

Faculty of Continuing Education and Extension

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	

Freedom of Information and Protection of Privacy: The information that you provide to Mount Royal University when you register for Continuing Education courses is collected under the authority of the Post-Secondary Learning Act and Freedom of Information and Protection of Privacy Act in the Province of Alberta, Section 33(c). This information will be used for academic administration, the administration of Mount Royal support services, scholarship and financial aid awards, marketing and recruitment activities. Your personal information is protected and can be reviewed upon request. The complete statement and further contact information is available at conted.mtroyal.ca/cefoip