

ACADEMIC PETITIONS AND APPEALS REGULATIONS

For information on the Faculty of Arts and Science appeals process please visit <https://www.queensu.ca/artsci/undergrad-students/academic-appeals> (<https://www.queensu.ca/artsci/undergrad-students/academic-appeals/>) or drop by Dunning Hall, 1st floor. Faculty Regulations are regularly reviewed and may change at any time. The Calendar contains the most up-to-date version of the Academic Regulations (<https://queensu-ca-public.courseleaf.com/arts-science/academic-regulations/>).

The following is a summary of the information relating to *Appeal of Academic Decisions*:

Section 1: Introduction

1.1 Overview of Academic Petitions and Appeals

The Academic Regulations (<https://www.queensu.ca/academic-calendar/arts-science/academic-regulations/>) for the Faculty of Arts and Science are designed to ensure that academic standards are upheld and that all students are treated fairly and equitably.

In general, with the exception of appeals related to final examinations, final grades, or non-academic misconduct where other criteria will apply, petitions and appeals are only granted where there are significantly extenuating circumstances, which would merit the waiving of a particular Faculty regulation or decision. Extenuating circumstances normally involve a significant physical or psychological event that is beyond a student's control and debilitating to their academic performance. These kinds of extraordinary situations should be supported by official documentation from a health care practitioner or other relevant professional.

Official documentation does not need to outline the specifics of the particular condition or matter affecting the student, but it must clearly indicate ways in which the extenuating circumstances directly affected the student's performance in terms of timing and impact, and should verify that these effects were substantial enough to cause the academic problem. Information on the start, duration and present state of the extenuating condition is critical to helping the instructor, Associate Dean (Academic) or Board of Studies to make an informed decision. Further, a clear statement on whether the condition or circumstances have either improved or are being managed so that they will not have a significant detrimental effect on future academic performance is also essential.

The petitions and appeals process does not compensate for extenuating circumstances that the student is unable to resolve, or for which the student is unwilling to actively

seek accommodation. In addition, the petitions and appeals process does not compensate for extenuating circumstances that are actively being accommodated, for example where a student's permanent disabilities are being accommodated through Queen's Student Accessibility Services. Multiple petitions or appeals citing the same extenuating circumstances will be reviewed very closely. This review may include, with the permission of the student, consultation with the appropriate professionals involved to obtain more detailed information.

1.2 Contexts for Appeals in the Faculty of Arts and Science

1.2.1 Academic Integrity

The International Center for Academic Integrity (ICAI) (<https://academicintegrity.org/resources/fundamental-values/>) defines academic integrity 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." This concept is more fully explored in Academic Regulation **1** in the Arts and Science Calendar, but 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 (see the Senate Report on Principles and Priorities (<https://www.queensu.ca/secretariat/policies/senate/report-principles-and-priorities/>)). In support of the concept of academic integrity, students have the responsibility to familiarize themselves with the rules and regulations of the Faculty. Additional information on academic integrity regulations, information for instructors and students and direction for appeals can be found in Academic Regulation (<https://www.queensu.ca/academic-calendar/arts-science/academic-regulations/>) **1**. Appeals for issues of academic integrity are described in Academic Petitions and Appeals Section **2**.

1.2.2 Procedural Fairness

Procedural fairness or natural justice holds that:

1. Advance notice of consideration of a decision must be given to the student.
2. Student must have access to the information that is being considered.
3. Student must be given a meaningful opportunity to have their opinion heard and considered.
4. The decision maker must be impartial and unbiased.



5. The decision maker must give meaningful reasons for the decision or the outcome.

1.2.3 The University Setting

The University environment is characterized by a spirit of free exchange and inquiry, and the appeal process should be carried out with this in mind. The appeal process should take into consideration the educational context and role of disciplinary proceedings.

Educational hearings are not legal proceedings and should not resemble a courtroom. The proceedings should not be adversarial or prosecutorial; instead, they should be conducted in an environment of mutual respect.

