

Appeal to Board of Studies
Faculty of Arts and Science
F200 Mackintosh-Corry Hall, Queen's University
Kingston, ON K7L 3N6

Phone: 613-533-2470

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Listed below are two documents that will help you with your appeal. Please read them carefully. What to expect at the Board of Studies (www.queensu.ca/artsci/academics/academic-appeals/students/what-to-expect-at-the-board-of-studies-tips-for-students) and Terms of Reference of the Board of Studies (www.queensu.ca/artsci/academics/academic-appeals/general-information/board-of-studies-terms-of-reference)

To be eligible to appeal to the Board of Studies, students must first appeal to the Associate Dean (Studies) and be in receipt of the Associate Dean's written decision (see Academic Regulation 29)

Name <input style="width: 95%;" type="text"/>	Degree Program (eg BAH) <input style="width: 95%;" type="text"/>
Student # <input style="width: 95%;" type="text"/>	Type (eg MAJ) <input style="width: 95%;" type="text"/>
E-mail <input style="width: 95%;" type="text"/>	Year of Study <input style="width: 95%;" type="text"/>
	Concentration <input style="width: 95%;" type="text"/>

Please indicate the nature of your appeal to the Board of Studies:

1. Adding, Dropping and Academic Standing in Courses:

- To appeal the Associate Dean (Studies) decision to deny my appeal to add a course after the deadline to add a course.
- To appeal the Associate Dean (Studies) decision to deny my appeal to drop a course after the deadline to drop without academic penalty.
- To appeal the Associate Dean (Studies) decision to deny my appeal for an Aegrotat (AG) standing in a course.
- To appeal the Associate Dean (Studies) decision to deny my appeal for a Credit (CR) standing in a course.

2. Waive the Requirement to Withdraw

- To appeal the Associate Dean (Studies) decision to deny my appeal to waive the Requirement to Withdraw for One Year (RTW1).
- To appeal the Associate Dean (Studies) decision to deny my appeal to waive the Requirement to Withdraw for a Minimum of Three Years (RTW3).

3. Other

- To appeal the Associate Dean (Studies) decision to deny my appeal to waive the 21-day appeal deadline.

- Other. Please specify:

Appeal Document Checklist

All letters and documentation considered by the Associate Dean (Studies) in reaching a decision on your appeal will be forwarded to the Board of Studies. The only additional document you need to supply is a brief letter to address the written statements made by the Associate Dean (Studies) in denying your appeal.

Date Submitted

Your letter of appeal

Appearing Before the Board of Studies

Normally the Board of Studies will make its decision on the basis of your written appeal and the documentation used in the appeal to the Associate Dean (Studies). However, in cases where facts are in dispute, or there are issues of credibility, the student or the Board of Studies may request an oral presentation in addition to the written letter of appeal. If you wish to make an oral presentation, please indicate in the box below. You have the right to be accompanied by an individual of your choice (e.g. friend, parent, dispute resolution advisor, or other representative). Note, if you choose to appear before the Board of Studies, the Associate Dean (Studies) will also appear to explain his or her decision.

Yes, I wish to make an oral presentation to the Board

I have read and understood the process and regulations governing appeals to the Board of Studies.

Student's Signature:

Date:

The personal information collected on this form is collected under the legal authority of the Royal Charter of 1841, as amended. The information collected will be used to make a decision regarding your appeal and to provide a response. This information collected will be used to make a decision regarding your appeal and to provide a response. This information will be retained for a maximum of 15 years in accordance with the Queen's Records Management Policy, 2003. If you have any questions or concerns about the information collected or how it will be used, please contact the Faculty of Arts and Science at 613-533-2470.

Any change in academic registration may impact government student financial assistance eligibility and/or funding. Please consult with the Student Awards Office, Office of the University Registrar, Gordon Hall, to understand the potential implications of changes to course or program registration and/or the consequences of not successfully completing the required course load.