

Academic Appeal Request Form



Please ensure that ALL sections of the form are completed.

Submit by email to:
engineering.reception@queensu.ca

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 Operations Committee for further consideration before any appeal is heard.
- Appeal applications and a letter of appeal must be submitted to the Smith Engineering 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	Last Name:	First Name:	Student Number:
	Phone Number:	Department (if applicable) and Year of Study:	Option:
	Queen's Email Address:	Student Signature:	Date:

	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, Smith Engineering, Beamish- Munro Hall, Rm 300, or phone 613-533-2055.
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Nature of the Appeal	Please indicate the basis for your appeal. Appeal of decisions of the Operations Committee can be made only on the following two grounds:
	☐ Proper procedures have not been followed.
	☐ 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 by the Operations Committee in reaching a decision will be forwarded to the Academic Appeals Panel who will hear 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.
	☐ Letter of appeal is attached to this form

PLEASE CONTINUE TO PAGE TWO

For Office Use ONLY	Date of Original Student Request:		Date of Original Decision:	
	Nature of Student Request:			

File Viewing	You have the right to review your official academic file. If you wish to view your file, you must pre-arrange with Smith Engineering at a mutually agreeable time.			
	☐ NO, I do not need to view my file.			
	☐ 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:	

The Appeal Hearing	The Smith Engineering Academic Appeals Panel 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 Academic Appeals Panel; 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 the Operations Committee You may choose to attend the appeal hearing. If you wish to attend, you have the right to be accompanied by an advisor. The Operations Committee Chair, may also be accompanied by an advisor, who will also appear at the hearing to explain the decision.			
	Please indicate whether or not you wish to attend the appeal hearing:			
	☐ NO, I do not wish to attend the appeal hearing.			
	☐ YES, I wish to attend the appeal hearing. (Please complete the remainder of this section)			
	Please indicate whether or not you will bring an advisor:			
	☐ NO, I will not be bringing an advisor; I will be attending by myself.			
	☐ YES, I will be bringing an advisor.			
	If so, please state his/her name and role (e.g. friend, parent, academic advisor, professor, grievance officer, legal advisor, etc.):			
	Name:		Role:	

Student Signature	I have read and understood the process and rules of procedure governing appeals in Smith Engineering.		
	Student Signature:		Date: