

## AC.3.4.1 Student Code of Conduct

### Schedule A: Academic Misconduct Procedures

<b>Academic Misconduct - First Offence Procedure</b>		
<b>Who</b>	<b>What</b>	<b>When</b>
Instructor/ invigilator	<ol style="list-style-type: none"> <li>1. Instructor/invigilator identifies or is notified about the student’s alleged offence, and determines whether the alleged offence justifies further action. At the instructor/invigilator’s discretion, the instructor/invigilator may choose to meet with the student.</li> <li>2. If the instructor/invigilator decides that sufficient evidence exists to pursue the allegation, report the incident in writing to the academic chair/coordinator responsible for the course.</li> </ol>	No more than two business days after the instructor/invigilator identifies or is notified of the alleged offence.
Academic chair/ coordinator responsible for the course	<ol style="list-style-type: none"> <li>3. Check with Office of the Registrar for any previous Letters of Offence on record with respect to the student.               <ul style="list-style-type: none"> <li>• If no, treat this incident as a First Offence.</li> <li>• If a First Offence Letter exists, treat this incident as a Second Offence.</li> <li>• If a Second Offence Letter exists, treat this incident as a Third Offence.</li> </ul> </li> <li>4. Decide if sufficient evidence exists to pursue the allegation.</li> </ol>	No more than four business days after instructor/invigilator identifies or is notified of the alleged offence.
Academic chair/coordinator responsible for the course	<ol style="list-style-type: none"> <li>5. If the academic chair/coordinator decides that sufficient evidence exists to pursue the allegation, send written notice<sup>1</sup> to the student setting a time and location for a hearing, explaining the allegation, and providing supporting information and a</li> </ol>	No more than seven business days after the incident has been reported to the academic chair/coordinator.

<sup>1</sup> Notices can be sent in hard copy by courier or by registered mail, or faxed, or e-mailed to the student’s official SAIT e-mail address, or physically handed to the student in the presence of a witness. The notice shall include a link to the online copy of this Code.

<b>Academic Misconduct - First Offence Procedure</b>		
<b>Who</b>	<b>What</b>	<b>When</b>
	list of individuals who may be called to verify that information. The hearing may also include the academic chair/coordinator of the student's program, where applicable. If an in-person hearing is not practical, the academic chair/coordinator will establish an alternate hearing method.	
Student	6. Student to deliver to the academic chair/coordinator a copy of his/her supporting information and a list of witnesses, if any.	No more than five business days after the student receives the notice.
- Student - Instructor/invigilator - Academic chair/coordinator responsible for the course <sup>2</sup>	7. Participate in the hearing. The student is entitled to bring a supporter, such as the SAITSA vice president, academic or designate to the hearing for advice and support. In the case of a student who is a minor or who is an adult student with an appointed guardian, the student is also entitled to bring his/her parent or guardian.  8. The instructor/invigilator and the student present their cases, respond to allegations, and present any supporting information/witnesses.	Hearing must be held within ten business days of sending notice to the student. In some situations, a hearing may need to be held over several days, and may not be concluded until after ten business days have passed.
Academic chair/coordinator responsible for the course	9. The academic chair/coordinator determines on the balance of probabilities, and based solely on the information presented and witnesses heard at the hearing, if academic misconduct has occurred. <ul style="list-style-type: none"> <li>• If no, discontinue procedure.</li> <li>• If yes, continue with First Offence Procedure.</li> </ul>	Within five business days of conclusion of the hearing.

<sup>2</sup> The academic chair/coordinator may hear the case or may designate another academic chair/coordinator to hear the case.

<b>Academic Misconduct - First Offence Procedure</b>		
<b>Who</b>	<b>What</b>	<b>When</b>
	<p>10. If the student refuses to attend the hearing, the academic chair/coordinator makes a determination based on the evidence available in the student's absence.</p> <p>11. Send First Offence Letter<sup>3</sup> to student outlining the sanction, advising the student on the Appeal Procedure, and attaching a copy of this Code.</p> <p>12. Send copy of First Offence Letter to the Office of the Registrar (Student Records), the instructor, and the academic chair/coordinator and dean of the student's program where applicable.</p>	
Office of the Registrar (Student Records)	13. File First Offence Letter on the student's file. The letter remains on the student's record for seven years, from the date of the letter.	Within two business days of receiving the First Offence Letter.
Instructor	14. Where the sanction is a grade of 0 for the evaluation in question, the instructor shall enter this grade.	Within two business days of receiving the First Offence Letter.

<sup>3</sup> Letters must be sent in hard copy by courier or by registered mail, and must also be faxed or e-mailed to the student's official SAIT e-mail address.

