



Academic and Non-Academic Appeal Form

Academic Appeal Instructions

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

The Academic Appeal Policy and Procedures are posted on the website at:

[Academic and Non-Academic Appeal Policy](#)

[Academic and Non-Academic Appeal Procedure](#)

Notes:

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

Last Name, First Name

Student Number

Address

City/Province/Postal Code

Telephone

Michener Email

Program Name

Semester

Summary of Reason for Appeal and Desired Remedy (attach a letter outlining reasons)

Reason: _____

Desired Remedy: _____

Student Signature: _____

Date: _____

Students must return the completed appeal form to the Registrar's Office and pay the \$25.00 fee, within three days of the decision being appealed to initiate the appeal process.

Date and Time Received by Registrar's Office: _____

Fee Received: _____