



Continuing Education Academic Appeal Form

Continuing Education students have the opportunity to appeal all decisions through the Appeal process, except for a previous appeal decision. Students must initiate an appeal no later than 5 business days after receiving their grade. Please complete this entire form and submit it, along with any applicable supporting documents, by email to ce@michener.ca. Please note that a non-refundable administration fee of \$25.00 must accompany this form. The decision of the CE Academic Review Committee is final.

Notes:

1. This form will not be added to your student record. However, this document will be retained with course documentation for the required timeframe.
2. The information gathered in support of your appeal is accessible to the Registrar, those employees of Michener involved in the Appeal and others to whom you give consent in writing to have this information released

PERSONAL INFORMATION:
(INCOMPLETE OR INCORRECT INFORMATION WILL CAUSE DELAYS IN PROCESSING)

LAST NAME, FIRST NAME		STUDENT NUMBER
STREET	APT.	CITY
PROVINCE	POSTAL CODE	PROGRAM/COURSE
HOME TELEPHONE	WORK TELEPHONE	EMAIL ADDRESS

Summary of Reason for Appeal and Desired Remedy

The Continuing Education Academic Review committee consisting of the CE Director, CE Program Manager and the applicable Medical Director and/or Program Coordinator will review all academic appeals and provide a written response provided within 1 week of receipt of the appeal. Input will be sought from the instructor(s), clinical facilitators and/or course director involved.

PAYMENT INFORMATION

Total Payment: \$25

Payment Method:

- Bank Debit Card (in person)
- Cash (do not mail cash)
- Money Order
- Certified Cheque (we do not accept personal cheques)

Visa /MC#

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Expiry Date: _____

Cardholder Signature

Date

Student Signature

Date

I hereby certify that the information contained herein is a true representation of my personal situation and circumstance and that the findings of the CE Academic Review Committee is final.