

Continuing Education Academic Appeal Form

Continuing Education (CE) students may appeal their grade(s) or final standing through the use of this form within 1 week of having received 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.

PERSONAL INFORMATION:

(INCOMPLETE OR INCORRECT INFORMATION WILL CAUSE DELAYS IN PROCESSING)

LAST NAME OF STUDENT		FIRST NAME
STREET	APT.	CITY
PROVINCE	POSTAL CODE	PROGRAM
HOME TELEPHONE	WORK TELEPHONE	EMAIL ADDRESS

INSTRUCTIONS

Please outline your case for an Academic Review:

All academic appeals will be reviewed and a written response provided within 1 week of **receipt** of the appeal. Appeals will be reviewed by the Continuing Education Academic Review committee consisting of the CE Director, CE Program Manager and the applicable Medical Director and/or Program Coordinator. Input will be sought from the instructor(s) and/or course director involved.

RESULTS OF ACADEMIC REVIEW

The decision of the CE Academic Review Committee is final. Results will be communicated in writing no later than 1 week after receipt of the appeal.

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.