University of Saskatchewan

Student Appeals Process Guide

2026

BE WHAT THE WORLD NEEDS

STUDENT APPEALS FAQ

This guide outlines the process for both academic misconduct appeals and appeals in academic matters. While both are guided by their distinct procedures (policy), and have their own respective intake forms, the process with the Governance Office is the same.

This guide will help students navigate these appeal processes.

Fair. Transparent. Student-Focused.

The University Appeal process is designed to ensure that appeals are reviewed fairly, consistently, and according to established University policy and procedures. The Governance Office serves as a neutral administrator of the process, helping students understand what to expect and ensuring appeals are handled in a respectful and transparent manner.

BEFORE YOU SUBMIT AN APPEAL

Before submitting a university-level appeal, you must first complete any process and/or appeal available through your college or school.

A university-level appeal is not a second opportunity to explain why you disagree with a decision. Appeals must be based on specific grounds outlined in the relevant University procedures (See the applicable procedures/policy for the grounds relevant to your appeal, as they may differ depending on the type of appeal).

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 those grounds apply to your situation
    - The outcome you are seeking
- Supporting documentation or evidence

Once you submit an appeal, you become an “Appellant.”

Important deadline:
University-level appeals must be submitted within **30 business days** of receiving your final college-level decision in writing.

UNDERSTANDING APPEAL GROUNDS

Not every concern can be appealed.

A university-level appeal must fit within the recognized grounds for appeal outlined in the applicable regulations. Note: these may be different depending on the type of appeal – it is important to refer to the correct policy/procedures.

Appeals cannot proceed simply because:

- You disagree with the decision
- You feel a sanction is too severe
- You experienced personal or compassionate circumstance

Your appeal must demonstrate how one or more **recognized grounds** apply to your case.

WHAT IS THE TIMELINE?

While each appeal is unique, most university-level appeal processes take **approximately 3–4 months** from submission to decision.

Factors that can affect timing include:

- Case complexity
- Time of year
- Volume of appeals
- Scheduling availability

After receiving your appeal, the Governance Office aims to determine within approximately 30 business days whether your appeal will proceed to a hearing or be dismissed without a hearing.

If your appeal moves forward, the other party (the Respondent) will have approximately **three weeks to respond**. From this point, the process begins preparing for a formal hearing.

APPEAL BOARD

If your appeal proceeds to a hearing, an Appeal Board will be established consisting 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)

Appeal Board members are intentionally selected from outside the parties' academic programs whenever possible to help ensure impartiality.

PREPARING FOR AN APPEAL HEARING

Hearings are held virtually through Zoom, allowing students to participate from anywhere.

Most hearings begin at either:

- 9:00 AM
- 1:00 PM

It is impossible to accurately know or predict how long the appeal hearing will run. 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.

The Governance Office will provide information about the hearing process and what to expect in advance of the hearing.

SUPPORT DURING THE HEARING

Appeal hearings can feel stressful. You don't have to navigate them alone.

Students and Respondents can have 2 types of support individuals of their choosing at their hearing:

1. **Support Person**

A support person:

- Provides encouragement and emotional support
- Helps you prepare
- Usually does not speak during the hearing
- Debriefs with you afterwards

2. **Advocate**

An advocate:

- Speaks or presents on your behalf
- May assist with your submissions and hearing
- May help you prepare for the hearing and debrief with you afterwards too

Both you and the college/Respondent representative will be asked to provide support and advocate information to the Governance Office in advance of the hearing so this information can be shared with the other party and Appeal Board.

The University of Saskatchewan does not have a student advocacy office. However, students often seek support from:

- USSU
- GSA
- Student Affairs and Outreach

The Governance Office does not act as a support or advocate in student appeals.

NEUTRAL ROLE OF THE GOVERNANCE OFFICE

The Governance Office does **not:**

- Prepare appeals for students
- Advise students or colleges on legal strategy
- Help colleges prepare responses
- Provide advocates or support persons

Instead, the Governance Office provides information about:

- Appeal procedures and processes
- Timelines
- Hearing processes
- Documentation requirements

The Governance Office's role is to ensure the process is administered fairly and consistently for everyone involved.

ACCOMMODATIONS

Students requiring accommodations are encouraged to contact the Governance Office as early as possible so appropriate arrangements can be made.

DECISIONS AND OUTCOMES

Appeal decisions are shared within **15 business days after the Appeal Board reaches a decision.** This may or may not be the same day as the hearing.

The Appeal Board's deliberations are confidential. While the outcome of an appeal is considered private, it is not strictly confidential.

There are no additional internal appeal opportunities at the University of Saskatchewan following a final university-level appeal decision.

STILL HAVE QUESTIONS?

The appeal process can seem complicated, but support is available. Understanding the process and requirements early can help you prepare confidently and effectively.

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