

## HAVE YOU BEEN ACCUSED OF NON-ACADEMIC MISCONDUCT?

### WHAT IS NON-ACADEMIC MISCONDUCT?

The university *Standard of Student Conduct* contains a set of principles and expectations that are intended to govern student conduct, and also gives many examples of the kind of conduct that may lead to a complaint against a student, ranging from violation of university policies to acts of violence. Students are expected to familiarize themselves with the Standard, which may be accessed online at <http://www.usask.ca/secretariat/student-conduct-appeals/StudentNon-AcademicMisconduct.pdf>.

### WHAT WILL HAPPEN IF I AM ACCUSED OF NON-ACADEMIC MISCONDUCT?

If a complaint is made against you, the staff in the Office of the University Secretary will send you the complaint and ask you for your response. If the University Secretary decides the case should go forward to a hearing, a hearing board will be appointed. The hearing board will be chaired by the Vice-Provost Teaching, Learning and Student Experience (or someone she appoints), who will chair the proceedings but not vote. The other members of the hearing board will be two members of the University Senate, one of them a student, and a member of University Council.

### WHAT WILL HAPPEN AT THE HEARING?

Before the hearing, you will be given notice of the time and place of the hearing.

You may bring someone with you to act as your advocate, or you can present your own case. If there is someone who knows something you think is important, you can call them as a witness. You can also ask up to three people to be there as observers, although they cannot speak or participate in the proceedings.

You will be given a chance to tell your story and to give the hearing board any written material you wish them to consider. The person who has made the complaint (your instructor, an officer from Protective Services, or another student, for example) is also given a chance to speak, and to call witnesses. You will be given an opportunity to ask them questions.

Members of the hearing board may also ask questions or ask you to explain something in more detail. They will then ask everyone to leave the room while they decide whether you are guilty of academic misconduct.

If they decide you are guilty, they will ask both the person who has made the complaint and you what penalty you think would be appropriate and if there are any factors they should consider. They will ask everyone to leave the room again while they decide what the penalty should be. They will call you back in to tell you what they have decided.

## WHAT PENALTIES CAN THE HEARING BOARD IMPOSE?

The penalties imposed by the hearing board will depend on the seriousness of the misconduct, and may include things like letters of apology or attendance at anger management courses, as well as more serious penalties like suspension or expulsion. If you have graduated and been found guilty of misconduct committed when you were a student, they may revoke your degree.

## CAN I APPEAL?

You can appeal from the decision of the hearing board, but only for one of the following reasons:

- that the hearing board did not have the authority to make the decision
- that the hearing board was biased against you
- that the hearing board did not follow proper procedure
- that you have new evidence you could not have presented at the original hearing

You cannot just tick the box on the appeal form – you have to say why you have chosen one of these reasons.

## WHAT HAPPENS AT THE APPEAL?

Like the hearing board, the appeal board will have a designate of the Vice-Provost Teaching, Learning and Student Experience as chair, two Senate members of whom one is a student, and a member of Council. The process will be very much like the one followed by the hearing board, but the appeal board can only decide whether there was some error in the process of the hearing board. They can decide to turn down your appeal, to change the penalties, or (in rare cases) to send it back to be heard again at the department or college level.

All of these proceedings are confidential, but the more serious penalties may be recorded on your transcript.

If you have any questions about these regulations, contact the Office of the University Secretary (306)966-4632 or [university.secretary@usask.ca](mailto:university.secretary@usask.ca) or the office of the Vice-President Student Affairs of the USSU (306) 966-6970 or [vpstudentaffairs@ussu.ca](mailto:vpstudentaffairs@ussu.ca). This information is provided to you jointly by the University Secretary and the USSU.