1.2.4 The Senate Student Academic Appeals Policy

The Senate Student Academic Appeals Policy (SAAP) provides a procedural framework for proceedings in the Faculty of Arts and Science. The intent of this policy is twofold: 1) To ensure that students receive fair treatment and are aware of their rights and responsibilities; 2) To establish a fair, efficient process for addressing student appeals from academic decisions.

It is recognized that a decision-making body has the discretion to select among a number of reasonable alternatives. A “reasonable” decision is one that is rational in that its findings are based on evidence, thought out and supported by facts and logical inferences from findings of fact. To be reasonable, the decision must contain adequate reasons for the conclusions. A decision should be upheld if it falls within a range of possible, acceptable outcomes. Decision-making bodies shall not reverse a decision solely on the basis that it would not have made the same decision itself if it were exercising discretion. There is a considerable body of Canadian jurisprudence that helps define what constitutes review on the ground that a decision is not ‘reasonable’.

Section 2: Appeals Related to Academic Integrity

The Faculty of Arts and Science academic regulations, policies, and procedures dealing with academic refer to the Queen’s University Academic Integrity Procedures (approved by Senate October 2021).

2.1 Grounds for Appeal

Refer to Queen’s University Academic Integrity Procedures section 4.1

2.2 Levels of Appeal

There are two levels of appeal for matters related to academic integrity in the Faculty of Arts and Science:

Level 1: The Office of the Associate Dean (Academic); and

Level 2: The Academic Integrity and Conduct Panel.

In a “level 1” appeal to the Office of the Associate Dean (Academic), the “decision-maker whose decision is being appealed” is the instructor.

In a “level 2” appeal to the Academic Integrity Conduct Panel, the “decision-maker whose decision is being appealed” is the Associate Dean (Academic).

In addition to the level(s) of appeal within each Faculty/School, the Senate Student Academic Appeals Policy establishes the University Student Appeal Board (“the USAB”), with jurisdiction to hear appeals of the final academic integrity decision made within each Faculty/School.

2.3 Appeal to the Associate Dean (Academic): Level 1

A student may appeal an instructor’s finding of a departure from academic integrity, the remedy or sanction, or both to the Associate Dean (Academic).

2.3.1 Submitting an Appeal

Refer to Queen’s University Academic Integrity Procedures section 4.3.1

2.3.2 Reviewing the Appeal

Refer to Queen’s University Academic Integrity Procedures section 4.3.2

In a level 1 appeal, the “appeal decision-maker” is the Associate Dean (Academic).

In a level 2 appeal, the “appeal decision-maker” is the Academic Integrity and Conduct Panel.

2.3.3 Meeting with the Student

Refer to Queen’s University Academic Integrity Procedures section 4.3.3

In a level 1 appeal, the “AI Administrator” is the Faculty of Arts and Science Academic Integrity Coordinator.

In a level 2 appeal, the “AI Administrator” is the Secretary of the Academic Integrity and Conduct Panel.

2.3.4 Deciding the Appeal

Refer to Queen’s University Academic Integrity Procedures section 4.3.4

2.3.5 Informing the Student and the Instructor

Refer to Queen’s University Academic Integrity Procedures section 4.3.5

2.4 Appeal to the Academic Integrity and Conduct Panel: Level 2

A student may appeal the decision of the Associate Dean (Academic) regarding the finding of a departure from

academic integrity, the remedy or the sanction, or both to the Academic Integrity and Conduct Panel.

Refer to Queen's University Academic Integrity Procedures section 4.4

A level 2 appeal uses the process set out in section 2.3.

In a level 2 appeal, the instructor as the original decision maker is replaced by the Associate Dean (Academic).

2.5 Appeal to the University Student Appeal Board (USAB)

A student may appeal the final decision of Academic Integrity and Conduct Panel regarding decision related to a finding from academic integrity, a remedy or sanction, or both to the University Student Appeal Board ("the USAB").

2.5.1 Submission of the Appeal

Refer to Queen's University Academic Integrity Procedures section 4.5.1

Section 3: Petitions and Appeals on Matters Other than Those Related to Academic Integrity

3.1 Levels of Petitions and Appeals

There are three levels of petitions and appeals within the Faculty of Arts and Science:

- The instructor;
- The Office of the Associate Dean (Academic); and
- The Board of Studies.

