for Specific Academic Purposes 15%.

#### **QBridge Pathway (EAP)**

- Must achieve an overall grade of B (73% or higher) in level 150 or an overall grade of A- (80% or higher) in level 140 to meet the language requirements for entrance into full-time undergraduate studies
  - These grade requirements apply to students seeking a standardized test waiver for Undergraduate Admissions
  - Standardized test waivers for Graduate Studies are possible for students who obtain an overall grade of A- (80%) in Level 140 or 150.

Course weighting: Core 70%; Spoken Lab 20% (levels 110–132) 15% (levels 140–150); Vocabulary 10%; English for Specific Academic Purposes 15%.

#### **QBridge Accelerated (QBA)**

- Achieve an overall grade of B (73%) and satisfy requirements of all classes as described on all course outlines (Note: Commerce students are required to attain a grade minimum of A- (80%))
- Adequately attend, prepare for, participate in, and contribute to all classes while maintaining a minimum attendance rate of 85% in the program
- Complete all major assignments

Course Weighting: Core 70%; Critical Reading and Analysis 15%; Presentation and Seminar Skills 15%.

Canadian English Experience (CEE)

- Achieve an overall grade minimum of C- (60%)
- Adequately prepare for, participate in, and contribute to all classes
- Attend a minimum of 85% of the program
- Complete all major assignments

Course Weighting: Core 70%; Lab Class 30%.

Canadian Academic English Experience (CAEE)

- Achieve an overall grade minimum of C (63%)
- Adequately prepare for, participate in, and contribute to all classes
- Attend a minimum of 85% of the program
- Complete all major assignments

Course Weighting: Core 70%; Spoken Class 15%; Lab Class 15%.

KGU Cross Cultural Workshop (CCW) tailored program

- Achieve an overall grade minimum of C- (60%)
- Adequately prepare for, participate in, and contribute to all classes
- Attend a minimum of 85% of the program
- Complete all class work and assignments

Course Weighting: Core 70%; Research Component 30%.

*The School of English may not grant certificates to students who receive more than three English-Only warnings or who have had numerous absences or have been removed from the program.*

QSoE Grading Chart of Key Marks

Letter grade	Percentage	GPA	Key marks for QSoE programs
A+	90–100	4.3	

A	85–89.9	4.0	<ul style="list-style-type: none"> <li>• Minimum overall grade required in every class for Certificate of Academic Distinction EAP Program (EAP levels 140 and 150 only)</li> <li>• Minimum grade required to be considered for skipping a level</li> </ul>
A-	80–84.9	3.7	<ul style="list-style-type: none"> <li>• Minimum overall grade required in every class for Merit Award (EAP levels 132, 140 and 150 only)</li> <li>• EAP 140 English Language Test Proficiency waiver (80% minimum average of all classes) also required for QBridge EAP conditional offer of admission or at the discretion of the Director</li> <li>• EAP 140 and 150 required minimum average mark for all classes to satisfy English requirement for Graduate Studies</li> </ul>
B+	77–79.9	3.3	
B	73–76.9	3.0	<ul style="list-style-type: none"> <li>• EAP 150 English Language Test Proficiency waiver (73% minimum average of all classes) required for QBridge EAP conditional offer of admission or at the discretion of the Director</li> <li>• EAP 132 to QBridge Accelerated (QBA) after winter term</li> </ul>
B-	70–72.9	2.7	
C+	67–69.9	2.3	<ul style="list-style-type: none"> <li>• EAP 140 to QBridge Accelerated (QBA) after winter term</li> </ul>
C	63–66.9	2.0	<ul style="list-style-type: none"> <li>• Minimum final overall grade required for QSoE Program Certificate for EAP and CAEE programs</li> <li>• Final overall grade required to satisfy English language proficiency for exiting out of EAP 140 application to St. Lawrence College EAP 150 to QBridge Accelerated after winter term</li> </ul>
C-	60–62.9	1.7	<ul style="list-style-type: none"> <li>• Minimum overall grade required for CEE program</li> </ul>
D+	57–59.9	1.3	
D	53–56.9	1.0	
D-	50–52.9	0.7	
F	0–49.9	0.0	<ul style="list-style-type: none"> <li>• Student is ineligible to return for next session (also if they have tried the same level twice in a row and failed to achieve a certificate)</li> </ul>
P/F			<ul style="list-style-type: none"> <li>• Used for Pass/Fail course</li> </ul>

## **Academic Accommodation Policy**

Academic accommodations refer to any measure taken to reduce or eliminate barriers to participation when a student with a disability interacts with the university environment.

QSoE is committed to fostering a welcoming culture that is inclusive and integrates all students into the university community so that they reach their full potential. Any QSoE student with a disability is asked to notify the Academic Manager of their need for academic accommodation as soon as the need is apparent.

