

# **Academic Appeals Guide 2009-2010**

## **A Guide for Engineering Students**

**Originally created by the  
AMS Academic Affairs Commission  
Academic Grievance Centre**



**Updated and modified by  
The Queen's Engineering Society**



## Academic Discipline Overview

Please note that while the following is an overview of the formalized aspects of Academic Discipline, many times issues can be resolved at an informal level through discourse between professor and student before a formal appeal needs to be initiated. If you require help contacting your professor (even if you wish to remain anonymous), please contact the Academic Grievance Centre ([agc@ams.queensu.ca](mailto:agc@ams.queensu.ca)) to resolve the issue informally.

### Instructors

Hear initial complaints by students or make their own allegations

Can either dismiss the case, impose their own penalties, or recommend sanctions or remedial actions for the Department Head to impose

Appeals of the Instructor's decision can be made to the Dean or Associate Dean

### Deans or Associate Deans

Hear appeals as initiated by students or cases referred to them by Instructors

Can either overturn or confirm an academic decision or recommend sanctions or remedial actions for the Faculty Board to impose

Appeals of the Dean's or Associate Dean's decision are made to the appropriate Committee of the Faculty Board

### Committees of the Faculty Boards

Hear appeals by students or cases referred to them by Deans or Associate Deans

Can either overturn or confirm academic decisions or recommend sanctions or remedial actions to Senate to impose

Faculty Boards themselves:

Delegate the initial responsibility of dealing with academic matters to Instructors

Delegate the final responsibility of dealing with academic matters to the Committees of the Faculty Boards

### Senate

The Senate has final responsibility for the (academic and non-academic) discipline of students

Specifically, the University Student Appeal Board (USAB) is the final body to which students can appeal  
USAB only hears appeals based on procedural grounds as opposed to the merits of the appeal itself

The Senate gives authority to the Faculty Boards to deal with student academic discipline on its behalf

## Guide to Preparing Letters of Appeal / Petitions

The following guidelines are meant to apply to appeal letters/petitions for all faculties/schools and for most instances where you would be submitting a letter of appeal or a petition. In some cases, a letter of appeal must follow specific guidelines and/or be accompanied by a specific appeal form so please be sure to check with your respective faculty or school. Generally, you should include anything that you feel is directly relevant to your case.

## Letter Basics

It may seem obvious, but it's extremely important to include all relevant information in your appeal such as your name, student number, the date, the academic session, course or lab section, and term that your appeal or petition applies to. Please ensure that you include a current address and phone number where you can be reached for the duration of the appeal process.

Your letter should be specific but concise. A page to a page and a half (about 500-800 words) typed and single spaced should suffice. Provide well reasoned arguments. Don't rely on the presumed goodwill of the committee.

Your letter should be addressed to the correct person whether this is an Associate Dean, a Department Head, etc. This document and/or your appeal form will specify to whom you should address your letter. Photocopy everything! This is extremely important in case documents get lost or misplaced. Keep a copy for yourself after sending off the originals.

## Organize your letter into three sections.

### 1. The regulation or problem being appealed or petitioned

You must clearly state what your appeal is about. (Ex.: "I am appealing the Faculty's decision that I must withdraw from Queen's for a minimum of three years" or "I am appealing to drop ELEC 353 (Fall/Winter 2009)...")

### 2. The circumstances or grounds for the appeal or petition

If you are appealing on procedural grounds, you must outline the procedure you feel which was incorrectly carried out. For more help and information about procedures, please contact the Coordinator of Dispute Resolution Mechanisms, Harry Smith at [drm@post.queensu.ca](mailto:drm@post.queensu.ca) or 613-533-6495.

If you are appealing due to extenuating circumstances you must explain the events which were beyond your control. Include relevant documentation like a doctor, counsellor, or lawyer's note which will prove a physical illness, psychological challenge, domestic or family problem, unusual academic event, etc. The personal circumstances are not as important as the effect on your academic performance so discuss this including when the event(s) occurred, how long you were affected, what course work was affected, and any steps you took to deal with these circumstances (like seeing a health-care professional).

