

Ontario Tech University
Undergraduate Academic Appeals Process

See Undergraduate Academic Appeals [Policy](#) & [Procedures](#)

Part 3: Oral Hearing Procedure

Oral Hearing Notice

An Appeal Panel is selected from Appeal Committee members. Student, Decision-Maker and Appeal Panel are given **30 calendar days** notice of the Appeal Hearing date, time and location.

Submitting Additional Materials

Within 10 working days of the hearing, the student must submit any additional information not included in their original Appeal Submission. **Within 5 working days of the hearing**, the Decision-Maker must submit any additional information not included in their Responding Submission. Additional information includes any witnesses.

Hearing Start & Case Presentation The Appeal Panel Chair introduces the Panel and the parties. The student then the Decision-Maker each have an opportunity to present their cases.

Questions/Deliberation Cross-examination can occur with permission and the parties can make closing statements. The Appeal Panel can ask questions too and will deliberate its decision in camera.

Decision The Judicial Officer will notify the student, Decision-Maker and Registrar's Office of the Appeal Panel's decision **within 20 working days**. The Appeal Panel's decision is considered final.