Ontario Tech University Undergraduate Academic Appeals Process

Part 1: Initial Review

See Undergraduate Academic Appeals Policy & Procedures

BEFORE SUBMITTING AN APPEAL, the student must first complete all reviews/appeals at the faculty level (e.g. Office of the Registrar (RO), Academic Integrity Committee) and received a final decision from this level. Forms for final academic grade reappraisal, reconsideration, standing and late withdrawal consideration can be found at the RO Website.

Website. **Submit Academic Appeal** Student submits Notice of Academic Appeal, final decision letter & any other applicable documentation/information within 10 working days of the final decision. Judicial Officer checks for procedural completeness & jurisdiction. **Inital Review** by UAAC Chair and Judicial Officer Invalid/no grounds for appeal: appeal is substantively incomplete and/or UAAC does not have jurisdiction. If no jurisdiction, If substantively incomplete, student has 10 working days to rectify appeal. Appeal dismissed with reasons. Student submits further information to Student fails to submit further rectify appeal within 10 days, information within 10 days, Appeal reviewed again by UAAC Chair and Judicial Officer. Appeal dismissed. Invalid Appeal Appeal dismissed with Valid Appeal moves to next steps reasons