

Section:	Academic / Student (AC)
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APPROVED:

Chair, on Behalf of SAIT's Board of Governors

POLICY

The policy of the Board of Governors is for SAIT to have a student code of conduct that establishes clear expectations for student behavior and that promotes and aligns with SAIT's FIRST Principles of fairness, integrity, respect, safety and transparency. SAIT expects students to behave towards other members of the SAIT community in ways that embody these principles.

DEFINITIONS

Academic misconduct	Any action or attempted action that may create an unfair academic advantage for a SAIT student.
Balance of probabilities	The standard of proof that is met when something is more likely to be true than not true.
Behaviour of concern	Words or actions which give rise to concerns of wellbeing.
Behavioural Intervention Team (BIT)	This cross-functional team guides and directs an institutional response to reports of student behaviours of concern and assesses whether a reported behaviour constitutes a risk or threat to the SAIT community or to the student. It consists of

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representatives from the Office of Community Conduct, Environmental Health, Safety and Wellness, Student Development and Counselling, Accessibility Services, the Office of the Registrar, SAIT Residence, the International Centre, Human Resources and the Academic Division. It may include other members of the SAIT community as required.

Case management

A collaborative, team-based approach of assessing and addressing a student's behaviours of concern.

Cheating

Academic misconduct that usually arises during the course of assignments, quizzes, examinations or other evaluations and assessments.

Code

The student code of conduct set out in policy [AC.3.4 Student Code of Conduct](#) and its accompanying procedures.

Employee

A person employed on SAIT's payroll, whether paid by annual salary or hourly wage, and contractors.

Facilities

Any building, ground, digital/virtual classrooms, social media channels, websites, meeting space, or area that SAIT owns, uses or occupies and that is under the jurisdiction of SAIT's Board of Governors.

Non-academic misconduct

A violation of civil or criminal laws, a violation of SAIT's policies or procedures, conduct that threatens the safety, well-being of or dignity of and respect for members of the SAIT community, and/or any behaviour that adversely affects SAIT, a member of the SAIT community, or SAIT's reputation, educational mission and objectives.

Plagiarism

Academic misconduct that occurs when a student submits work in which the student has taken ideas, images, sounds, words, etc., from another source and presents them as if they are the student's own work, without appropriately acknowledging the original source. Plagiarism can occur even if the student did not intend to commit academic misconduct.

SAIT campus

SAIT's main campus and all satellite campuses, including virtual/digital campuses.

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SAIT community	SAIT's governors, employees, students, contractors, consultants, agents, volunteers and visitors.
SAIT-sponsored function	An event which SAIT has organized and which benefits SAIT. It is not open to the public: attendance is limited to members of the SAIT community and their invited guests. This includes but is not limited to student functions, student club meetings and employee functions.
Student	A person who is or who was at the time of the alleged incident, enrolled in a SAIT program or course, who is an applicant to SAIT, who is participating in a youth activity at SAIT or who is participating in learning activities at SAIT through corporate training initiatives.
Work-integrated learning (WIL)	Activities that formally integrate a student's academic learning in a SAIT program or course quality experiences within a workplace or practical setting.

GOVERNING PRINCIPLES

1. SAIT seeks to promote the personal, educational and social well-being and development of its students. SAIT's approach to student conduct reflects these goals and is based on SAIT's FIRST Principles. It is intended to be educational, to prevent future student misconduct, to address breaches proportionately to their severity, and to repair any harm done to the SAIT community. Wherever possible, sanctions focus on helping students to learn from their mistakes and to develop the skills they need to succeed both in their education and in their future employment.
2. As described in more detail in procedure [AC.3.4.2 Student Rights and Responsibilities](#):
 - a) Students have the right to:
 - i) Study, learn and socialize in a safe, supportive and healthy working and learning environment that is free from harassment, discrimination, violence, and sexual assault/violence.