### 3. The future plan (if necessary)

If you are appealing due to extenuating circumstances which adversely affected you, it is necessary to include some sort of a future plan to prove that you will be able to achieve academic success once again. A good appeal letter will put greater emphasis on the future plan. If a temporary circumstance, your plan can be as straightforward as retaking the course in the next academic term. If a more severe or ongoing extenuating circumstance, you should indicate personal adjustments such as taking a lighter course load, changing programs, meeting regularly with a health professional, etc. Your appeal should specify how future plans will support your academic goals.

## Resources

If you require help putting together your appeal letter or you would like it revised, please get in touch with the Academic Grievance Centre at [agc@ams.queensu.ca](mailto:agc@ams.queensu.ca). The faculty office will also have further information about appeals procedures and you should be able to make an appointment with an academic advisor if necessary. If you need to discuss appeals made on procedural grounds, you should contact Harry Smith, the Coordinator of Dispute Resolution Mechanisms at [drm@post.queensu.ca](mailto:drm@post.queensu.ca) or 613-533-6495.

## Appealing an Allegation of Violation of Academic Integrity

According to Senate policy, violation of Academic integrity refers to acts of plagiarism and any other deliberate attempt to gain an advantage over someone else. Plagiarism simply means presenting work as if it were your own, but actually it was done either in whole or in part by someone else. If you commit a violation of academic integrity, you may receive penalties ranging from a failure on the particular piece of work, a failure in the course, to a requirement to withdraw. Though this Senate policy applies generally to every faculty / school, you can consult with your instructor as to what constitutes and will be considered to be an violation of Academic integrity or plagiarism. Generally however, violations of academic integrity are made up of, but not limited to, the following circumstances and examples:

### Exams and tests

- (a) impersonating someone in an exam or test
- (b) copying from another student, or making information available to another student
- (c) submitting a take-home examination written in whole or in part by someone else
- (d) failing to obey or comply with examination regulations or the proctor's instructions

### Labs, field work, research reports

- (a) copying a lab or field report, or allowing someone else to copy your report
- (b) using another student's data unless it is specifically allowed by the instructor and student
- (c) allowing someone else to do your lab or field work without the instructor's knowledge and approval
- (d) using direct quotations or large sections of paraphrased material in a lab or field report, research report, thesis, publication, without appropriate acknowledgement

### Essays and assignments

- (a) submitting an essay or assignment written in whole or in part by someone else as your own
- (b) preparing an essay or assignment for submission by another student

- (c) copying an essay or assignment, or consciously allowing your essay or assignment to be copied by someone else for the purposes of plagiarism
- (d) using direct quotations, or large sections of paraphrased material without acknowledgement
- (e) buying or selling term papers or assignments and submitting them as your own
- (f) submitting the same piece of work in more than one course without the permission of the instructor(s)
- (g) removing materials from the library without their authorization or deliberately concealing library materials

## Official Documents

- (a) altering transcripts or other official documents relating to student records
- (b) misrepresenting your credentials
- (c) creating or altering letters of reference

If an Instructor suspects a student of a violation of academic integrity, they will collect evidence and inform the student in writing. You will be invited to meet with the professor to discuss the matter. If you wish to have representation at this meeting, it will be referred directly to the Department Head. (To get representation, you should contact Harry Smith, the Coordinator of Dispute Resolutions Mechanisms at [drm@post.queensu.ca](mailto:drm@post.queensu.ca) or 613-533-6495.) After the meeting, the Instructor will either:

- (a) Decide there is insufficient evidence and close the case
- (b) Decide a violation of academic integrity has occurred and assign a penalty of their own
- (c) Decide a violation of academic integrity has occurred but refer it to the Department Head for a more severe penalty

If (b), you will be informed of your chance to appeal to the Department Head. To do so, you must submit a letter stating the grounds of the appeal no later than two weeks after the Instructor has informed you of a finding of Academic Dishonesty. This letter is to be given into the Faculty Office in room 200 of Beamish Munro Hall. If you plan to appeal, you should contact Harry Smith, the Coordinator of Dispute Resolution Mechanisms at the email address or phone number above.

If you are referred to the Department Head (i.e. not appealing), you will meet with them and your Instructor. Your advisor may be present and you may give a brief statement. After asking questions, the Department Head will either:

- (a) Decide there is insufficient evidence and close the case
- (b) Decide that a violation of academic integrity has occurred and assign a penalty
- (c) Decide that a violation of academic integrity has occurred but that a penalty more severe than they can impose is required. In this case, they will refer your case to the Faculty Board or Senate.

