



**ACADEMIC
HANDBOOK
2020-2021**

ACADEMIC RIGHTS
HANDBOOK
2020

ACADEMIC ADVOCACY

The USSU Academic Advocacy Office serves as a general information source for undergraduate students regarding their rights and responsibilities. We are here to advise you on the informal and formal academic policies and procedures of the University of Saskatchewan.

If you find yourself in need of an advisor, an advocate, or have any general academic-related questions, do not hesitate to contact us. The Vice-President of Academic Affairs and the Academic & Governance Assistant are here to assist you.

Due to the COVID-19 pandemic, our office will be working remotely. For all inquiries, please email vpacademic@ussu.ca, and we will schedule an online meeting if necessary.

FREQUENTLY ASKED QUESTIONS

I believe that the mark I got in a class, exam, or assignment is unfair. What can I do from here?

If you are unsatisfied with the grading done in one of your classes, the first step is to consult with your professor or the individual who did the marking within 30 days of receiving the grade. Suppose you are unsatisfied with the outcome of this consultation. In that case, you can submit a *Request and Report of Re-Assessment Form* to the Department offering the course (or the Dean's office in a non-departmentalized College) within 30 days from when you received your first grade. Submitting this form has a \$20 fee and can be pursued after you have informally consulted the individual who did the marking.

My professor has accused me of academic misconduct. Where do I go from here?

The first step is to speak informally with your instructor about the allegation to discuss an appropriate remedy. *The University of Saskatchewan Student Academic Misconduct Regulations* outlines different remedies that your instructor may pick at their discretion: you may receive a grade of zero, a failing grade, a reduced grade, or you may be asked to resubmit your work. Your instructor will be required to submit an *Informal Resolution of Academic Misconduct* form to notify you of the remedy imposed.

However, an allegation of academic misconduct can reach the formal level in two instances: if the allegation is severe, the instructor can request a formal hearing, or if you dispute the remedy proposed by your instructor. Within fourteen (14) days of the remedy proposal, you can request a formal hearing.

I failed a class due to serious personal circumstances. How can I get it withdrawn?

Suppose you have failed a class due to personal extenuating circumstances such as physical or mental illness, the death of someone close, or any circumstances that affect your academic performance but are out of your control. You can apply for a retroactive withdrawal to the College. A retroactive withdrawal removes a failing mark and changes it to a withdrawal, or “W” on your transcript, which does not affect your average.

What is an academic hearing, and what should I expect?

When academic-related matters are not resolved informally, a hearing may take place to resolve the situation. This hearing can occur either on a College level, or a University level.

If you submitted an appeal to your College or Department or have been accused of academic misconduct, this may go to a College-level hearing. At the College level, a hearing board will be established. The composition of the hearing board varies from College to College, but typically has faculty and student representation.

If you choose to appeal the decision that the College-level hearing board arrived at, then this will go to a University hearing stage. You can appeal a College-level hearing outcome only on specific grounds outlined in the *University of Saskatchewan Procedures of Student Appeals in Academic Matters, Section V.B.1*. At this stage, the University Secretary appoints three individuals, one who is a student and two who are University Council members.

It is important to note that University-level hearing boards are less specialized than College-level hearing boards since they are composed of University Council members from other Colleges across the University. The University-level hearing board decisions are restricted to the *University of Saskatchewan Procedures of Student Appeals in Academic Matters, Section B.5*.

The purpose and intent behind having a hearing is to ensure that the parties involved can state their case to an impartial body. Both parties have the opportunity to present their side of the story fairly so that the hearing board can determine the appropriate outcome. Both parties may issue a statement, be represented by an advocate, bring evidence forward, call witnesses, and ask questions.

What are my rights as a student in academic grievance procedures?

Fairness and equitable treatment is a value outlined in the University of Saskatchewan's Mission, Vision, and Values statement and the USSU Academic Advocacy Office is here to ensure that these values are upheld in academic matters. There are policies and processes the University has in place to ensure procedural fairness. Students have the right to appeal a decision that they believe infringes on the principles of fairness and equity. The role of the USSU Academic Advocacy Office is to assist you along the way and provide guidance and support.

In an academic hearing, students have the right to a fair and unbiased hearing and have the right to have an advocate or representative present. In an academic misconduct meeting, the student is presumed innocent unless proven otherwise.

How will an allegation of academic misconduct affect my academic standing?

If you can resolve an allegation of academic misconduct at the informal stage with your instructor, this outcome will not be permanent on your academic record. Suppose you are found at fault at the formal hearing stage. The hearing board is responsible for determining the appropriate sanction(s) that may or may not result in a permanent or nonpermanent endorsement of academic misconduct on your transcript.

What counts as academic misconduct, and what can I do to avoid committing it?

Many instances of academic misconduct are done unintentionally due to carelessness or mistakes made on the student's part. The University of Saskatchewan Regulations on Student Academic Misconduct policy outlines what constitutes academic misconduct. As a student, one of your responsibilities is to be informed about what academic integrity is and isn't.

The University offers many resources to help students learn more about academic integrity and what this means. For online resources and information about academic integrity, please refer to the [University Library](#) and the [University Secretary](#)

If you are ever unsure whether your work may be in breach of academic integrity guidelines, always make sure to check with your instructor in advance.

CONTACT US

For questions about academic-related concerns, please do not hesitate to call or email us:

Vice-President of Academic Affairs

vpacademic@ussu.ca

(306) 966-6968

USSU Office (Upper Place Riel) Room 110

Academic and Governance Assistant

aga@ussu.ca

(306) 699-6989

USSU Office (Upper Place Riel) Room 110

For more information about academic policies and procedures, visit our website at ussu.ca/academic-advocacy

UNIVERSITY RESOURCES

Student Learning Services

library.usask.ca/studentlearning

(306) 966-2886

Campus Legal Services

ussu.ca/campus-legal-services

Access and Equity Services (AES)

students.usask.ca/health/centres/access-equity-services

(306) 966-7273

aes@usask.ca

Aboriginal Students Centre

students.usask.ca/aboriginal

(306) 966-5790

asc@usask.ca

International Student and Study Abroad Centre (ISSAC)

students.usask.ca/international

(306) 966-4925

international.students@usask.ca

Office of the University Secretary

usask.ca/secretariat

(306) 966-4632

university.secretary@usask.ca

University Academic Policies and Forms

Many policies concerning student academic affairs are available at usask.ca. The USSU Academic Advocacy Office will help you navigate these policies, but please refer to the following:

University of Saskatchewan Procedures for Student Appeals in Academic Matters

Request for and Report of Re-Assessment Form

University Appeal Form

Regulations on Student Academic Misconduct

Informal Resolution of Academic Misconduct

University of Saskatchewan Academic Courses

Policy on Class Delivery, Examinations, and

Assessment of Student Learning