[For more information, see the Academic Accommodations for Students with Disabilities Policy.](#)

## **Attendance Policy**

Attendance in all classes is essential. Students should contact their teachers ahead of time if they will be unable to attend class. The following outlines QSoE's attendance policy:

- If a student does not attend a minimum of eighty-five percent [85%] of all classes, that student is ineligible for a certificate, may be asked to leave the program, and may not be permitted to return to the school.
- Students who miss classes should inform their teacher regarding absences and arrange to complete any missed work. The teacher is not required to provide make-up work. A decision will be made between your teacher and the Academic Manager.
- Students will be issued formal attendance warnings once 5% of classes are missed and again when 10% of classes are missed.
- If a student has missed three or more days of the program for medical reasons, official documentation signed by a medical practitioner must be provided. Permission must be given in order for absences to be excused, and permission must be given to retake any missed assessments. See the policy and forms below.

### [Part 1: Academic Consideration for Students in Extenuating Circumstances](#)

[Verification of Personal Health Condition](#) form

[Verification of Confidential Extenuating Circumstance](#) form

Students should be aware that some of their information (pertaining to their health or other extenuating circumstances) may be shared among university personnel on a need-to-know basis, while respecting students' privacy and confidentiality to the degree possible.

Note that the [Self-Declaration of a Brief Absence](#) form can be used to explain absences less than 48 hours in duration. This form is not accepted for absences of longer than 48 hours and does not necessarily excuse missed tests or late assignments.

## Attendance Chart By Program

Program name	Total weeks*	Total class hours per week**	5% warning hours missed	10% warning hours missed	15% warning hours missed (no certificate)
EAP	12	22.5	13.5	27	40.5
QBA	8.5	30	12.75	25.5	38.25
CEE	4	18	3.6	7.2	10.8
CAEE	3	20.5	3.08	6.15	9.23
CCW	4	17.5	3.5	7	10.5

\*Holidays, special events and other non-class activities are not included in these calculations.

\*\* Late Arrivals have their absences counted as 1% per day missed.

### Early Departure Policy

Students enrolled in QSoE intensive language programs are expected to remain for the entire program. Students who leave early may miss important work and may not qualify for a certificate. All absences will be recorded and may affect a student's final marks. Students who leave the program early cannot receive their certificates in advance of graduation. The School of English will not release a certificate to a third party without permission from the student. Alternatively, arrangements can be made with the QSoE office staff to have the certificate sent to the student electronically or by mail.

### Skipping a Level

Students who achieve a minimum overall grade of 85% can be considered for skipping a level in the subsequent EAP session, subject to the approval of the Academic Manager.

### Withdrawal and Removal Policies

Occasionally students must withdraw or be removed from the program before it ends. The following section explains the policy for withdrawal from a School of English program.

#### Withdrawal

Students may withdraw and leave a program at any given point. If they withdraw after registration but before 4:00 p.m. on the first Friday of classes in any program, students may be entitled to a partial refund of up to 60% of tuition fees.

For the EAP program, withdrawals between weeks 1 and 7 means a student will be dropped from the program. For the QBA program, if they before week 5 of the program they will be dropped from the program.

Withdrawals after week 8 until the end of the EAP program means a student will be given a fail (F) in the program. Withdrawals after week 5 of the QBA program means a student will be given a fail (F) in the program.

If a student withdraws from the EAP or QBA program after the half-way point (and receives an F for the program) they cannot return for the next session unless the withdrawal is for serious medically documented reasons or personal emergency. The reason must be discussed with the Academic Manager and approved by them. Students who withdrew earlier from the program, and who wish to return for the subsequent session may be required to retest.

Students must complete a withdrawal form at the office and must turn in their student card. Students should be aware that withdrawing from a program may impact their immigration status in Canada.

### Removal

Students can be removed from a program with no refund of fees for the following reasons: missing more than 85% of the program; receiving three or more English-only warnings; serious violations of the academic integrity policy or other serious behavioural issues that puts at risk the safety, health or well-being of the student or others in the program. Removals from the program result in an automatic grade of F in the program.

Prior to removal, two warning mechanisms are in place to communicate serious concerns to students:

#### Letter of Understanding

A letter of understanding, which can be issued at any point during a session, is an agreement between a student and the QSoE administration. This agreement will be created when a behavioral issue of concern is brought to the attention of the Academic Manager. The letter of understanding is prepared by the Academic Manager or Academic Advisor and outlines the expectations we have of students at QSoE. The Academic Manager or Academic Advisor will go through the expectations with the student and note areas where improvement is required. The student will be required to sign the letter of understanding.

