

Non-Academic Appeal Form



OWENS
COMMUNITY COLLEGE

Office of Student Services

Non-Academic Appeals must be filed in a timely fashion, in which the dispute occurred and **only after student has discussed the issue with the staff person involved, and/or the head of the department in question.**

The Non-Academic Appeal process will be handled in a timely manner, dependent upon the availability of information related to the appeal and the date the form is submitted to the Office of the Vice President of Enrollment Management and Student Services. The decision of the Vice President of Enrollment Management and Student Services is final. Official communication regarding this Appeal will come via Owens email.

PERSONAL DATA (please print)

Last

First

OCID

Phone

Appeal is for (check one):

Fall Semester

Spring Semester

Summer Semester

Year

REQUIRED QUESTIONS

The following questions and your accompanying responses will assist the Vice President of Enrollment Management and Student Services in the review of your Non-Academic Appeal request.

The nature of the complaint/grievance/appeal:

The facts on which it is based (including supporting documentation and dates):

Other parties involved and/or witness to the issue:

The specific steps already taken to address complaint/concern. Include names of Owens staff members with whom this appeal has been discussed:

The specific solution you are seeking:

The information provided on this form and all accompanying documentation is accurate and complete to the best of my knowledge. I understand that incomplete Appeal forms will be denied. I agree to provide additional documentation as needed.

Student Signature

Date

RETURN THIS FORM, COMPLETED:

By Mail/in person:

Owens Community College
Office of Student Services
College Hall 153
P.O. Box 10,000
30335 Oregon Rd.
Toledo, OH 43699-1947

By Fax

(567) 661-7220

By Email

student_services@owens.edu

If you have questions, please call:

(567) 661-7253