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- ii) A learning environment that supports intellectual learning and growth, respects academic integrity and academic freedom, and respects the intellectual property of SAIT and of members of the SAIT community.
 - iii) Appropriate and reasonable support and guidance, including the support of the SAIT Students' Association (Saitsa).
 - iv) Protection of their privacy as per federal and provincial legislation and SAIT's policies and procedures.
 - v) Have SAIT deal with alleged breaches of this Code in accordance with the principles of procedural fairness.
 - vi) Be treated by other members of the SAIT community with fairness, dignity, civility, and mutual respect.
- b) Students have the responsibility to:
- i) Make responsible decisions concerning and take responsibility for their conduct. A student's breach of this code is not excused because the student was under the influence of drugs or alcohol at the time of the breach.
 - ii) Treat other members of the SAIT community with fairness, dignity, civility and mutual respect.
 - iii) Comply with legislation (federal, provincial and municipal), SAIT's policies and procedures, and the directions of SAIT employees acting within the scope of their authority.
 - iv) Contribute to a working and learning environment that is free from discrimination, harassment, violence, and sexual assault/violence; supports intellectual learning and growth, academic integrity and academic freedom; and respects the intellectual and other property of SAIT and of members of the SAIT community.
3. An act of student misconduct may breach more than one SAIT procedure and/or amount to a civil or criminal law matter. SAIT may address student misconduct under another procedure and/or refer the matter to the appropriate civil or criminal authority.
4. A student is assumed not to have committed an act of misconduct unless the contrary is established. Decisions are based on the balance of probabilities.

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PROCEDURE

A. Academic Misconduct

1. SAIT is committed to academic integrity, which is grounded in SAIT's FIRST Principles and which also involves honesty, responsibility and trust. SAIT requires its employees and students to honour these values at all times.
2. All members of the SAIT community share the responsibility to create a working and learning environment where student academic misconduct is discouraged, reported and addressed. In particular:
 - a) Students are responsible for gaining the skills and knowledge related to citation and applying this to their work; meeting their instructors' expectations about the accepted degree of collaboration in evaluations and assessments; refraining from helping others to commit academic misconduct; taking reasonable precautions to prevent their work being used by others; and upholding SAIT's standards of academic integrity and not committing academic misconduct.
 - b) Instructors and SAIT are responsible for making their expectations under this procedure clear and explicit in their instructions to students; helping to reduce the opportunity for students to commit academic misconduct through appropriate design and administration of evaluations and assessments; and responding to suspected incidents of academic misconduct in accordance with this procedure.
3. Academic misconduct includes plagiarism, cheating and other types of academic misconduct. Specific examples of academic misconduct are found in Schedule A, an Associated Document to procedure [AC.3.4.3 Student Academic Conduct](#).
4. A student who assists or colludes with someone in an act or an attempted act of academic misconduct has committed academic misconduct.
5. A student who attempts to commit academic misconduct will be subject to the same consequences and sanctions as if the act had occurred.
6. The processes for academic misconduct hearings and appeal hearings and the sanctions for academic misconduct are set out in procedure [AC.3.4.3 Student Academic Conduct](#) and its schedules.

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B. Non-Academic Misconduct

1. All members of the SAIT community share the responsibility to create a working and learning environment where student non-academic misconduct is discouraged, reported and addressed. Non-academic misconduct can occur in a variety of in-person or online environments, including:
 - a) On the SAIT campus, on SAIT's facilities, and/or in SAIT's residences.
 - b) Off the SAIT campus at a SAIT-sponsored function, during a field trip, during a work-integrated learning activity or when the student is acting as a designated representative of SAIT or of a student organization, club, or team.
 - c) During a study abroad activity or program.
2. Non-academic misconduct includes behaviour that is, for instance, disruptive, dangerous or offensive; involves damage to/misuse of SAIT's property or the property of others; involves unauthorized access to or misuse of documents, records or information; involves smoking, alcohol and/or drug use; involves improper use of dangerous objects and substances; or involves failure to comply with lawful directives from SAIT officials or with SAIT's policies and procedures. Specific examples of non-academic misconduct are found in Schedule A, an Associated Document to procedure [AC.3.4.4 Student Non-Academic Conduct](#).
3. A student who assists or colludes with someone in an act or an attempted act of non-academic misconduct has committed non-academic misconduct.
4. A student who attempts to commit non-academic misconduct will be subject to the same consequences and sanctions as if the act had occurred.
5. The processes for non-academic misconduct hearings and appeal hearings and the sanctions for non-academic misconduct are set out in procedure [AC.3.4.4 Student Non-Academic Conduct](#) and its schedules.