These levels of appeal deliver a decision addressing the academic issues raised in the case. Information on these appeals is available from the Arts and Science website, as well as the Arts and Science Faculty Office.

3.2 Petitions to the Instructor

3.2.1- Matters that may be Petitioned

The following matters may be petitioned to the instructor:

1. To request an informal review of instructors' decisions on grading of term work or final examinations (see Petitions and Appeals of Academic Decisions 3.3.6); and
2. To request to write the final examination for a class at a later time than formally scheduled (see Academic Regulation (<https://www.queensu.ca/academic-calendar/arts-science/academic-regulations/>) 8).

3.2.2 - Submitting the Petition

Students must contact the instructor by email to communicate the nature of their request and other relevant information to ensure that the instructor is aware of all the

facts which the student believes are pertinent to the decision. This should be done as early as possible and must be done within 15 business days of communication of the decision to the student.

3.2.3 - The Decision of the Instructor

The instructor will normally give a reconsidered decision within 15 business days of receiving the additional information that the student has presented.

3.2.4 - Appealing the Decision of the Instructor

A student may submit a petition to the Associate Dean (Academic) to facilitate a formal review of instructors' decisions on grading of term work or final examinations (see Academic Petitions and Appeals 3.3.6).

The decision of the instructor regarding the petition to write the final examination at a later time than formally scheduled cannot be appealed.

3.3 Petitions to the Associate Dean (Academic): Level 1

In some cases, students may submit a petition to the Office of the Associate Dean (Academic) to request that certain academic regulations be waived.

3.3.1 Matters that may be Petitioned

3.3.1.1 - To Add a Class after the Last Official Date for Adding Classes

A petition to add a class late must clearly demonstrate the significant extenuating circumstances, beyond the student's control, which prevented them from making the addition by the deadline, as indicated in the Faculty's Sessional Dates. A medical certificate or other documentation that outlines how the personal extenuating circumstances hindered the student's ability to add the class prior to the deadline should be provided with the petition.

A petition to add a class late must have support from the Undergraduate Chair of the relevant department and from the class instructor.

If the class was full prior to the deadline and a wait list existed for the class, the student must have been at or near the top of the wait list for the class in order for the petition to be considered.

An appeal to add a class late must be submitted within 10 business days of the deadline to add a class for the specified term.

3.3.1.2 - To Drop a Class after the Last Official Date for Dropping Classes

A petition to drop a class late must clearly demonstrate the significant extenuating circumstances, beyond the student's control, which prevented them from dropping the class by the deadline, as indicated in the Faculty's Sessional Dates.



A medical certificate or other documentation that outlines how the personal extenuating circumstances hindered the student's ability to drop the class prior to the deadline should be provided with the petition.

If the petition is successful, a grade of DR will be placed on the transcript. A student may not appeal to remove a DR grade from the transcript.

Classes in which a student has received a passing grade may not be dropped. Instead, students with extenuating circumstances should consider an appeal for credit (CR) standing (see Academic Regulation (<https://www.queensu.ca/academic-calendar/arts-science/academic-regulations/>) **10**).

Students may not appeal to drop a class in which there is a pending investigation of a departure from academic integrity, or a finding of a departure from academic integrity that has resulted in a failure in the class.

A petition to drop a class must be submitted within one year of the end of the term in which the class was offered.

3.3.1.3 – To Request Aegrotat Standing in a Course

Aegrotat standing is reserved for a course in which a student who, because of illness or other extenuating circumstances beyond their control, is unable to complete all the work of the class. At least 60 per cent of the work to be evaluated in the class (assignments, midterms, laboratories, final examination, as specified in the class syllabus) must be completed. A medical certificate or other documentation that outlines how the personal extenuating circumstances affected the student's academic performance must be provided with the petition.

As part of the petition decision process, the instructor must assert that the student has met all of the course learning outcomes. If this request is granted, the instructor will be asked to provide an estimated final grade (see Academic Regulation (<https://www.queensu.ca/academic-calendar/arts-science/academic-regulations/>) **10**).

A petition for aegrotat standing must be submitted within one year of the end of the term in which the class was offered.

