

### Introduction

This document provides information to support students\* as they work through an Appeal process as outlined in Michener Policies and Procedures:

<http://michener.ca/discover-michener/policies/academic-standing-policy/>

<http://michener.ca/discover-michener/policies/academic-and-non-academic-appeal-policy/>

<https://michener.ca/discover-michener/policies/academic-non-academic-appeal-procedure/>

*\*U of Toronto/Laurentian joint program students must refer to their Student Handbook for appeal processes.*

### Q1. What is an Appeal?

**A1.** The Michener Appeal Policy provides a formal means for students to appeal decisions and/or evaluations of student work by academic staff including clinical coordinators/educators. It also applies to decisions regarding action taken as a result of a violation of non-academic policies including but not limited to, the Michener Community Rights and Responsibilities as well as, non-academic expectations outlined/defined in course outlines.

### Q2. What should be included in my letter of appeal?

**A2.** Clearly explain the reasons for your appeal. There is no prescribed format, so letters can be as short as two paragraphs or several pages, but it is important to:

- State the matter being appealed in the first sentence;
- Provide a well-written letter containing relevant information and documentation; and
- Include your full name, your Michener ID and e-mail address, as well as a phone number.

### Q3. What criteria is required for an appeal to be granted?

**A3.** There are several key requirements:

- Information and/or extenuating circumstances provided on the Appeal Request Form warrant further discussion;
- You are providing **new information** that was not known and/or presented at the Promotion Review Committee (PRC); or
- There is evidence that Michener program regulations, procedures, and policies were not adhered to.

### Q4. Can I appeal a grade I received?

**A4.** Yes, however, as per the Grading Policy, it is the student's responsibility to discuss any discrepancy regarding final marks with the course professor immediately upon receipt of the marks. If you are not able to resolve the disputed course grade, you may appeal the grade via the Academic Appeal Process.

### Q5. How and when should I submit my appeal?

**A5.** Students may file a formal appeal regarding an academic or non-academic decision at the Registrar's Office by completing and submitting an Appeal Request Form, the \$25.00 non-refundable fee, and all relevant supporting documentation within three (3) business\* days of the decision (e.g. email notification of the grade, change to academic or non-academic standing or, non-academic decision).

*\*if Michener is closed for statutory holidays or the holiday break, these days are not counted as business days.*

## **Q6. I missed the deadline – can someone make an exception?**

**A6.** Unfortunately, no. The timelines are in place to ensure students are treated fairly and in a timely manner.

## **Q7. How do I submit the letter of appeal?**

**A7.** You must complete the Appeal form available in the Forms section of the Registrar's Office website at: <https://michener.ca/admissions/registrar-office/> . The form must be submitted in-person with the \$25.00 Appeal fee. A copy will be provided to you.

## **Q8. Once I've submitted my Appeal Form and payment, what happens next?**

**A8.** Within **three business days** of receiving the Appeal and payment, the Registrar will appoint an Appeals Review Panel Chair. The Chair then has **two additional business days** to review the appeal and determine if there are grounds for an appeal. Then, the Registrar has **one business day** to notify you of that decision. The maximum length of time for a student to hear whether the appeal will proceed is six business days.

## **Q9. What if the Appeal Panel Chair indicates that there are no grounds for an Appeal?**

**A9.** The decision of the Appeal Panel Chair to grant or deny an Appeal Panel Hearing is final and binding.

## **Q10. May I continue in my classes while this process is underway?**

**A10.** Student may normally continue in the program until such time as the decision is rendered without financial implication. Note that this determination is considered providing the student does not pose a risk to him/herself or others.

## **Q11. Is my Appeal confidential?**

**A11.** Yes, this process is a confidential respecting the privacy of all parties involved. Note that your Program Chair will receive a copy of the Appeal submission but that Appeal documents are never part of the student record and all appeal documents are disposed of 12 months after the conclusion of the Appeal.

## **Q12. Who is on the Appeal Review Panel?**

**A12.** The Panel is comprised of three voting members. It is chaired by a senior management level position (usually a Chair or Director) and two faculty members who are not from your program.

## **Q13. Who attends the Appeal Review Panel Hearing?**

**A13.** You would attend, as would the Program Chair, a Program representative and any other guests as deemed necessary by the Appeal Panel Chair. Note that you may have an individual accompany you in a support role. However, you must request that in your Appeal submission and approval for that individual to attend is at the discretion of the Appeal Panel Chair.

## **Q14. What if I need support as I move through this process?**

**A14.** The Student Success Network is available to provide emotional and wellness support as you move through an Appeal process. The Registrar can help you to understand the Appeal process.