#### Learner's Contract

A Learner's Contract between a student and the QSoE administration is used in a situation where the student will continue to attend classes, although the student realizes that he or she will not receive a certificate. The most common reason for a Learner's Contract is for a student who has exceeded the maximum number of allowable absences but will be allowed to keep attending classes (subject to conditions outlined in the contract). The Academic Manager will prepare the letter. They will meet with the student to review the contract and obtain the student's commitment and signature.

When a student is placed on a Learner's Contract, the student will not receive a certificate. However, if they meet the conditions of their contract, they will receive a report form with a D on it, which indicates that even though they have failed their level, they can return the next session. If a student fails to meet the conditions outlined in the contract, they will be removed from the program and receive an F on their final report. A student who has been placed on a Learner's Contract is not eligible for any awards.

#### Policy for Returning Students in EAP

Students who were successful in obtaining a certificate for their level and who are returning for the subsequent EAP session are able to progress to the next level without having to write the placement test again.

Students who do not receive a certificate for their level but received an overall final mark between 51% (D-) and 62% (C-) are permitted to return for the following session but must repeat the same level again. Those who do not wish to repeat a level can leave the program and get a full tuition refund for any prepaid fees.

Students who receive an F or overall mark of 50% or less in the EAP or QBA programs are not permitted to return for the subsequent EAP session. Students who have attempted a level twice in the EAP program and were not successful in obtaining a certificate for that level either time are not permitted to return for the subsequent EAP session at QSoE.

Students will receive a full refund of any prepaid fees for subsequent sessions if they are not permitted to return to subsequent sessions.

### **Readmission Policy**

Students who have not been permitted to enroll in subsequent EAP sessions may ask the Academic Manager for permission to reapply to the EAP program after a minimum absence of one session. If admitted, the student will be retested during orientation and will be placed at the level indicated by this most recent test. Please note that this level could be below the level they previously tested at.

### **Returning to Studies After a Break in Session**

Any student in the EAP program who successfully completes a level and then decides to voluntarily leave for a session or more must retest upon their return to QSoE. They will be placed at the level indicated by this most recent test. Please note that this level could be below the level they previously tested at.

### **Grades Appeal Policy**

When students disagree with a final grade or any academic decision pertaining to a course, they should discuss the matter with the instructor in an attempt to resolve the disagreement. If the matter is not resolved, students should discuss the issue with the Academic Manager. If the matter is still not resolved, students should make an appeal to one of the Directors at QSoE. It is your responsibility to keep copies of all your work in the course until a final grade is received. If any assessments are regraded, the new grade (which may be higher or lower than the original grade) will stand. Any formal grade appeal must be received by the Academic Manager by 4:00 p.m. on the Friday of the last week of the program.

### **Late Assignment Policy**

All assignments are due at the beginning of the class on the date specified by the instructor. Late assignments will be penalized 10% per school day, up to four days after the due date. Assignments handed in after that time will not be accepted and will receive a grade of 0%. In cases such as illness or an emergency, extensions for assignments can be granted. Appropriate documentation will be required. Students who are unable to submit an out-of-class assignment on the day it is due must inform the instructor before the due date. A mark of 10% will be deducted for each day past the due date unless an alternative due date has been negotiated. There will be no make-up assignments.

### **Missed Test Policy**

Students are not allowed to retake missed tests without the permission from the instructor. All missed tests will receive a mark of zero unless an illness or emergency can be proven with appropriate documentation. Students are strongly advised to contact the instructor before the scheduled test date.

### **Academic Integrity at Queen's School of English**

Students at Queen's School of English are bound by Queen's University policies on [Academic Integrity](#). Academic Integrity involves a commitment to the fundamental values of honesty, trust, fairness, respect, and responsibility. Any form of academic misconduct that could result in a student gaining an unearned advantage over their classmates is a departure from academic integrity.

### **Examples of Academic Misconduct**

#### **Plagiarism**

- presenting another's work, ideas, or phrasing as one's own
- 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 proper acknowledgement

#### **Use of Unauthorized Materials**

- possessing or using unauthorized study materials or aids during a test
- copying from another's test paper
- deliberate concealment of unauthorized study aids

#### **Facilitation**

- enabling another's breach of academic integrity
- making information available to another student
- knowingly allowing one's essay or assignment to be copied by someone else

#### **Remedies or Sanctions for Departures from Academic Integrity**

Depending upon the severity and frequency of proven academic misconduct, an escalation of consequences will be applied which could result in loss of marks, zero in the course, or even removal from the program.

### **Non-Fraternization Policy**

The School of English is a learning community in which students and staff will form close working relationships. It is important to remember that such relationships should always be maintained with professionalism, respect, and fairness.

