Exceptions to the core, option or supporting courses in an academic Plan are made on a regular basis. The academic department or unit offering the Plan, the Faculty Office and the student all use the Academic Advisement Report (AAR) to determine degree eligibility. In order to ensure the reports are as accurate as possible it is important that all exceptions are reported to the Arts and Science Office so that students' AARs are updated to incorporate the exception(s) made by departments.

When making an exception in a student’s Plan, please send an email to Lori Kilminster (kilminst@queensu.ca) with a copy to the student. If the student intends to graduate at the next convocation, the email may instead be sent to Andrea Labelle (labellea@queensu.ca).

Please include the following information in your exception request:

1. Student name;
2. Student number;
3. Student program and Plan (e.g., LISC-P-BSH);
4. The relevant requirement (e.g., Core Courses 1.E);
5. The exception. (e.g., Allow ANAT 316/3.0 to be used in place of ANAT 216/3.0 in 1.E);
6. A brief rationale for the exception;
7. Where this is the case, a note indicating that the student is expecting to graduate at the upcoming convocation.

Note:

- Exceptions cannot be made for a course that has not yet been added to a student’s record. The request needs to come to us after a student has added the course.
- Exceptions should be made to courses that are already completed/passed. Where there is choice between passed courses and courses not yet completed it’s best to use a passed course. If an exception is made using an in progress (IP) course and the student fails the course, the requirement will show as satisfied using the failed course because we specifically directed it there. [We need to delete exceptions right away in this situation, therefore the department will need to keep track of the course to make sure the final mark is a pass and if it is not tell us to remove the exception. If the choice is between an IP course that is underway and an IP course that hasn’t yet started we prefer that the course that is underway be used. There is a greater chance that a student might drop a winter course that hasn’t started yet, than a course that is already underway and where the drop date may already have passed.]
- A specific course number should be supplied as part of the exception. The request to substitute any course at, for instance, the 200 level may lead to the use of an incorrect or inappropriate choice by the Faculty Office.