

ARE YOU DISSATISFIED WITH A DECISION ABOUT YOUR STANDING IN PROGRAM?

WHAT DOES STANDING IN PROGRAM MEAN?

Standing in program refers to a decision that affects your status generally, rather than your grade in a particular course or program component. Some examples would be a decision that you should not be promoted, that you should be required to discontinue, or that you must repeat a term or a year.

WHAT PROCESSES ARE AVAILABLE TO QUESTION THE DECISION?

You should consult the *Procedures for Student Appeals in Academic Matters*, available at <http://www.usask.ca/secretariat/student-conduct-appeals/appeals-in-academic-matters.php>.

WHAT IS THE FIRST STEP?

You should consult the associate dean in your college or school to find out whether you can appeal the decision in the college. Some colleges have an appeal committee to hear such appeals. In other colleges the dean or associate dean may be responsible for reviewing the case.

WHAT CAN I DO IF THIS IS UNSUCCESSFUL?

You can file a university-level appeal of the decision. This appeal can only be based on one of the following grounds:

- That there was a failure to follow the college or university regulations
- That you were treated differently than other students and this affected the assessment
- That there was discrimination or harassment as set out in the university's Discrimination and Harassment Prevention Policy
- That there was a failure to implement university policies with respect to the accommodation of disabilities

In other words, the appeal has to be based on an allegation that something other than academic judgment affected the decision concerning your standing.

You should send your appeal form to the University Secretary. You should explain why you are appealing, not just tick a box on the form.

WHAT HAPPENS IF I APPEAL?

Your appeal will be heard by an appeal board composed of three members of the University Council, including one student. The hearing date will be arranged in consultation with you. You are entitled to have someone with you to act as your advocate or to give you advice, and you can call witnesses who may be able to shed light on the matters you have raised in your appeal. You may also ask up to three observers to attend, although they cannot speak or participate in the proceedings. You will have an opportunity to describe the reasons for your appeal and to ask your witnesses to state what they know that is relevant to the allegations you have made. The instructor or other representatives of your college or department will also have an opportunity to present witnesses and to ask questions of you and your witnesses. The appeal board can also ask questions or request further information.

WHAT CAN THE APPEAL BOARD DO?

The appeal board may conclude that your allegations are unfounded and dismiss the appeal. If, on the other hand, they decide that your appeal has merit, they have three options:

- To direct the college or department to reconsider their decision in accordance with the rules
- To request an assessment of your performance by an independent third party
- To refund tuition or other fees

Once the appeal board has made its decision, there is no further appeal.

If you have any questions about these regulations, contact the Office of the University Secretary (306)966-4632 or university.secretary@usask.ca or the office of the Vice-President Academic of the USSU (306) 966-6968 or vpacademic@ussu.ca. This information is provided to you jointly by the University Secretary and the USSU.