If (b), you will be informed of your chance to appeal to the Dean. To do so, you must submit a letter

stating the grounds of the appeal no later than two weeks after the Department Head has informed you of a finding of Academic Dishonesty. This letter must be handed into the Faculty Office in room 200 of Beamish Munro Hall. If you have not already done so, you should immediately contact Harry Smith at the email address or phone number above.

If you are appealing an Instructor's decision to the Department Head, they will appoint a small committee to look into the case. You will be given a chance to make a statement then informed in writing as to whether your case has been dismissed, the penalty modified, or the penalty left unmodified.

Your case may be referred to a higher level such as Committee of the Faculty Board or the Faculty Board itself. In many cases, you also have the option of appealing your case further to these higher levels. In all cases which proceed to this level, you should contact Harry Smith, the Coordinator of Dispute Resolution Mechanisms at [drm@post.queensu.ca](mailto:drm@post.queensu.ca) or 613-533-6495.

## Appealing Grades: Term Work, Final Exams, Final Grades

### Appealing grades on term work

You have the right to appeal a grade on term work. You should request an informal review with your instructor at which point you should also bring any relevant documentation or material that supports your case. For help getting in touch your instructor to arrange an informal review, please contact the AMS Academic Grievance Centre at [agc@ams.queensu.ca](mailto:agc@ams.queensu.ca). Generally, grade reappraisals on term work are done at the instructor's discretion. Currently, you cannot appeal any further if you are not satisfied with the decision of the instructor.

### Appealing a grade on a midterm exam

Although formally speaking, appeal procedures only apply to appeals of final exams, you do have the right to ask your instructor for a re-reading / grade-reappraisal of a mid-term exam. The grade reappraisal is done informally at the instructor's discretion.

### Appealing a grade on a final exam

If you are not satisfied with your mark on a final exam, you have the right to have your final exam reviewed and re-read. Before initiating any formal mechanisms within the department, you are allowed to informally review your examination with your instructor according to the Senate's *Student Access to Final Examination Papers*. According to this policy, instructors can informally review the final examination with you if you request it and they are encouraged to do so. For help getting contacting your instructor to set up an informal review, please get in touch with the AMS Academic Grievance Centre at [agc@ams.queensu.ca](mailto:agc@ams.queensu.ca)

### Appealing the instructor's decision (or non-decision)

If you are unable to get an informal review with your instructor or you are unsatisfied with their decision, you have the right to initiate the formal appeal mechanism. In order to appeal:

(a) You must submit an Exam Re-read form to the Dean of Applied Science which can be found at the address below or through the Faculty of Applied Science website under the Academic Regulation Requests, Waivers, and Appeals section.

(<http://appsci.queensu.ca/studentinfo/academic/documents/ExaminationReReadRequest.pdf>) This can be dropped off in Room 200 of Beamish-Munro Hall or faxed to 613-533-6500.

(b) You must make sure that the Dean of Applied Science receives your application within four weeks of the release of the results. It is your responsibility to provide the Faculty Office with your mailing address so that you can receive your final marks in time to meet this requirement.

(c) You must pay the re-reading fee of \$40. Your cheque must be enclosed with your application and be made out to Queen's University.

You are only allowed one re-read per examination. Your grade may either be raised, lowered, or remain the same depending on the outcome of the re-read. If your grade increases as a result of the re-read, your \$40 fee will be refunded.

## Appealing Academic Probation

You cannot appeal Academic Probation. If you do not pass all your courses in first year which are specified as prerequisites to any course in your chosen upper year program you must, during the next session, follow a special program arranged by the Chair of Undergraduate Studies of your chosen department. During this session you will be designated as a probationary second year student and must pass all prerequisite first year courses during this session or be required to withdraw.

