

Application to the Academic Standing and Policies Committee

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, this application form collects personal information to facilitate the processing of your request for relief under the academic rules, regulations and policies of the Faculty of Law as set forth in the academic calendar published at <http://www.queensu.ca/3rdLevel/academicCalendars.php>. The application form and the decision on the application is kept in your student file at the Faculty.

The Academic Standing and Policies Committee is struck as a standing committee of Faculty Board in accordance with the Faculty Board Constitution and rules posted online at <http://law.queensu.ca/facultyAndStaff/facultyBoard/facultyBoardConstitutionRevisedSept262008.pdf>, The members of the committee are two faculty members, one of whom chairs the Committee, the Assistant Dean of Students and two student members. The Manager of Education and Equity Services presents the applications to the Committee. All members of the Committee are under a duty to respect the privacy and confidentiality of applications not only in relation to the fact that there is an application before the committee and but also in relation to information revealed in the application. Questions or concerns about the use and custody of this personal information can be addressed to the Assistant Dean of Students at jane.emrich@queensu.ca or by telephone at 613.533.6000, ext. 74283.

Date of Request: _____

Student Name: _____

Student Number: _____

Issue: Please check off the subject matter of your request.

- | | |
|---|--|
| <input type="checkbox"/> Special Exam privileges | <input type="checkbox"/> Change in Status (PT/FT) |
| <input type="checkbox"/> Language based Exam accommodations | <input type="checkbox"/> Late add/drop |
| <input type="checkbox"/> Approval of Courses for J.D. degree credit | <input type="checkbox"/> Course Overload Request |
| <input type="checkbox"/> Withdrawal from J.D. degree program | <input type="checkbox"/> Extension for Submission of Paper |
| <input type="checkbox"/> Other: _____ | |

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

Supporting Documentation: (please list and attach or forward to the Assistant Dean of Student's attention in Room 200, Macdonald Hall)

Applicants are entitled to stipulate whether they want the student members of the Academic Standing and Policies Committee to be involved in hearing the presentation of your request and to participate in the decision-making. Please indicate whether you want:

Student Members present or consulted

OR

Student Members not present

Applicant Signature