

BOARD OF STUDIES APPEAL FORM

Queen's University

Bachelor of Health Sciences Program Office

bhsc.appeals@queensu.ca

613-533-2566

Botterell Hall, Room 813

18 Stuart Street

Kingston, Ontario, Canada K7L 3N6

Please find all information pertaining to an appeal to the Board of Studies in the [Academic Regulations](#) of the Bachelor of Health Sciences Program [Academic 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)' written decision letter (Academic Regulation 5.4.3).

Name:

Queen's Email:

Student Number:

Year of Study:

Indicate the grounds on which you are appealing the Associate Director (Studies)' decision (Please refer to Academic Regulation 5.4.3.1):

1. ☐ The Associate Director (Studies) failed to act in accordance with the rules of procedural fairness;
 - a. ☐ Did not permit a student to be heard by an unbiased decision maker
 - b. ☐ Did not follow the rules, regulations, or University policy, in a way that adversely affects a student's right to a fair process
 - c. ☐ Made an unreasonable decision
2. ☐ The Associate Director (Studies) acted without or exceeded their jurisdiction

Students must identify the grounds for their appeal to the Board of Studies. A student cannot appeal to the Board of Studies solely on the basis that they disagree with the decision of the Associate Director (Studies)' decision.

Please indicate the nature of your appeal to the Board of Studies (refer to Academic Regulation 5.4.2.1):

1. ☐ To appeal the Associate Director (Studies)' decision to deny my appeal to drop a course after the deadline.
2. ☐ To appeal the Associate Director (Studies)' decision to deny my appeal for an Aegrotat (AG) Standing.
3. ☐ To appeal the Associate Director (Studies)' decision to deny my appeal for Credit (CR) Standing.

4. ☐ To appeal the Associate Director (Studies)' decision to deny my appeal for an extension of the deadline to complete a deferred exam in a course.
5. ☐ To appeal the Associate Director (Studies)' decision to deny my appeal to request an extension of the deadline to submit incomplete work in a course
6. ☐ To appeal the Associate Director (Studies)' decision to deny my appeal to waive the 21-day appeal deadline.
7. ☐ To appeal the Associate Director (Studies)' decision to deny my appeal to waive the one-term appeal deadline.
8. ☐ To appeal the Associate Director (Studies)' decision to deny my appeal to waive the Requirement to Withdraw for One Year (RTW1)
9. ☐ To appeal the Associate Director (Studies)' decision to deny my appeal to waive the Requirement to Withdraw for Three Years (RTW3)

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 (see Academic Regulation 5.4.3.4). The only additional documentation required is a brief letter which addresses the written statements of the Associate Director (Studies) in their initial appeal decision letter. The letter must be submitted as a Word or PDF document to bhsc.appeals@queensu.ca with the submission of this form.

Appearing before the Board of Studies:

Students have the right to appear before the Board of Studies to make an oral appeal. In cases where a student does not wish to make an oral appeal 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).

If you wish to make an oral presentation, please indicate in the box below. You have the right to be accompanied by a support person or advisor of your choice. Note, if you choose to appear before the Board of Studies, the Associate Director (Studies) will also appear to explain their decision. If you choose to have your appeal reviewed based on your written submission, you will not appear before the Board of Studies.

☐ Yes, I wish to make an oral presentation to the Board of Studies

☐ No, I would like my appeal to proceed based on my written submission to the Board of Studies

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

Student Signature:

Date:

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.