This form is to be used when a student wishes to appeal a grade decision made by the Program Director/Manager. It must be submitted to the Dean, Faculty of Continuing Education and Extension within five (5) working days of receipt of the Program Director/Manager's decision. The appeal will not be considered unless at least one of the following conditions prevails: (1) new evidence has emerged which was not considered when the Program Director/Manager's decision took place; or (2) there was an alleged procedural error in reaching the decision; or (3) the findings of the Program Director/Manager were not supported by the evidence.

STUDENT MUST COMPLETE THE FOLLOWING (Please Print)

Last Name   First Name   Initial   Student ID #

_____

Address   Postal Code   Telephone Number

_____

Course Name   Section   Instructor's Name   Name of Program

_____

Director/Manager

_____

Summary of Decision Being Appealed and Grounds for Appeal. (Attach relevant course work and use separate sheet if insufficient space here). Appeals will be considered only if grounds specified above can be demonstrated. Please explain reasons for appeal fully.

_____

_____

_____

State expected remedy or suggested resolution of dispute.

_____

_____

_____

Signature of Student

                                                 Date

_____   _____

SUBMIT FORM TO DEAN, FACULTY OF CONTINUING EDUCATION AND EXTENSION

Signature of Dean

                                                 Date Received

_____   _____