

Ontario Tech University

Undergraduate Academic Appeals Process

Part 3: Oral Hearing Procedure

Oral Hearing Preparation

Judicial Officer will select an Appeal Panel from the Appeals Committee and provide **30 calendar days notice** to student. Finalize the day, time and location with the student, decision maker, and committee, and submit any other additional information/documents.



Submission of Additional Materials

The Student must submit any additional written submissions or evidence not included in their original Appeal Submission, **10 working days** before the hearing. **The Decision-Maker** must submit additional documents **5 working days** before the hearing.



Hearing Start & Case Presentation

Hearing is conducted by the Chair or Vice Chair serving as Panel Chair.



Questions/Deliberation

Cross-examination with permission, the appeal panel can ask questions, make close statements, and hold committee meetings on camera to discuss and evaluate evidence.



Decision

The Judicial Officer will notify the student decision-maker and Registrar's office of the final decision **within 20 working days**. The appeal panel's decision is considered final; the student can seek judicial review.