A student with extenuating circumstances who may be able to complete the remaining work in a class should consider a petition to extend the deadline to submit incomplete work or complete a deferred exam instead.

A student may be granted aegrotat or credit standing for a maximum of 36.0 units over the course of an entire degree program (see Academic Regulation (<https://www.queensu.ca/academic-calendar/arts-science/academic-regulations/>) **10**).

3.3.1.4 – To Request Credit (CR) Standing in a Course

Credit standing is reserved for a course in which a student who has completed all of the work of the class, including the final examination, and achieved a passing grade in the class, but due to illness or other extenuating circumstances beyond their control, earned a substantially lower grade than might have been expected. Normally CR standing is only awarded for a grade of C or lower. A medical certificate or other documentation outlining how the personal extenuating circumstances affected the student's academic performance must be provided with the petition (see Academic Regulation (<https://www.queensu.ca/academic-calendar/arts-science/academic-regulations/>) **10**).

A petition for credit standing must be submitted within one year of the end of the term in which the class was offered.

A student may be granted aegrotat or credit standing for a maximum of 36.0 units over the course of an entire degree program (see Academic Regulation (<https://www.queensu.ca/academic-calendar/arts-science/academic-regulations/>) **10**).

3.3.1.5 – To Request an Extension of the Deadline to Submit Incomplete Work or to Complete a Deferred Examination in a Class

As outlined in Academic Regulation (<https://www.queensu.ca/academic-calendar/arts-science/academic-regulations/>) **10**, a student affected by extenuating circumstances may ask the course instructor for incomplete standing (IN), or that the final examination be delayed, for up to one full term after the completion of a class. If this request is granted, any further request to submit incomplete work or to write a final examination after that term has elapsed must be made through a petition to the Associate Dean (Academic). A medical certificate or other documentation outlining how the personal extenuating circumstances prevented the student from completing the outstanding work or writing the examination by the end of the next term must be provided with the petition.

The instructor will be consulted for their agreement to a further extension and stating a revised final date for completion of the course work in question or the final examination must also be included.

Normally such requests are considered if the student has participated actively in the class and only one or two elements of the course work have not been completed due to extenuating circumstances beyond the student's control.

Students with extenuating circumstances who have been unable to complete the majority of the work in a class should consider a petition to drop a class after the deadline rather than an extension of the deadline to submit incomplete work.

An appeal for the extension of the deadline to submit incomplete work or to complete a deferred examination beyond one term must be submitted prior to the deadline for the submission of incomplete work. Normally, the deadline for the submission of incomplete work is the end of one term after the course was taken.

3.3.1.6 – To Facilitate a Formal Review of Instructors' Decisions on Grading of Term Work and/or Final Examinations

A student may petition for a formal review of a grade assigned in a course subject to the marking scheme set out by the course instructor(s). No final course grades can be reviewed, only grades on individual assessments.

For the Associate Dean (Academic) to facilitate a formal review, the student must

1. Have received the decision of an informal review of the work by the instructor (see Academic Petitions and Appeals **3.2.1**)
2. Demonstrate that at least one of the following grounds apply:
 - a. That the instructor did not adhere to the syllabus or the assignment instructions
 - b. That there was bias, error, or a discrepancy in marking
 - c. That the decision of the instructor in reviewing the work was not reasonable or did not follow procedural or relational fairness

This request must be made within 15 business days of receiving the instructor's decision in the informal review.

Assessments that are not eligible for formal review include participation, oral presentation, live performances, group work, or any other practical, graded assessment that cannot be objectively reviewed after the fact by a third party. Grades assigned by peer review are also not eligible for formal review.

As part of the formal review, the Associate Dean (Academic) will forward the work to be reviewed to the Department Head or delegate with a request to facilitate the review. The Head (or delegate) will appoint two qualified reviewers. One of the two reviewers is normally the original instructor; however if the instructor is not available, or if the student can demonstrate bias or other conflict on the part of the original instructor, the Department Head (or delegate) may appoint any two reviewers with good knowledge of the course material. In such cases the original instructor may be asked to provide any documentation relevant to the review. Each reviewer will independently read the term work or examination. Where possible, the student's identity will remain confidential from the reviewers (names and student numbers will be removed from the term work

or examination). In matters where there is a discrepancy in grades between the reviewers, the Department Head (or delegate) will arbitrate the final grade, and will report the grade to the Office of the Associate Dean (Academic), usually within 10 business days of receiving the request. The Associate Dean (Academic) will then send the result of the review—the reconsidered grade—to the student.