## Appealing a Requirement to Withdraw

You can be required to withdraw for reasons of violation of academic integrity and/or poor academic performance including: failing to meet conditions of academic probation, having a sessional average of less than 50%, failing to meet readmission conditions, or failing to complete your BSCE degree in 6 calendar years from first registration or less. In any of these cases, the requirement to withdraw will be a recommendation from the Faculty Board to the Senate. You have the right to appeal the Faculty Board's decision of (recommending) a Requirement to Withdraw. In order to appeal:

(a) You must submit a Requirement to Withdraw Waiver form to the office of the Dean. This form can be found at the address below or through the Faculty of Applied Science website under the Academic Regulation Requests, Waivers, and Appeals section.

([http://appsci.queensu.ca/studentinfo/academic/documents/RTW\\_WaiverRequest.pdf](http://appsci.queensu.ca/studentinfo/academic/documents/RTW_WaiverRequest.pdf)) This can be dropped off in Room 200 of Beamish-Munro Hall or faxed to 613-533-6500.

(b) You must include a letter explaining your poor academic performance and the steps you will take to ensure that this doesn't happen again. Include any relevant documentation such as medical files or proof of circumstances beyond your control. For more information on writing this letter, please see the above section titled *Guide to Preparing Letters of Appeal / Petitions*.

(c) Your appeal must be filed within 14 days that you received the decision from the Faculty Board (the decision being that they recommended to the Senate that you be required to withdraw).

If your Requirement to Withdraw Waiver is approved, you will be required to follow special academic conditions set out by the Department during the next academic year. If the Waiver is denied, you have two options. If you feel that proper procedures were not followed or that your extenuating circumstances were not appropriately considered, you can appeal to the Operations Committee. (You cannot appeal to this Committee on any other grounds.) Your second option is to apply for readmission to Applied

Science. To be successful in reapplying you must provide compelling evidence that you are likely to succeed this time and there must be available space in the program. See the following website for details: [http://appsci.queensu.ca/studentinfo/academic/documents/Readmission\\_Procedures.pdf](http://appsci.queensu.ca/studentinfo/academic/documents/Readmission_Procedures.pdf)

To appeal to the Operations Committee:

(a) You must submit an Academic Appeal Request Form to the Office of the Dean. This form can be found at the address below or through the Faculty of Applied Science website under the Academic Regulation Requests, Waivers, and Appeals section.

<http://appsci.queensu.ca/studentinfo/academic/documents/AcademicAppealRequest.pdf>. This can be dropped off in Room 200 of Beamish-Munro Hall or faxed to 613-533-6500.

(b) All previous documentation included with your original appeal will be forwarded to the Committee but you are allowed to submit new documents. (Note: If you include new information, your appeal may go back to the Dean for further consideration.)

(c) Your appeal must be filed within 14 days of the date of the official notification of the original decision to be eligible for an appeal.

(d) You must include a cheque of \$40 payable to Queen's University.

You have the right to attend the appeal hearing and be accompanied by an advisor (a friend, family member, departmental advisor, etc.) Contact Harry Smith, the Coordinator of Dispute Resolution Mechanisms to speak with a trained advisor. He can be reached at [drm@post.queensu.ca](mailto:drm@post.queensu.ca) or by phone at 613-533-6495. If you are still unsatisfied with this decision, the only further appeals which can be made must be on procedural grounds (i.e. you feel proper procedures were not followed.) In this instance, contact Harry Smith at the email address and phone number above.

Note: If you intend to withdraw voluntarily from the Faculty of Applied Science without academic penalty you must do so before January 31<sup>st</sup> or it will be considered a failed year. To withdraw voluntarily after January 31<sup>st</sup> without academic penalty, you must email [committees@appsci.queensu.ca](mailto:committees@appsci.queensu.ca). There is no fee or waiver requirement.

## Exams: Exam Conflicts, Access to Exams, Special Exam Arrangement, Deferred Exams, Supplemental Exams

### Exam Conflicts

Any student in any faculty or school that has an exam scheduled by the Exams Office at the same hour as another exam or a religious observance must report this conflict to the Exams Office located in room 110 of Gordon Hall as soon as possible. You can reach them at 613-533-2101. Having three exams in consecutive timeslots is also considered a conflict which can be resolved.