The QSoE policy governing the professionalism and integrity of student and staff relationships is as follows:

Students are asked not to give gifts to their teachers or any QSoE staff member during a session in which they are enrolled. Teachers and staff members are asked not to accept gifts during this time. Although it is in no way expected, a student may give a gift to his or her teachers or staff at the end of session before or after the graduation ceremony, after marks have been finalized and distributed. Please advise your students before graduation that the presentation of gifts at the ceremony is strongly discouraged.

Teachers and staff members are requested not to accept invitations to dinners or social activities unless all students in the group are invited. Students should not invite teachers or QSoE staff members to any events or outings which are not whole-class activities during their enrollment at QSoE.

No staff member should give gifts to individual or selected groups of students or invite students to events or activities that are not organized QSoE sociocultural or whole-class activities. It is in everyone's best interest to avoid the perception of favoritism, inequitable treatment of students, or sexual advances. If the staff member involved is unsure whether something constitutes inappropriate fraternization or a potential conflict of interest, they should confer with their supervisor.

Intimate relationships between staff and students are not permitted. Staff are asked to take all necessary precautions to avoid the perception of a romantic overtures or the perception of a romantic relationship with students.

While QSoE recognizes the popularity and usefulness of social media, staff members should not invite or accept students who are currently studying at any level or program at QSoE as friends on personal social media sites. Be aware that in keeping with the nonfraternization policy, all communication should be equally accessible to all members of the class and, where appropriate, to all members of the student body or staff.

### **Admission Requirements to Queen's University Undergraduate Programs**

The QBridge Pathway program is the best avenue for students who have not yet met the minimum English language requirements but who are seeking undergraduate admissions to Queen's University. To be accepted into QBridge, students must apply to a Queen's University undergraduate program through the Ontario Universities' Application Centre (OUAC).

There are two options for QBridge, based on an applicant's standardized test scores submitted with their OUAC application. QBridge Accelerated (QBA) is a condensed 8.5-week summer program for those with 6 IELTS band or equivalent. QBridge English for Academic Purposes (QB EAP) is generally an 8-month program with fall admission for those with a 5.5 IELTS band or equivalent; however, students can complete the program in more or less time.

To successfully complete the QBridge Accelerated program, students must receive a certificate and a minimum overall mark of 73% (B). Students who successfully complete the QBA program are permitted to enter undergraduate studies without having to retake a standardized language test.

To successfully complete the QBridge EAP program, students must receive a certificate and a minimum overall mark of 73% (B) in 150 or 80% (A-) in 140. Students who successfully complete the QBridge EAP program are permitted to enter undergraduate studies without having to retake a standardized language test. Students can enter their degree studies in any term once they meet the requirement.

QBridge EAP Pathway Progression

Level	Fall Term Final Grades				Winter Term Final Grades				
	Below 63	63+	73+	80+	Below 63	63+	67+	73+	80+
<b>132</b>	Repeat 132 in Winter (removed from pathway if less than 50%)	140 in Winter	x	x	Repeat level in Summer or removed from pathway if second attempt or less than 50%	140 in summer EAP	X	QBA if they'd like	x
<b>140</b>	Repeat 140 in Winter (removed from pathway if less than 50%)	150 in Winter	x	Met conditions of offer If Arts & Science or FEAS = start degree program in Winter (3 courses and language support)	Repeat level in Summer or removed from pathway if second attempt or less than 50%	150 in summer	QBA if they'd like	X	Met conditions of offer
<b>150</b>	Repeat 150 in Winter (removed from pathway if less than 50%)	Repeat 150 in Winter if less than 73	Met conditions of offer If Arts & Science or FEAS = start degree program in Winter (3 courses and language support)	x	Repeat level in Summer or removed from pathway if second attempt or less than 50%	QBA if they'd like or repeat 150 in summer if less than 73	x	Met conditions of offer	x

### **Standardized Language Test Waiver Policy**

For those students who are not part of the QBridge pathway program but are hoping to enter Queen's University for undergraduate studies, QSoE has a test waiver in place.

To qualify, students are required to achieve a minimum of A- as an overall average of all classes at the Advanced 140 level or a minimum of B as an overall average of all classes at the University Preparation 150 level. If these minimum marks are attained in a 12-Week EAP Advanced level English course completed at Queen's School of English prior to the time of application, an English language test score may not be required for admission to undergraduate degree programs at Queen's.

There is currently no QBridge pathway to Graduate Studies; however, applicants to the School of Graduate Studies and Research programs at Queen's University may use a final mark of A- or higher in either the QSoE 140 Advanced or 150 University Preparation courses to satisfy the English proficiency requirement. Students should consult with the specific Queen's University department.

### **Final Note**

The policies and information contained in this guide are meant to help inform the actions of individuals at QSoE. The school strives to ensure the fair and equitable treatment of its students while maintaining the rigour of its programs.