The reconsidered grade, which may be higher than or remain unchanged from the original grade, may not be appealed.

3.3.1.7 – To Request to Complete Any Part of the Third or Fourth Year of an Honours Degree Program at another University (Fall/Winter Session)

Normally the last two years of an Honours degree are taken in the Faculty of Arts and Science at Queen's. Students in good academic standing (i.e., on a degree program with a minimum cumulative GPA of 1.60) may spend the third or fourth year of an Honours program at another university with the permission of the Associate Dean (Academic). The student's petition should directly address how courses taken at another university are necessary due to extenuating circumstances or how these courses present an exceptional academic opportunity.

If approved, the student must obtain a Letter of Permission prior to enrolling in courses at another university (see Academic Regulation (<https://www.queensu.ca/academic-calendar/arts-science/academic-regulations/>) **14**).

3.3.1.8 – To Request to Waive a Requirement to Withdraw for One Year

A petition requesting that a requirement to withdraw be waived must clearly demonstrate how significantly extenuating circumstances, beyond the student's control, affected their academic performance. In cases where the extenuating circumstances have been temporary, the student should indicate and document how the circumstances have been overcome and why the student is confident that they will not continue to be a factor in academic performance. In cases where the extenuating circumstances are ongoing rather than temporary, the student should also indicate and document how these personal challenges will be managed if the requirement to withdraw is waived. A medical certificate or other official documentation that demonstrates the impact of the extenuating circumstances must be provided with the petition.

If the requirement to withdraw is waived, the Associate Dean (Academic) may impose conditions governing the student's subsequent registration. In these cases, at the discretion of the Associate Dean (Academic), the student's registration status may be changed from full-time to part-time, or the student may be required to seek the permission of the Associate Dean (Academic) in order to enrol in classes.



An appeal of the requirement to withdraw must be submitted within 15 business days of the receipt of the letter from the Associate Dean (Academic) informing the student of the decision that the student must withdraw.

In all cases a notation indicating the requirement to withdraw will remain on the transcript, in accordance with the Senate's Policy on Transcript Terminology for Students Withdrawing from Queen's University. If the requirement to withdraw is waived, then a notation to that effect shall be added to the transcript.

3.3.1.9 – To Request to Waive a Requirement to Withdraw for a Minimum of Three Years

A petition requesting that a requirement to withdraw be waived must clearly demonstrate how significantly extenuating circumstances, beyond the student's control, affected their academic performance. In cases where the extenuating circumstances have been temporary, the student should indicate and document how the circumstances have been overcome and why the student is confident that they will not continue to be a factor in academic performance. In cases where the extenuating circumstances are ongoing rather than temporary, the student should also indicate and document how these personal challenges will be managed if the requirement to withdraw is waived. A medical certificate or other official documentation that demonstrates the impact of the extenuating circumstances must be provided with the petition. If a lesser sanction is imposed, the requirement to withdraw notation will be removed from the transcript.

If a student is within 12.0 units of completion of a degree, that student's case will be reviewed by the Associate Dean (Academic) who may impose a lesser sanction. In exceptional circumstances, the continuation of academic probation may be imposed by the Associate Dean (Academic) 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 Dean (Academic) on an individual basis (see Academic Regulation **13**). If a lesser sanction is imposed, the requirement to withdraw notation will be removed from the transcript.

If the requirement to withdraw is waived, the Associate Dean (Academic) may impose conditions governing the student's subsequent registration. In these cases, at the discretion of the Associate Dean (Academic), the student's registration status may be changed from full-time to part-time, or the student may be required to seek the permission of the Associate Dean (Academic) in order to enrol in classes.

