

Supplemental Examination Request

Regulation 14

Please refer to the Applied Science Calendar for the complete information on Regulation 14

http://www.queensu.ca/calendars/appsci/Regulation_14_Supplemental_Examinations.html

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

Faculty of Engineering and
Applied Science
Office of the Dean



Applications Due - June 15, 2012

Cancellations Due - August 15, 2012

Personal Information	Surname:	Given Name:	Student Number:	
	Queen's Email Address:		Program:	Year of Study:
	Student Signature:		Date:	
	<i>Please Note: Exam notice regarding eligibility and exam schedule will be emailed to your Queen's email address by August 1, 2012.</i>			

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 Applied Science, Beamish-Munro Hall, Rm 300, or phone 613-533-2055.

Supplemental Examination	<i>I hereby request permission to write a supplemental examination in:</i>	
	<u>REQUEST #1</u>	<u>REQUEST #2</u>
	Course Number: _____	Course Number: _____
	Course Title: _____	Course Title: _____
	Final Mark Received: _____	Final Mark Received: _____

For Faculty Office Use Only	<input type="checkbox"/> Approved	Date: _____	<input type="checkbox"/> Approved	Date: _____
	<input type="checkbox"/> Denied		<input type="checkbox"/> Denied	
	Comments: _____		Comments: _____	

Please submit the top section of this form and retain this section for reference.

Exams will be written at Queen's University Sept. 5, 6, and 7, 2012

DEADLINES: Applications Due - June 15, 2012
Cancellations Due - August 15, 2012

All requests and cancellations must be submitted in writing to:

Faculty of Engineering and Applied Science Telephone: (613) 533-2055
Room 300, Beamish Munro Hall FAX: (613) 533-2721
Queen's University Kingston, ON K7L 3N6 E-MAIL: micheline.boomhour@appsci.queensu.ca or reception@appsci.queensu.ca

FEE: THE FEE FOR WRITING A SUPPLEMENTAL EXAM IS \$250.00. The fee is payable with the tuition payment requirement due September 1st and payable through online banking.

IMPORTANT INFORMATION: Please refer to the Engineering and Applied Science Calendar for the complete information on Regulation 14 http://www.queensu.ca/calendars/appsci/Regulation_14_Supplemental_Examinations.html

You must have a sessional GPA of 0.7 or higher and a cumulative GPA average of 1.6 or higher and a final mark of 'FR' in the failed upper year course to write a supplemental examination.

- A maximum of three examinations can be written in a student's degree program, with no more than two in any calendar year.
- Any student who completes more than one rewrite examination in any individual first-year course will have the total number of supplemental examinations permitted reduced by one for each additional rewrite. (This regulation is applicable to students admitted to the Faculty of Engineering and Applied Science for the 2007/08 session and subsequent sessions.)
- A student failing to write a supplemental examination for which he or she is registered will receive a mark of ZERO "0"

NOTE: Marks will be available on SOLUS in early May 2012.