### Special Exam Arrangements

Alternatives to traditional exams are available to students with special needs. You can either petition formally or informally. Informally, you can ask your instructor to provide you with different exam conditions (or whatever the case may be). If the instructor denies your request at the informal level or you would rather not ask them in the first place, you can use the formal approach by contacting Health,

Counselling, and Disability Services (HCDS) in the LaSalle building or at 613-533-6467 who will assess the situation and help with any necessary accommodations. The deadlines are:

November 7 for December exams

March 7 for April exams

Two weeks before the exam session for Spring and Summer exams

## Deferred Exams

You may ask to defer your exam when circumstances arise that are beyond your control. Unlike other faculties who will record the notation ED (Exam Deferred) on your transcript, the Faculty of Applied Science will record a mark of IN (Incomplete). The standing of IN will be removed upon you writing the deferred exam by the completion date. This completion date is determined by the Academic Progress Chair in consultation with both your Department and Instructor. Given the fact that you may not be granted a grade of IN, you should make every attempt to write the exam even after filing a petition. If the Operation approves an IN standing but you do not complete your exam by the set date, you will be given a grade of zero on the exam and a final mark will replace the IN standing. To petition for a deferred exam:

(a) You must submit an Incomplete Grade form to the Office of the Dean. This form can be found at the address below or through the Faculty of Applied Science website under the Academic Regulation Requests, Waivers, and Appeals section.

[http://appsoci.queensu.ca/studentinfo/academic/documents/IncompleteGrade\\_Request.pdf](http://appsoci.queensu.ca/studentinfo/academic/documents/IncompleteGrade_Request.pdf)

This can be dropped off in Room 200 of Beamish-Munro Hall or faxed to 613-533-6500. This form requires signatures from your Instructor and the Undergraduate chair so be sure to consult them.

(b) Include any and all documentation proving your extenuating circumstances including any kind of medical forms.

## Supplemental Exams

### Upper Year Courses

If you have a sessional average of 50% or higher and a cumulative average of 55% or higher you may write a supplemental exam in a failed upper year course in which your final mark is between 40% and 49%. If your request is granted, the exam will be written in the September following the session in which the failure occurred. You are allowed to write a maximum of three supplemental exams over the course of your degree program and no more than two in any calendar year. If successful in your petition, upon completion of your supplemental exam, this new grade will be substituted for the grade received in your original exam. To petition for a supplemental exam:

You must submit a Supplemental Exam form to the Office of the Dean. This form can be found at the address below or through the Faculty of Applied Science website under the Academic Regulation Requests, Waivers, and Appeals section.

<http://appsoci.queensu.ca/studentinfo/academic/documents/SupplementalExaminationRequest.pdf> This can be dropped off in Room 200 of Beamish-Munro Hall, faxed to 613-533-6500, or mailed to:

Faculty of Applied Science  
Room 300 Beamish Munro Hall  
Queen's University  
Kingston, Ontario  
K7L 3N6

Any further questions can be addressed to [mcdonb@queensu.ca](mailto:mcdonb@queensu.ca), [reception@appsci.queensu.ca](mailto:reception@appsci.queensu.ca) or 613-533-2055.

(b) You must apply to write this supplemental exam by June 15 following the session in which the failure occurred. (c) The fee for a supplemental exam is \$200. This is payable at the same time as the minimum tuition payment due August 15<sup>th</sup>. You can submit your payment online or through the Bank of Montreal.

You may cancel your request for a supplemental exam and have your fee refunded if you do so by August 15<sup>th</sup> following the session in which the failure has occurred. To cancel, you must give written notice to the Office of the Dean of Applied Science.

## First Year Courses

Supplemental exams are not available for first year courses. However, you do have the option of rewriting your fall or winter exam(s). You may only rewrite winter term exams if your sessional average as of May is 50% or above. For more information, including information on fees for rewriting winter exams, see <http://appsci.queensu.ca/firstyr/rewrites>. To petition:

(a) You must submit an Exam Rewrite form to the Office of the Dean. This form can be found at the address below or through the Faculty of Applied Science website under the Academic Regulation Requests, Waivers, and Appeals section.  
[http://appsci.queensu.ca/studentinfo/academic/documents/RewriteExamsRequest\\_Spring.pdf](http://appsci.queensu.ca/studentinfo/academic/documents/RewriteExamsRequest_Spring.pdf) This form can be dropped off in Room 300 of Beamish-Munro Hall or faxed to 613-533-6500. Be sure to consult the Director of First Year studies as you need their signature on your form.