A petition of the requirement to withdraw must be submitted within 15 business days of the receipt of the letter from the

Associate Dean (Academic) informing the student of the decision that the student must withdraw.

In all cases a notation indicating the requirement to withdraw will remain on the transcript, in accordance with the Senate's Policy on Transcript Terminology for Students Withdrawing from Queen's University. If the requirement to withdraw is waived, then a notation to that effect shall be added to the transcript.

3.3.2 – Submitting a Petition

Students must complete the Associate Dean (Academic) online petition form and include a letter outlining the nature of their concerns. The student must clearly explain the extenuating circumstances and their impact upon the student. The appropriate supporting documentation must be appended to the petition.

3.3.3 – Reviewing the Petition

As part of the petition review process, instructors, department administrators or other persons who have provided information contained in the petition may be contacted to confirm or respond to statements presented in the petition. If material in addition to that supplied by the student will be considered, the student will be advised of this material and will be given an opportunity to review and respond to that material.

3.3.4 – Deciding the Petition

In general, with the exception of petitions related to grading of term work or final examinations where other criteria will apply, petitions to the Associate Dean (Academic) are only granted where there are significant extenuating circumstances, beyond the student's control, that would merit the waiving of a particular Faculty regulation or decision.

The Office of the Associate Dean (Academic) will inform the student in writing of the decision, normally within 15 business days after the date at which the petition is considered complete.

3.4 Grounds for Appeal

The grounds for submitting an appeal are limited to cases in which:

i. The decision-maker whose decision is being appealed failed to act in accordance with the rules of procedural fairness. A breach of procedural fairness includes failing to:

- permit a student to be heard by an unbiased decision-maker;
- follow applicable rules, regulations, or University policy, in a way that adversely affected a student's right to a fair process;

- make a reasonable decision. A “reasonable” decision is one that is rational in that its findings are based on evidence, thought out and supported by facts and logical inferences from findings of fact. To be reasonable, the decision must contain adequate reasons for the conclusions. A decision should not be overturned if it falls within a range of possible, acceptable outcomes. If the decision is “reasonable”, the decision-maker deciding the appeal is not permitted to substitute their opinion for that of the decision-maker whose decision is under appeal.

ii. The decision-maker whose decision is being appealed acted without, or exceeded their, jurisdiction.

3.5 Appeals to the Board of Studies (Level 2)

A student may appeal the petition decision of the Associate Dean (Academic) to the Board of Studies.

The decisions of the Associate Dean (Academic) on matters related to appeals of grading of term work or final examinations are final.

3.5.1 – Submitting the Appeal

Appeals must be submitted to the Faculty of Arts and Science Board of Studies Secretary within 10 business days of the date that the petition decision letter was emailed to the student by the Faculty Office.

Students must complete the Board of Studies appeal form and include a letter that addresses the written statements made by the Associate Dean (Academic) in denying the petition. The student must explain the reason(s) for their appeal, based on one or more of the Grounds for Appeal set out in **3.3**.

All letters and documentation considered by the Associate Dean (Academic) in reaching a decision will be forwarded to the Board of Studies.

3.5.2 - Initial Review by the Associate Dean (Academic)

The Associate Dean (Academic) shall review the student’s appeal submission and determine if it contains new evidence that, through no fault or omission of the student, was not known by or available to the student when the prior decision was made. No other new evidence shall be permitted.

3.5.3 - Appeal Contains New Permitted Evidence

If a student’s appeal contains new evidence that is permitted, the Board of Studies shall have no jurisdiction over the appeal and shall send the matter back to the Associate Dean (Academic) for reconsideration, unless:

- the delay of sending the matter to the prior decision-maker would be unduly prejudicial to the student; or

- the student’s new evidence clearly demonstrates bias in the prior proceeding that otherwise cannot be remedied.

3.5.4 - Appeal Contains No New Evidence

If the student’s appeal contains no new or permitted evidence, the Board of Studies shall provide the Associate Dean (Academic) with a copy of the student’s appeal submission and the Associate Dean (Academic) shall have an opportunity to provide a written response to the student’s appeal within 10 business days. The student must be provided with any response material from the Associate Dean (Academic) and shall have at least 5 business days to review this material before a meeting is held, or, if the student indicated that they do not want to meet, they shall have 5 business days after receiving the Associate Dean (Academic)’s response material to make additional written submissions to the Board of Studies.

