

# Student Guidelines

## Academic Progress Committee (APC) Requests

	<p>The following guidelines are provided to help you with your Academic Progress request. Please follow them carefully to ensure that your request is processed without delay. If you have any further questions about any of the guidelines below, please do not hesitate to contact the Student Services Office.</p> <p><b>Remember that it is your responsibility to provide all relevant information to support your request.</b></p>
<p style="writing-mode: vertical-rl; transform: rotate(180deg);">New Requests</p>	<ul style="list-style-type: none"> <li>• <b>Please use the most recent forms</b>, which can be obtained from the Faculty Office or found on the web at: <a href="http://engineering.queensu.ca/Current-Students/Registration-Guide/Academic-Regulation-Requests-Waivers-and-Appeals.html">http://engineering.queensu.ca/Current-Students/Registration-Guide/Academic-Regulation-Requests-Waivers-and-Appeals.html</a>. The use of old forms will delay the processing of your request.</li> <li>• Please ensure that you use the correct form for your request and <b>complete all parts carefully and accurately</b>. Staff in the Student Services Office can assist you, if required. Incomplete forms will delay the processing of your request and may also lead to its denial</li> <li>• <b>State as fully as possible the reasons you are making your request, including extenuating circumstances</b>. Extenuating circumstances are those circumstances beyond a student's control. Your response will form an important basis for an APC decision. Poorly stated reasons or a lack of justified extenuating circumstances may result in the denial of your request</li> <li>• <b>Please ensure that you have discussed your request with your departmental academic advisor(s) and that all required signatures (e.g. course instructor, undergraduate chair) have been obtained before submitting your form</b>. Lack of required signatures will delay the processing of your request and may also lead to its denial</li> <li>• Any APC requests that require a fee must be accompanied by that administrative fee at the time of submission. Please check the form for the required fee for each form. In order to make payment, you may submit a cheque or money order made payable to Queen's University or you may pay via credit card online here <a href="https://store.engineering.queensu.ca/index.php?main_page=index&amp;cPath=8">https://store.engineering.queensu.ca/index.php?main_page=index&amp;cPath=8</a>. Such forms will not be accepted or processed without the accompanying fee.</li> <li>• Normally, an APC decision on your request will be made within 10 working days of the date of submission of your <i>completed</i> application (APC form, administrative fee, and <i>all</i> supporting documentation); however, please note there is no time guarantee on an APC decision. Incomplete forms will delay the processing of your request and may also lead to its denial</li> </ul>
<p style="writing-mode: vertical-rl; transform: rotate(180deg);">Additional Information concerning an APC Decision and Appeals of an APC Decision</p>	<ul style="list-style-type: none"> <li>• If your original APC request has been denied and you have <i>new or additional</i> documentation which you feel is relevant to your request, you may submit this to the Faculty Office for a reconsideration of your original request. <b>All such documentation must be submitted within 10 working days of the original APC decision</b>. Normally, an APC decision on this reconsideration will be made within 10 working days of the date of submission of your additional documentation; however, please note there is no time guarantee on an APC decision. There is no additional fee for the reconsideration of an original request.</li> <li>• If your original APC request has been denied and you do not wish to supply any new or additional documentation, you have the right to appeal this decision to the Operations Committee of the Faculty of Engineering and Applied Science. Please note that an appeal can only be made on the following two grounds: (1) proper procedures have not been followed, or (2) extenuating circumstances have not been appropriately considered. Please complete the "Academic Appeal Request Form" found at <a href="http://engineering.queensu.ca/Current-Students/Registration-Guide/Academic%20Appeal%20Request%20Form5.pdf">http://engineering.queensu.ca/Current-Students/Registration-Guide/Academic%20Appeal%20Request%20Form5.pdf</a></li> </ul>