



Academic and Non-Academic Appeal Form

Students must initiate an appeal no later than 3 business days after receiving an academic or non-academic decision.

This form will be not be added to your student record. The information gathered herein is accessible to officers of the Registrar and Enrolment Services, those employees of the Michener Institute involved in the Appeal and others to whom you give consent in writing to have this information released. This document and all other supporting documentation will be kept for 12 months after the appeal.

_____	_____
Student Name	Student Number
_____	_____
Address No. Street Apt No	City Province Postal Code
_____	_____
Telephone	Michener Email
_____	_____
Program Name	Semester

A student has the opportunity to appeal all decisions through the Appeal process, except for a previous appeal decision. The appeal mechanism is initiated in any situation where the student deems it appropriate to question a decision or grade.

Academic Appeal Policy is found on Michener's Intranet at: http://my.michener.ca/forms/AcademicAppealPolicy_000.pdf

Reason for Appeal (please attach additional sheets and documentation as needed to support case for appeal.)

Desired Remedy (please attach additional sheets if required)

Student Signature _____ **Date:** _____

Students must return the completed appeal form to the Registrar's Office, within three days of decision being appealed to initiate the appeal process. Please see the Academic and Non-Academic Appeal Procedure document in Policy section of website.

DATE RCVD BY REGISTRAR'S OFFICE _____ FEE RECEIVED: _____