

**Notice of Use**

By authority of the *Royal Charter of 1841* of Queen's University, as amended and to comply with the *Freedom of Information and Protection of Privacy Act* R.S.O. 1990 c.F.31 as amended.

Academic problems sometimes arise because of misunderstandings that can be resolved by informal discussion. The general approach of the University is to encourage the speedy resolution of academic problems informally and through the normal administrative routes, i.e., through discussion with coordinators of graduate studies and department/program heads, before pursuing formal appeal processes. If a graduate student is concerned about academic problems, it is wise to first seek advice and support from a supervisor, colleague or University Advisor. If this informal approach to the resolution of academic problems does not lead to a resolution, then the student may request that the School of Graduate Studies Academic Appeal Board (AAB) be convened to hear the appeal.

Academic decisions may be appealed on procedural grounds and/or on the basis of extenuating circumstances. Course marks or Examination Committee decisions cannot be overturned; however alternative actions (including the possibility of further exams) may be ordered by the AAB.

Students who appeal to the AAB should be aware that material submitted by the student in support of the appeal will be distributed to other parties participating in the appeal. Those individuals may include the course instructor ("Instructor"), the department or program's coordinator of graduate studies ("Coordinator") and the head of the department/program ("Head").

**Date of Request:****Student Name:****Student Number:****Issue: Please check off the subject matter of your request:**

GDiplCL Progression Regulations

Academic Integrity

Late Add/Drop

Other:

Extension to incomplete grade deadline

**Details of Request (attach a letter if more space is needed):**

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**Supporting Documentation:** (please list and attach or forward to the Program Coordinator's attention in Room 200, Faculty of Law Building)

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Applicant Signature