(b) If applying to rewrite an exam in the fall term, the form must be submitted no later than the third week of the winter term. If rewriting a winter exam, the form must be submitted no later than the second week of spring term.

(c) If you choose to rewrite your exam in a location other than Kingston (as may be the case for a rewritten winter term exam), you must pay a one time administrative fee of \$75 and a fee of \$150 for each exam you rewrite. The administrative fees are in addition to the tuition fee which will be charged for each exam, and is through your tuition account. The administrative fees are to be submitted by cheque or money order made out to Queen's University at the time the registration form is submitted.

You may cancel your registration to rewrite an exam without academic penalty if you do so by the fourth week of winter term (for a fall term exam) or the third week of spring term (for a winter term exam).

## Petitioning for Standing: Incomplete Standing

### Incomplete Standing

A student may petition for Incomplete Standing if they have completed the course and the final exam but still have some work outstanding. You must first petition informally to your Instructor. If you are

successful, they will agree to accept your outstanding work by a certain deadline but may require from you a medical certificate or other document that proves your extenuating circumstances. In this case, you will receive a mark followed by IN which will be later revised by your instructor after you have submitted the outstanding work on time. If for some reason you do not hand your work in on time, the IN is removed and your interim mark becomes your final grade.

You may request a standing of Incomplete if you are unable to write the final exam or unable to submit required work due to an illness or other such extenuating circumstances. If you are successful in your petition, the course for which you received an IN standing will be excluded from your sessional and cumulative average. A completion date for the course is determined by the Academic Progress Chair and in consultation with both your Instructor and the Department. A default mark will also be determined based on the course work you have completed to date. If you do not complete the course by the date the Operation Committee sets for you, the standing of IN will be replaced with this default mark. To petition for a standing of Incomplete:

(a) You must submit an Incomplete Grade form to the Office of the Dean. This form can be found at the address below or through the Faculty of Applied Science website under the Academic Regulation Requests, Waivers, and Appeals section.

[http://appsci.queensu.ca/studentinfo/academic/documents/IncompleteGrade\\_Request.pdf](http://appsci.queensu.ca/studentinfo/academic/documents/IncompleteGrade_Request.pdf) .This can be dropped off in Room 200 of Beamish-Munro Hall or faxed to 613-533-6500. This form requires signatures from your instructor and the Undergraduate chair so be sure to consult them.

(b) Include any and all documentation proving your extenuating circumstances including any kind of medical forms.

## Petitioning for Late Withdrawal from a Course

For most faculties, you may petition for late withdrawal from a course without receiving an academic penalty for doing so beyond the drop deadline. Late withdrawal essentially recognizes those instances where a student attempts to complete a course under adverse conditions and it is only after the drop date that they cannot continue any further.

A student can withdraw voluntarily from a course (or courses) in the Fall or Winter term within the first eight weeks of term. For a full year course (Fall/Winter), voluntary withdrawal can occur anytime before the second week of Winter term. Dropping a course after that date requires the approval of your Undergraduate Chair and the Operations Committee and will only be granted if you can prove exceptional circumstances. Please note that if your request to withdraw from the course after the drop deadline is granted, the course will still appear on your transcript with a designation of DR (dropped) instead of a final mark. To petition:

(a) You must submit a Late Course Drop form to the Office of the Dean. This form can be found at the address below or through the Faculty of Applied Science website under the Academic Regulation Requests, Waivers, and Appeals section.

<http://appsci.queensu.ca/studentinfo/academic/documents/LateCourseDrop.pdf> This can be dropped off in Room 300 of Beamish-Munro Hall or faxed to 613-533-6500. You will need documentation and/or signatures from both your Instructor and your Undergraduate Chair so be sure to consult them.

(b) Include any and all documentation proving your extenuating circumstances including medical certificates. You must also include documentation from your Instructor stating whether you have been attending class, handing in assignments, etc.

(c) You must include with your application a completed Academic Change Form.

(d) You must include a \$40 cheque or money order payable to Queen's University.

Note: If you intend to withdraw from the Faculty of Applied Science without academic penalty you must do so before January 31<sup>st</sup> or it will be considered a failed year. To withdraw after January 31<sup>st</sup> without academic penalty there is no waiver or fee but you must email [committees@appsoci.queensu.ca](mailto:committees@appsoci.queensu.ca)

## Petitioning to Add a Course Late

You may petition to add a course even if it is beyond the date deadline. If possible, you should continue attending the course you would like to add so that you will have less difficulty catching up should your petition be granted.

