

Bachelor of Health Sciences (Honours) Program
APPEAL TO ASSOCIATE DIRECTOR (STUDIES)

Bachelor of Health Sciences (Honours) Program Office

bhsc@queensu.ca

613-533-2566

Botterell Hall, Room 815

18 Stuart Street

Kingston, ON

K7L 3N6

Name:

Level of Study:

Student #:

Learning Track:
(if applicable)

Email:

A one-time administrative fee of \$50.00 applies to all appeals. Please contact the Bachelor of Health Sciences (Honours) Program Office by email or phone for instruction on administrative fee payments.

I want to appeal the decision of the instructor.

I will be appealing the:

- To add a course after the last official date for adding courses (see Academic Calendar Dates);
- To drop a course after the last official date for dropping courses (see Academic Calendar Dates);
- To request Aegrotat standing in a course (see Academic Regulation 10);
- To request Credit (CR) standing in a course (see Academic Regulation 10);
- To request an extension of the deadline to complete a deferred exam in a course (see Academic Regulation 10);
- To request an extension of the deadline to submit incomplete work in a course(see Academic Regulation 10);
- Instructors' decisions on grading term work (see Academic Regulation 11);
- Instructors' decisions on grading final examinations (see Academic Regulation 11);
- To request to write the final examination for an online course at an earlier time than formally scheduled (see Academic Regulation 8);
- A requirement to withdraw (see Academic Regulation 13).

Appeal to the Associate Director (Studies)

Appeals must be received in the Bachelor of Health Sciences (Honours) Program Office within 21 calendar days of the initial decision that is being appealed. An appeal fee must also be submitted with the appeal documents. The student must clearly explain the extenuating circumstances and their impact upon the student. The appropriate supporting documentation must be appended to the appeal. You are strongly encouraged to contact the Office of the Ombudsperson for advice on matters of procedure and on obtaining a representative. (phone: 1-613-533-6495; e-mail : ombuds@queensu.ca).

Signature:

Date:

FOR OFFICE USE ONLY

Date Submitted: _____

Date Documents Supplied: _____

Payment Received: _____