

Academic Advisement Report (AAR)

The Primary Contact for AAR enquires and exception requests in Arts and Science is Crystal Pigeau, email clp7@queensu.ca
Karen Scanlan is the Degree Coordinator for Arts and Science and will handle queries and exception requests for Continuing Students. and w Program/

PS):
ement – Request an Advisement Report

ID:
e type of report you wish to use. The choices are listed

rogram in which s/he is not registered use the PWHIF

Click Add
(you the HTML version of the AAR)
g on the AAR with the exception of all of the courses
(units required) if there are more than 10. To see all of
n “view all” at the bottom of the list of courses.
eport go to the bottom of the AAR and click on “Return

The PDF version is structured in the same way as the
Requirement Summary after the Disclaimer on this
” at the end of the PDF version which does not appear

Bachelor of Arts – [BA]	90 units
Bachelor of Computing – [BCMP]	90 units
Bachelor of Computing (Honours) – [BCMPH]	120 units
Bachelor of Fine Art – [BFA]	90 units
Bachelor of Fine Art (Honours) – [BFAH]	120 units
Bachelor of Music – [BMUS]	129 units
Bachelor of Science (Honours) – [BSCH]	120 units
Bachelor of Science – [BSC]	90 units

WARNING: Cumulative GPA too low: follows the section above if the cumulative GPA is too low (< 1.6 for general degrees and < 1.9 for Honours degrees)

Degree with Distinction: follows the section above if the cumulative GPA is = > 3.5 which is one of the criteria to qualify for a Degree with Distinction.

Cumulative GPA includes all graded courses taken at Queen's in the Undergraduate Career (this includes failed courses and courses taken in all other Faculties/Schools at Queen's). This GPA does not include transferred courses, Pass/Fail courses and courses with non-evaluative grades (CR, IN, GD). For Repeated/Equivalent courses the course with the highest grade is included and the lower grade is excluded. This student has completed all of the courses required for the degree, but has been deemed not satisfied in the Career and Program because of the GPA. In order to see the student's actual cumulative GPA you need to look at the bottom of the student's transcript or the Term History component in PeopleSoft (PS) which is under Registration and Enrollment – Student Term Information – Term History. For more information and an example of an AAR for a student with a Degree with Distinction message please see Degree with Distinction under Other messages that may appear on an AAR.

Plan: The courses needed to satisfy the requirements for a particular area of study (a major, minor, joint honours, general or specialization). It's what used to be

one of the two. For example, if a Core/Option course in a Major Plan is a Supporting course in a Minor Plan it can be used in both. E.g. CHEM-M-BSH with a BIOL-Z-3. CHEM 112B will go to 1.A of the CHEM Plan as well as 3.A in the BIOL Plan.

Plan requirements are structured to ensure that students will complete a minimum number of units within the Core and Option courses as specified here:

Major – 60.0

General/Minor – 30.0

Joint Honours – 42.0 in each of the two Joint Honours plans

Specialization – 84.0 to 111.0

Supporting courses are over-1C 0.004 Tc -0n

Dual Degrees - Are two degrees being completed concurrently that allow for some overlap between the two programs. One degree is from another Faculty or School at Queen's and is considered to be the primary program. The second degree is an Arts and Science Program. The AAR does not assess the Arts and Science portion of a Dual Degree Program. Therefore, the Arts and Science program and plan must be manually assessed. Crystal Pigeau is the contact person in Arts and Science for questions concerning Dual Degrees. Her email is: clp7@queensu.ca.

Exceptions - In order to ensure that the AARs used by departments, Faculty Office and students are as accurate as possible it is important that we enter all exceptions approved for individual students. Any modification to a student's existing requirements (Plan/SubPlan) requires the request, approval and creation of a student exception. This exception will be reflected on the Advisement/Progress Report used by departments, the Faculty Office and the student.

When requesting an exception please provide the following information to clp7@queensu.ca (or karen.scanlan@queensu.ca if the student is receiving a degree at the upcoming graduation)

1. Student name
2. Student number
3. Student program and plan (e.g., LIS(B)B(c)-6(r)-2n 0tr 0tat me.g., La(SH),A.7 1(3)1lo)

What-If Information

Use Career Simulation

[View/Change the Career Simulation](#)

[Add a What -If Course](#)

If their GPA falls below the required minimum a warning message will appear.
“WARNING: Cumulative GPA too low
Minimum Cumulative GPA of 1.9 required.”

Distinction

Students who obtain a Cum GPA equal to or higher than 3.5 may be eligible to graduate with Distinction.

This message will appear if the student’s Cumulative GPA is equal to or above 3.5.
“You may have met the requirements for a degree with Distinction. You must have a Cumulative GPA of at least 3.50, as well as a Plan GPA of at least 3.50, with no failures, incompletes (IN), deferred grades (GD), or repeats on your academic record to be eligible for a degree with Distinction.”

Departments/Faculty Office Staff must manually check to ensure that the other criteria have also been met.

Plan

A student in a 3 year Plan also needs a minimum GPA of 1.6 for the courses that are used to meet the requirements of the Plan.

A student in a 4 year Plan also needs a minimum GPA of 1.9 for the courses that are used to meet the requirements of the Plan.

The GPA check and the check for Total Units Required in the Plan are at the beginning of the Plan when there are no Supporting courses or a Sub Plan.

Plans that have Supporting courses and/or SubPlans have the Total Unit and GPA checks following the plan requirements

Transfer courses are left out of the GPA calculation.

Repeat Rules

The Faculty of Arts and Science uses the “Undergraduate Best Grade” repeat rule. For repeated courses and their equivalents the highest grade only will be included in the Cumulative and Plan GPA.

At the end of each term a repeat checking batch process is run by the OUR to find repeated/equivalent courses and assign repeat codes to identify courses to be included and those to be excluded from the program/plan and GPA.

SOLUS (Student On-