3.5.5 - Meeting with the Student

If the student does not wish to meet with the Board of Studies and the Associate Dean (Academic), the student must so indicate in their appeal submission, and the appeal shall then proceed based on the written submissions.

If a meeting will be held, the Secretary of the Board of Studies shall schedule it as soon as reasonably possible. The student may have a support person (see SAAP sections 22 through 24) or an advisor present at the meeting. The Secretary of the Board shall ask who, if anyone, will be present with the student, and advise the student whether anyone will be present with the instructor. The Secretary of the Board shall also advise the student what material will be considered at the meeting. The student and the Associate Dean (Academic) shall have the opportunity to respond to the evidence orally at the meeting.

3.5.6 – Deciding the Appeal

After a careful review of the evidence, the Board of Studies, will act as a true appeal board to determine if the original decision maker failed to meet the standards of procedural fairness or if the original decision maker exceeded their jurisdiction (see section **3.3**). If the appeal is found to meet these grounds, then the decision shall be overturned. If not, the original decision will be upheld.

The Board of Studies will inform the student in writing of the decision, normally within 10 business days after the date of the meeting of the Board of Studies to decide the appeal.

The decisions of the Board of Studies on academic matters are final (see SAAP).



3.6 – Appeals to the University Student Appeal Board (USAB)

In addition to the level(s) of appeal within each Faculty/School, the Senate Student Academic Appeals Policy establishes the University Student Appeal Board (“the USAB”), with jurisdiction to hear appeals where the decision impedes a student’s academic standing (see SAAP section 42.i).

A student may appeal the final decision of the Board of Studies to the University Student Appeal Board (“the USAB”).

3.6.1 Submission of the Appeal

Appeals must be submitted to the USAB within 2 weeks after the date that the decision from the Board of Studies was emailed to the student. During exam or holiday periods the Chair of the USAB will normally grant an extension of time for filing an appeal but only if the student submitted a written extension request to the Chair of the USAB within the original time limit for filing an appeal.

The student may appeal to the USAB based on one or more of the Grounds for Appeal to USAB stipulated in the Senate *Student Academic Appeals Policy*. The student must follow the *Starting an Appeal* procedure set out in the Rules of Procedure for the University Student Appeal Board (<https://www.queensu.ca/secretariat/rules-procedure-usab-0/>). (<https://www.queensu.ca/secretariat/policies/senate/student-appeals-rights-discipline-policy/rules-procedure-usab/>)

The Office of the University Ombudsperson can provide guidance to the student with respect to the appeal process for the USAB.

The instructor or appeal decision-maker may consult with the University’s Legal Counsel about responding to an appeal to the USAB.

3.7 – Limitations on Appeals

3.7.1 – Who may Appeal

Only students registered in the Faculty of Arts and Science are eligible to initiate an appeal using the Faculty’s appeal procedure (see the Senate *Policy on Faculty Jurisdiction with Respect to Student Appeals of Academic Decisions*).

Students who have graduated from the Faculty of Arts and Science are not eligible to submit an appeal of any kind after 15 business days of the conferral of their degree. For a spring graduation, degrees are conferred on 1 June.

3.7.2 – Appealing a Deadline

Exceptions to the petition and appeal deadlines can only be granted in cases where extenuating circumstances beyond a student’s control render the student unable to submit a petition or appeal within the specified timeline. The student must be able to show that the extenuating circumstances

were ongoing. The student must also be able to demonstrate that these circumstances prevented the student from acting between the time the original decision was received and the time at which the appeal was eventually initiated. Appeals of the regulation governing the timeline for appeals must be submitted in writing. An appeal of this type should include a presentation of the specific reasons for the delay and must include documents that support the reasons for this delay.

Subsequent appeals cannot be submitted for a term that has already been the subject of a previous appeal.

3.7.3 – Appealing the Same Matter

Once an appeal has been decided by the Board of Studies, students may not petition the same matter to the Associate Dean (Academic).