

Appeal Form for the Formal Review of Course Marks

Faculty of Engineering & Applied Science
Student Services Office



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

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

PLEASE NOTE:

Appeals of a Formal Review can be made to the Associate Dean (Academic). This appeal will be considered only if the student can demonstrate significant extenuating circumstances, beyond the student's control, which would merit a reconsideration of the decision.

Student Information	Student Number:	Student Name:	Student Queen's Email:
	Current Year of Study:	Program:	Option:
	Student Signature:		Date:

Payment Information	No form will be accepted without accompanying administrative fee (\$40.00 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)

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.

Nature of the Appeal	Course Code and Number:	Current Mark:
	Please indicate the basis for your appeal. Appeals of a Formal Review can be made only on the following two grounds:	
	<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.	
	Please note: 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 during the Formal Review will be forwarded by the Department to the Associate Dean (Academic) for consideration of your appeal. The only additional document you need to supply is your 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

File Viewing	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.	
	<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:
For Office Use ONLY	Date of Original Formal Review Request:	Date of Original Decision:
	Nature of Student Request:	