



# Academic and Non-Academic Appeal Form

Registrar's Office

222 St. Patrick Street Toronto, ON M5T 1V4

1 (416) 596-3117 or 1 (800) 387-9066

[regoffice@michener.ca](mailto:regoffice@michener.ca)

## 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:

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

<https://michener.ca/discover-michener/policies/academic-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: \_\_\_\_\_