



## What to Expect at Your Appeal Hearing

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### Check-in at the Student Appeals Office

- On the day of your appeal hearing, you will check-in at the Student Appeals Office (SAO), which is in Room 165 of the Administration Building (A165) on Main Campus.
- Make sure to arrive at the SAO least 5 minutes before the start time of your hearing. If you are bringing an Advisor (support person), they also need to arrive at least 5 minutes before the start time.
- When you arrive, SAO staff will greet you and set you up in a private space (a meeting room). This is where the Panel Chair will come to check-in with you before the hearing commences, and it's also the space that will be available to you and your Advisor during breaks.
  - The space will be locked while you are in the hearing room, and you are welcome to leave extra belongings there.
  - You are also welcome to bring your own snacks, water etc. for breaks.

### Hearing Location and Attendees

- Your hearing will be held in the Governors Boardroom, Room 167 of the Administration Building (A167).
- The room is large and can feel intimidating, but SAO staff aim to make the hearing atmosphere comfortable.
- Typically, the hearing is attended by the hearing panel (Chair and two other members), you (the Appellant), the Respondent to your appeal, legal counsel to the panel and a staff member from the Student Appeals Office. The Appellant and Respondent can each bring an Advisor.
- The full list of attendees for your hearing will be provided along with the hearing agenda as part of your appeal hearing document package.
- The hearing panel sits on one side of the table and the Appellant and Respondent sit across from them. Your Advisor will be seated next to you. There will be name cards that direct everyone in attendance to their seat.



### Hearing Structure

- An agenda detailing the flow and timelines for your appeal hearing will be provided as part your appeal hearing document package.
- At the hearing, each attendee will receive a hard copy of the agenda, as well as the full document list for the appeal. If you need to refer to a specific document during your summary statement, the SAO staff member can bring it up on the projector in the room.
- You can request extra breaks during the hearing as needed.

## **Witnesses**

- All witnesses must check-in at the Student Appeals Office in advance of their scheduled time to appear at the hearing.
- Witnesses will wait in the Student Appeals Office lobby until they are called into the hearing room by Student Appeals Office staff.
- It is recommended that witnesses bring some reading material, as well as snack, water bottle, etc. in case the hearing is running behind schedule.

## **Helpful Links and More Information**

- [How to Prepare for Your Oral Appeal Hearing](#)
- [Appeal Hearing FAQs](#)
- [Campus Maps and Room Finder](#)