

# Academic Appeal Request Form

Faculty of Engineering &  
Applied Science  
Student Services Office



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

Submit to: Rm 300, Beamish-Munro Hall  
Fax: 613-533-2721

**PLEASE NOTE:**

- It is possible for you to provide new or additional information relating to the original decision. However, if new information is submitted, the original request will be referred back to the Academic Progress Committee or the Associate Dean (Academic) for further consideration before any appeal is heard.
- Appeal applications and a letter of appeal must be submitted to the Faculty Office within 14 days of the date of the official notification of the original decision to be eligible for an appeal.
- Appeal hearings are normally heard within 2 weeks of receiving all of a student's documentation

Personal Information	Surname:	Given Name:	Student Number:
	Phone Number:	Department (if applicable) and Year of Study:	Option:
	Queen's Email Address:	Student Signature:	Date:

Payment Information	No form will be accepted without accompanying administrative fee (\$40.00 paid via credit card*, or cheque, money order, made payable to Queen's University). *Credit card payments can be made <u>in person</u> at the Faculty Office (RM 300, BMH) or on-line at <a href="http://forms.engineering.queensu.ca">http://forms.engineering.queensu.ca</a>		
	Payment Included:	Method of Payment:	Cheque No. (to be completed by Faculty Office)

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.

Nature of the Appeal	<b>Please indicate the basis for your appeal. Appeals of decisions of the Academic Progress Committee or the Associate Dean (Academic) can be made only on the following two grounds:</b>	
	<input type="checkbox"/> Proper procedures have not been followed.	
	<input type="checkbox"/> Extenuating circumstances (i.e. circumstances beyond your control) have not been appropriately considered.	
<b>Please note:</b> You MUST provide a brief description of the procedures not followed or the extenuating circumstances not considered in the space provided below (please use back of form if necessary):		

Appeal File Checklist	All documentation considered by Academic Progress Chair or Associate Dean (Academic) in reaching a decision will be forwarded to the Operations Committee which will be hearing your appeal. The only additional document you need to supply is a letter of appeal which MUST accompany this form. In this letter, you must clearly state the grounds of your appeal.	
	<input type="checkbox"/> Letter of appeal is attached to this form	

PLEASE CONTINUE TO PAGE TWO

<b>For Office Use ONLY</b>	Date of Original Student Request:	Date of Original Decision:
	Nature of Student Request:	
<b>File Viewing</b>	<b>You have the right to review your official academic file. If you wish to view your file, you must pre-arrange with the Faculty Office a mutually agreeable time.</b>	
	<input type="checkbox"/> NO, I do not need to view my file.	
	<input type="checkbox"/> YES, I would like to view my file, (Please complete the remainder of this section).	
	The arranged date and time to view my file will be on:	
	File viewing witnessed by:	Student's Initials:
<b>The Appeal Hearing</b>	<b>The Operations Committee will make its decision based on your official academic file, the documentation used in the original request, and your written appeal. Prior to your appeal hearing, you will receive a copy of all of the documentation that will be considered by the Operations Committee; however, if there is a Financial Hold on your student record, you will not receive an updated transcript. If you wish to provide new or additional information after the submission of your official appeal, the appeal hearing will be cancelled and the request will be referred back to Academic Progress Chair or the Associate Dean (Academic).</b>	
	<b>You may choose to attend the appeal hearing. If you wish to attend, you have the right to be accompanied by an advisor. The Academic Progress Chair or Associate Dean (Academic), who may also be accompanied by an advisor, will also appear at the hearing to explain his or her decision.</b>	
	<b>Please indicate whether or not you wish to attend the appeal hearing:</b>	
	<input type="checkbox"/> NO, I do not wish to attend the appeal hearing.	
	<input type="checkbox"/> YES, I wish to attend the appeal hearing. (Please complete the remainder of this section)	
	<b>Please indicate whether or not you will bring an advisor:</b>	
	<input type="checkbox"/> NO, I will not be bringing an advisor; I will be attending by myself.	
	<input type="checkbox"/> YES, I will be bringing an advisor.	
<b>If so, please state his/her name and role (e.g. friend, parent, academic advisor, professor, grievance officer, legal advisor, etc.):</b>		
	Name:	Role:
<b>Student Signature</b>	<b>I have read and understood the process and rules of procedure governing appeals in the Faculty of Engineering and Applied Science.</b>	
	Student Signature:	Date: