University of Saskatchewan

Student Appeals Frequently Asked Questions

2026

BE WHAT THE WORLD NEEDS

STUDENT APPEALS FAQ

1. GETTING STARTED ON YOUR APPEAL

Do I need to complete the college-level process and/or appeal first?
Yes. Before submitting a university-level appeal, you must complete the appeal process available through your college or school. You cannot bypass the college-level process and appeal directly to the University Appeal Board through the Governance Office.

Can I appeal if I simply disagree with the college-level decision?
Disagreeing with a decision alone is not a ground for appeal. A university-level appeal may proceed only if it is based on one or more of the recognized grounds for appeal (See the applicable procedures/policy for the grounds relevant to your appeal, as they may differ depending on the type of appeal).

Can I appeal because my sanction seems too severe?
No. Believing a sanction is too severe, on its own, is not a valid ground for appeal. Your appeal must be based on one or more recognized grounds for appeal (See the applicable procedures/policy for the grounds relevant to your appeal, as they may differ depending on the type of appeal).

Can I appeal based on personal or compassionate circumstances?
No. Personal or compassionate circumstances alone are not recognized grounds for a university-level appeal.

What if my concern doesn't fit one of the appeal grounds?
Appeals must fit within the established grounds for appeal. There is currently no "other" category.

2. SUBMITTING YOUR APPEAL

How long do I have to submit my appeal?
You must submit your university-level appeal within **30 business days** of receiving your final college-level decision in writing.

What do I need to submit?
To submit an appeal, you will need:

- A completed appeal form
- A written statement explaining:
    - The decision being appealed

    - The applicable appeal ground(s)
    - How the ground(s) apply
    - The outcome you are requesting
- Supporting documentation or evidence

Once you submit an appeal, you become the "Appellant."

Can the Governance Office help me prepare my appeal?
The Governance Office cannot prepare your appeal or advise you on which arguments or evidence to include. However, the Governance Office is happy to answer questions about:

- Appeal procedures
- Requirements
- Timelines
- The overall process

Will the Governance Office help my college respond to my appeal?
No. The Governance Office remains neutral and does not assist students or colleges in preparing appeal materials.

Is there a student legal clinic at USask?
No. The University of Saskatchewan does not currently have a student legal clinic. Students seeking legal advice or representation must contact independent legal counsel.

Do I need a lawyer?
No. Legal representation is not required to participate in the appeal process.

Some students may choose to engage legal representation; in these cases, the college (Respondent) likely will too.

3. AFTER AN APPEAL IS SUBMITTED

What is the appeal timeline?
Most appeals take approximately **3–4 months** from start to finish.

Timelines can vary depending on:

- Case complexity
- Time of year
- Scheduling availability
- Appeal volume

If your appeal moves forward, the other party (the Respondent) will have three weeks to respond. This is a normal period provided for a response and is part of the anticipated timeline – not a delay in it.

Who is on the Appeal Board?
Appeal Boards consist of:

- Two faculty members (one serving as Chair)
- One student member of University Council (or a USSU/GSA student if a student Council member is not available)

Can I choose who sits on my Appeal Board?
No. Appeal Board members are selected independently.

Why isn't anyone from my college or program on the appeal board?
Appeal Board members are generally selected from outside the college or program involved in the appeal to help ensure impartiality and reduce the possibility of bias.

4. PREPARING FOR THE APPEAL HEARING

Can I choose my hearing date?
Not exactly. The Governance Office works to accommodate major scheduling conflicts whenever possible, but hearing dates are ultimately determined by availability.

What time will my hearing be?
Hearings typically begin at:

- 9:00 AM or
- 1:00 PM

Appeal hearings are booked for 3 hours (inclusive of the Appeal Board's in-camera deliberating time); most Appellants and Respondents are finished their portion of the hearing after approximately 2 hours. However, hearings can be shorter or longer depending on a number of factors, and neither is indicative of any outcome.

What if I need accommodations?
The Governance Office is happy to work with students who require accommodations. Please make requests as early as possible so arrangements can be made.

Do I need to be on campus for my hearing?
No. Hearings are conducted virtually through Zoom.

Can I bring someone for support?
Yes. Both parties may bring a support person or an advocate.

A support person is there to:

- Provide encouragement and emotional support
- Help you prepare

- Offer support before and after the hearing

Support persons generally do not speak during the hearing.

What's the difference between a support person and an advocate?
A support person provides emotional, process, and logistic support.

An advocate may present information and speak on your behalf during the hearing.

Can I bring witnesses?
No. Parties cannot bring witnesses to appeal hearings. In rare cases, the Appeal Board itself may decide to call witnesses. In these cases, the parties are informed in advance that witnesses will be called by the Appeal Board, and the parties will be given the chance to ask those witnesses questions too.

What if a lawyer attends the hearing?
Sometimes the Appeal Board may have legal counsel present.
If this occurs:

- Parties will be informed in advance
- The lawyer provides advice to the Appeal Board
- The lawyer does not act for either party

5. DURING THE APPEAL HEARING

What happens during the hearing?
A typical hearing includes:

6. Opening statements
7. Your (the Appellant's) presentation
8. Questions for you from the Appeal Board and Respondent (College representative)
9. The Respondent's presentation
10. Questions for the College representative from you and the Appeal Board
11. Closing statements from both parties

The Appeal Board then moves into private deliberations.

What kind of questions can I ask?
Questions should be relevant to your appeal and the recognized appeal grounds. Questions that are unrelated may be deemed irrelevant by the Appeal Board Chair or Respondent and may not be answered.

It is 1:03pm, why am I still in the Zoom waiting room?
This is normal.

The Appeal Board typically meets privately before bringing parties into the hearing room, and the shared agenda notes this.

6. DECISIONS AND OUTCOMES

When will I receive a decision?
Appeal decisions are shared within **15 business days** of the Appeal Board reaching a decision. The Appeal Board may or may not come to a decision the day of the hearing.

The University Appeal Board's decisions are final and considered a decision of University Council. **There is no further internal appeal option at the University of Saskatchewan.**

7. OTHER QUESTIONS

My appeal was dismissed without a hearing. Can I appeal that decision?
No. There is no further internal appeal process available at the University of Saskatchewan after the University Secretary's decision.

Is my appeal confidential?
Yes. Efforts are made to protect privacy and confidentiality throughout the process.

- Appeal Board deliberations are confidential.
- Appeal outcomes are considered private.

STILL HAVE QUESTIONS?

The Governance Office is available to answer questions about appeal procedures, timelines, and process requirements. While they cannot provide advice or advocacy, they are happy to help students understand the process and know what to expect.

Contact the Governance Office Appeals Team at governance.appeals@usask.ca