A student may add a course within the first two weeks of class. After this date, you must submit a petition. To do so:

(a) You must submit a Late Course Add form to the Office of the Dean. This form can be found at the address below or through the Faculty of Applied Science website under the Academic Regulation Requests, Waivers, and Appeals section.

<http://appsoci.queensu.ca/studentinfo/academic/documents/LateCourseAdd.pdf>. This can be dropped off in Room 300 of Beamish-Munro Hall or faxed to 613-533-6500.

(b) You will need to include documentation from the Instructor stating that they are willing to accept you into the course and that you have been attending the course, handing in assignments, etc. The extenuating circumstances which prevented you from adding the course before the deadline must also be provided. You will need the signature of the Undergraduate Chair of your Department. If the course you are petitioning to add is offered in a faculty other than that of Applied Science, you must also obtain the signature of their Undergraduate Chair.

(c) You must include a completed Academic Change Form.

(d) You must include a \$40 cheque or money order payable to Queen's University.

## Additional Resources

### **The Academic Grievance Centre**

This is a student run service provided by the Academic Affairs Commission for the Alma Mater Society. They can act as a liaison between students and professors to help facilitate a discourse and deal with academic issues, even if students wish to remain anonymous. Trained Grievance Centre Officers can answer your questions about grievances and inform you of your options.

You can learn more at <http://www.myams.org/grievance-centre> or get in touch with an Officer at [agc@ams.queensu.ca](mailto:agc@ams.queensu.ca).

### **The Coordinator of Dispute Resolution Mechanisms, Harry Smith**

If you have any questions about the appeal process, especially when it comes to appeals on procedural grounds or appeals of academic dishonesty, you should contact Harry Smith. He provides staff, faculty, and students with impartial advice when it comes to dispute resolution procedures. He can also put you in touch with a University Dispute Resolution Advisor. He can be reached at [drm@post.queensu.ca](mailto:drm@post.queensu.ca), by phone at 613-533-6495, or by fax at 613-533-2793.

### **The Exams Office**

If you need to reschedule an exam due to a conflict with another exam or a religious observance, you must do so at the Exams Office in room 110 of Gordon Hall. They can also be reached at 613-533-2101.

### **Student Services Offices**

Here you can obtain more information about appeal procedures in your particular faculty or school. Some also have trained academic advisors with whom you can meet to discuss your options.

Beamish Munro Hall room 300 is the student services office which can be reached by phone at 613-533-2055, by fax at 613-533-6500, or by email at [reception@appsci.queensu.ca](mailto:reception@appsci.queensu.ca). Their website (<http://appsci.queensu.ca/>) has an “Academic Guide” section (<http://appsci.queensu.ca/studentinfo/academic/>) which leads to information pertaining to appeal procedures in the “Academic Regulations Requests, Waivers, and Appeals” section. You will find all relevant forms for appeals there. Other relevant information dealing with appeals can be found in the Faculty of Applied Sciences Calendar (<http://appsci.queensu.ca/calendar/>).

### **Health, Counselling, and Disability Services (HCDS)**

If you are a student with special needs who requires an alternative to traditional exams or exam settings, you can ask HCDS to assess the situation and help with any necessary accommodations. They are also a good resource when it comes to diagnosing or dealing with many kinds of learning disabilities. You can contact HCDS in the LaSalle building or at 613-533-6467.

### **The Human Rights Office**

If you are concerned about behaviours or attitudes you see in your classroom that may be discriminatory, please contact the Human Rights Office. They can be found in Mackintosh Corry Hall in room A320 or reached by telephone at 613-533-6886 or by fax at 613-533-6576.

### **The Rector, Leora Jackson**

The Rector acts as a representative for students in matters pertaining to education, including advising and advocating on behalf of students when it comes to grievance procedures. Her office is in room 124 in the Upper Ceilidh of the JDUC. She can also be reached by phone at 613-533-2733, by fax at 613-545-9565, and by email at [rector@queensu.ca](mailto:rector@queensu.ca).