

*Bachelor of Health Sciences (Honours) Program*  
**BOARD OF STUDIES APPEAL FORM**  
Queen's University

*Bachelor of Health Sciences (Honours) Program Office*

[bhsc@queensu.ca](mailto:bhsc@queensu.ca)

613-533-2566

Botterell Hall, Room 815

18 Stuart Street

Kingston, ON

K7L 3N6

**Please find all information pertaining to an Appeal to the Board of Studies in the formal regulations outlined by the *Bachelor of Health Sciences (Honours) Program Calendar*.**

To be eligible to appeal to the Board of Studies, students must first appeal to the Associate Director (Studies) and be in receipt of the Associate Director (Studies)'s written decision (Academic Regulation 13.3.3).

Name:	<input type="text"/>	Level of Study:	<input type="text"/>
Student #:	<input type="text"/>	Learning Track: (if Applicable)	<input type="text"/>
Email:	<input type="text"/>		

**Please indicate the nature of your appeal to the Board of Studies:**

**1. Adding, Dropping and Academic Standing in Courses:**

- To appeal the Associate Director (Studies) decision to deny my appeal to add a course after the deadline to add a course.
- To appeal the Associate Director (Studies) decision to deny my appeal to drop a course after the deadline to drop without academic penalty.
- To appeal the Associate Director (Studies) or decision to deny my appeal for an Aegrotat (AG) standing in a course.
- To appeal the Associate Director (Studies) decision to deny my appeal for a Credit (CR) standing in a course.

**2. Waive the Requirement to Withdraw**

- To appeal the Associate Director (Studies) decision to deny my appeal to waive the Requirement to Withdraw for One Year (RTW1).
- To appeal the Associate Director (Studies) decision to deny my appeal to waive the Requirement to Withdraw for a Minimum of Three Years (RTW3).

### 3. Other

To appeal the Associate Director (Studies) decision to deny my appeal to waive the 21-day appeal deadline.

Other.

Please specify:

All letters and documentation considered by the Associate Director (Studies) in reaching a decision on your appeal will be forwarded to the Board of Studies. The only additional document you need to supply is a brief letter to address the written statements made by the Associate Director (Studies) in denying your appeal.

Date of Submission:

Letter of Appeal:

#### Appearing Before the Board of Studies

Normally the Board of Studies will make its decision on the basis of your written appeal and the documentation used in the appeal to the Associate Director (Studies). However, in cases where facts are in dispute, or there are issues of credibility, the student or the Board of Studies may request an oral presentation in addition to the written letter of appeal. If you wish to make an oral presentation, please indicate in the box below. You have the right to be accompanied by an individual of your choice (e.g. friend, parent, dispute resolution advisor, or other representative). Note, if you choose to appear before the Board of Studies, the Associate Director (Studies) will also appear to explain his or her decision.

Yes, I wish to make an oral presentation to the Board

I have read and understood the process and regulations governing appeals to the Board of Studies.

Student Signature:

Date:

**Any change in academic registration may impact government student financial assistance eligibility and/or funding. Please consult with the Student Awards Office, Office of the University Registrar, Gordon Hall, to understand the potential implications of changes to course or program registration and/or the consequences of not successfully completing the required course load.**

The personal information collected on this form is collected under the legal authority of the Royal Charter of 1841, as amended. The information collected will be used to make a decision regarding your appeal and to provide a response. This information collected will be used to make a decision regarding your appeal and to provide a response. This information will be retained for a maximum of 15 years in accordance with the Queen's Records Management Policy, 2003. If you have any questions or concerns about the information collected or how it will be used, please contact the *Bachelor of Health Sciences (Honours) Program Office* at [bhsc@queensu.ca](mailto:bhsc@queensu.ca).