



Policy Name:	Academic Confidentiality Policy		
Category:	Academic Relations	Policy #	ARC-1

1. Preamble

The USSU represents all undergraduate students at the University of Saskatchewan and strives to meet both the academic and non-academic needs of these students. The USSU and its officers dealing with academic discipline, grievances and all other related situations must maintain, in confidence, all personal student information gathered while working with or on behalf of a member.

2. Parameters

Confidentiality must be kept with regard to any and all conversations with the member and information pertaining to, but not limited to, other students, professors, feelings, interpretations, events, grades, assignments, examinations and any other information acquired throughout the grievance process.

3. Process

3.1 The Vice President Academic Affairs or the Academic and Governance Assistant acting on the member's behalf is required to fill out, with the member, the USSU Consent to Release/Receive Information Form as well as keep a detailed record of the progress of the grievance. The information and forms are for USSU use only.

3.2 The Academic and Governance Assistant is to act as a resource, advocate, and voice for the member, but only as far as the member and their situation will allow.

4. In Breach

4.1 The USSU supports a safe environment in which all persons should be comfortable expressing criticism and concern without fear of personal harm or harassment.

4.2 Should the member present a threat to the safety of the Academic and Governance Assistant, a third party, or themselves, the USSU officer is duty bound to notify Campus Protective Services and the Vice-President Academic Affairs of the threat.

Contact Information:	Vice-President Academic Affairs: (306) 966-6968		
Policy Authority:	Academic Relations Committee		
Approvals	Board/Committee	Date	Motion
Created/Adopted	Academic Affairs Board	11/30/2001	AAB1
Amended	Executive Committee	04/23/2010	EXEC99
Amended	Executive Committee	07/13/2010	EXEC25
Amended	Executive Committee	07/31/2014	EXEC09