

Academic Session Re-Admission Request

Faculty of Engineering and
Applied Science
Student Services Office



Deadline: July 15, 2011 for Fall 2011 and/
or Winter 2012 admission

Please print NEATLY. Please ensure that ALL sections of the form are completed.

PLEASE NOTE:			
<ul style="list-style-type: none"> Students who were away on a Letter of Permission, Exchange, or Internship program do not need to complete this form as they may resume their registration through SOLUS. 			
<p>Personal information collected on this form is collected under the authority of the Royal Charter of 1841, as amended. The information collected on this form may be retained in the student's file, will be used to process this request, and will be shared with Queen's personnel who need the information to perform their duties. If you have any questions about the information collected or how it will be used, please contact the Freedom of Information and Protection of Privacy Coordinator, Faculty of Engineering and Applied Science, Beamish-Munro Hall, Rm 300, or phone 613-533-2055.</p>			
Personal Information	Surname:		Given Name:
	Phone Number:		Student Number:
	Previous Program and Year of Study:		Last Date of Registration:
	Current Mailing Address:		Permanent Mailing Address (if different from Current Address):
	Email Address:	Signature:	Date:
Payment Information	No form will be accepted without accompanying administrative fee (\$55.00 cheque, money order, *debit or credit card made payable to Queen's University). *debit and credit card payments must be done <u>in person</u> at the Faculty Office (RM 300, BMH)		
	Payment Included:	Method of Payment:	Cheque No. (to be completed by Faculty Office)
Supporting Documentation	<p>Step 1: You MUST provide a letter outlining the:</p> <ul style="list-style-type: none"> factors that you feel contributed to your poor performance; and steps you have taken to prevent the factors described above from having further detrimental effects on your academic performance 		
	<input type="checkbox"/> Letter as requested in Step 1 has been provided with this application. Please ensure that you include your full name and student number in your letter.		
	<p>Step 2: You MUST provide evidence to confirm the statements outlined in the above letter (Step 1). For example:</p> <ul style="list-style-type: none"> If problems were of a medical nature, then medical documentation should be produced to substantiate this. Additional medical documentation should confirm that the problem has been alleviated to an extent that it will no longer significantly affect academic performance. If problems were non-medical in nature, then evidence to support a case for future success may include completion of courses at other institutions, references from employers, etc. 		
<p>Please provide below a brief description of the supporting documentation you will be providing in support of your case.</p>			

PLEASE CONTINUE TO PAGE TWO

Supporting Documentation	Step 3: Please provide official transcripts showing results for all postsecondary courses taken since your withdrawal from the Faculty of Engineering and Applied Science at Queen's University.	
	<input type="checkbox"/> An official transcript has been provided for the following postsecondary institution(s):	
	Postsecondary Institution Name:	Dates of Study:
	Postsecondary Institution Name:	Dates of Study:
	Postsecondary Institution Name:	Dates of Study:

Readmission Request	Please indicate the requested term for re-admission:	
	<input type="checkbox"/> Fall 2011	<input type="checkbox"/> Winter 2012
	*Requested Program:	Requested Option:
	* Please note that due to program capacity and eligibility requirements we may not be able to accommodate your program request. Students will be contacted by email should they be deemed ineligible for their requested program	

Contact Information	Submit your Academic Session Re-Admission Request and supporting documentation to:
	Faculty of Engineering and Applied Science Room 300, Beamish-Munro Hall Queen's University 45 Union Street Kingston, ON K7M 7K9 For further information about this process, please contact the Administrative Assistant to the Associate Dean (Academic) by email at merrillk@queensu.ca or phone at 613-533-6000 ext. 78266