C. Behaviours of Concern

1. SAIT supports the health and safety of all members of the SAIT community, including students exhibiting behaviours of concern and the individuals affected by those behaviours. SAIT will respond to a student's behaviour of concern in a caring and supportive way that balances the student's well-being and success with the need to

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create a safe workplace and learning environment for all member of the SAIT community.

2. Behaviours of concern include, for instance, words or actions in any medium and/or in any course delivery mode identifying targets for violence, retribution or harassment, expressions of feelings of persecution, making statements about harming others or oneself, or deterioration of behaviour. While a behaviour of concern may sometimes be an act of non-academic misconduct resulting in non-academic misconduct proceedings, this is not always the case.
3. Procedure [AC.3.4.5 Student Behaviours of Concern](#) provides a mechanism by which a student's behaviour of concern may be reported, assessed, and responded to by SAIT, through the Behaviour Intervention Team (BIT). Other applicable SAIT policies and procedures also contain adjudication, conduct or discipline measures that may be applicable as a result of this procedure.
4. The BIT reviews, assesses and responds to reported behaviours of concern as soon as practicable. If the BIT determines that a reported behaviour is indeed a behaviour of concern, the BIT may make one or more of the responses set out in procedure [AC.3.4.5 Student Behaviours of Concern](#). These include, for instance, referring the student and/or reporting member of the SAIT community to institutional resources; developing a plan of care so the student can, in appropriate cases, continue studies; referring the matter to the Office of Community Conduct for initiation of a non-academic misconduct investigation; conducting a violence risk triage; referring the matter to the Calgary Police Service and/or its Behavioural Sciences Unit; or requiring the student to withdraw from SAIT.

D. Bad Faith Allegations

1. If a member of the SAIT community makes an allegation or report of academic misconduct, non-academic misconduct or a behaviour of concern in bad faith or to purposely annoy, embarrass or harm a student, that individual may be subject to the sanctions set out in procedure [HR.4.4.1 Corrective Action Procedures](#) (in the case of a member of the SAIT community other than a student) or in procedure [AC.3.4.4 Student Non-Academic Conduct](#) (in the case of a student).

E. Protection from Reprisals or Retaliation

- 1 No one shall retaliate, engage in reprisals or threaten to retaliate against an individual for making an allegation of academic misconduct, non-academic misconduct, or a

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behaviour of concern under this code for having participated or cooperated in an investigation or hearing or having been associated with someone who has proceeded under this code.

2. Anyone engaged in such conduct may be subject to the sanctions set out in procedure [HR.4.4.1 Corrective Action Procedures](#) (in the case of an individual who is a member of the SAIT community other than a student) or in procedure [AC.3.4.4 Student Non-Academic Conduct](#) (in the case of a student).

DELEGATION OF AUTHORITY

1. SAIT's president and CEO may approve procedures that are consistent with and supplemental to this policy, including those that interpret or provide examples of expectations as described in this policy; establish additional expectations to supplement those described in this policy; establish processes for reporting, investigating and determining allegations; specify sanctions for student misconduct; and/or provide avenues of appeal.

POLICY/PROCEDURE REFERENCE

AC.3.4.2	Student Rights and Responsibilities procedure
AC.3.4.3	Student Academic Conduct procedure
AC.3.4.4	Student Non-Academic Conduct procedure
AC.3.4.5	Student Behaviours of Concern procedure

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