<b>Academic Misconduct - First Offence Appeal Procedure</b>		
<b>Who</b>	<b>What</b>	<b>When</b>
Student	1. Send the dean of the school/the associate vice president, Learner Services of the centre that is responsible for the course <sup>4</sup> a written letter requesting the appeal and outlining the reasons for the appeal.	Within five business days of receiving First Offence Letter.
Dean responsible for the course	2. Send a copy of the written appeal letter to the instructor/invigilator, the academic chair/coordinator responsible for the course, and the registrar <sup>5</sup> .  3. Schedule the appeal hearing and send written notice <sup>6</sup> to the student, the academic chair/coordinator, the dean of the student's program where applicable, the instructor/invigilator and the registrar. If an in-person hearing is not practical, the dean will establish an alternate hearing method.	Within five business days of receiving the student's appeal letter.
Academic chair/coordinator responsible for the course	4. Submit a written report and recommendations to the dean responsible for the course.	Within five business days of receiving a copy of the appeal letter.
- Dean responsible for the course - Instructor/invigilator - Academic chair/coordinator responsible for the course - Student	5. The dean hears the appeal. He/she may restrict the appeal to issues of breach of due process or of bias that the student alleges to have occurred during the initial hearing, or, alternatively, may rehear the case. If he/she decides to rehear the case, the student, instructor/invigilator, and academic chair/coordinator shall present supporting information and witnesses	Appeal is heard within ten business days of the dean receiving the student's appeal letter. In some situations, an appeal may need to be held over several days, and may not be concluded until after

4 For the purposes of Schedule A, a reference to the dean includes a reference to the associate vice president, Learner Services, as applicable, in cases of academic misconduct occurring in a course for which the associate vice president is responsible.

5 The dean may set up and/or hear the appeal or may designate another dean or an associate dean to set up and/or hear the appeal.

6 Notices can be sent in hard copy by courier or by registered mail, faxed, or e-mailed to the student's official SAIT e-mail address, or physically handed to the student in the presence of a witness. The notice shall include a link to the online copy of this Code.

<b>Academic Misconduct - First Offence Appeal Procedure</b>		
<b>Who</b>	<b>What</b>	<b>When</b>
	<p>and shall make submissions. The dean shall also review the student's written appeal letter and the academic chair/coordinator's written report and recommendations.</p> <p>6. The student is entitled to bring a supporter, such as the SAITSA vice president, academic or designate, to the hearing for advice and support. In the case of a student who is a minor or who is an adult student with an appointed guardian, the student is also entitled to bring his/her parent or guardian.</p>	Ten business days have passed.
Dean responsible for the course	<p>7. The dean determines on the balance of probabilities, and based solely on the information presented at the appeal hearing and on the written report of the academic chair/coordinator, whether the decision at the initial hearing should be upheld or overturned and, if upheld, whether the sanction that was ordered is appropriate.</p> <p>8. If the student refuses to attend the appeal hearing, the dean makes a determination based on the evidence available in the student's absence.</p> <p>9. Send letter<sup>7</sup> to student outlining the decision, the reasons for the decision, and the sanction, if any.</p> <p>10. Send copy of letter to Office of the Registrar (Student Records), the academic chair/coordinator responsible for the course, the academic</p>	Within five business days after the appeal hearing has concluded.

<sup>7</sup> Letters must be sent in hard copy by courier or by registered mail, and must also be faxed or e-mailed to the student's official SAIT e-mail address.

<b>Academic Misconduct - First Offence Appeal Procedure</b>		
<b>Who</b>	<b>What</b>	<b>When</b>
	chair/coordinator and the dean of the student's program where applicable, and the instructor/invigator.	
Office of the Registrar (Student Records)	<p>11. If the student's appeal is successful, the First Offence Letter is removed from the student's record.</p> <p>If the student's appeal is unsuccessful, the First Offence Letter and the dean's letter remain on the student's record for seven years, from the date of the First Offence Letter.</p>	Within two business days of receiving the letter.
- Instructor/invigator - Registrar	12. Carry out the terms of the sanction, if appropriate.	Within two business days of receiving the letter.
The dean's decision is final and binding		

<b>Academic Misconduct – Second or Third Offence Procedure</b>		
<b>Who</b>	<b>What</b>	<b>When</b>
Instructor/ invigilator	<ol style="list-style-type: none"> <li>1. Instructor/invigilator identifies or is notified about the student’s alleged offence, and determines whether the alleged offence justifies further action. At the instructor/invigilator’s discretion, the instructor/invigilator may choose to meet with the student.</li> <li>2. If the instructor/invigilator decides that sufficient evidence exists to pursue the allegation, report the incident in writing to the academic chair/coordinator responsible for the course.</li> </ol>	No more than two business days after the instructor/invigilator identifies or is notified of the alleged offence.
Academic chair/coordinator responsible for the course	<ol style="list-style-type: none"> <li>3. Check with Office of the Registrar for any previous Letters of Offence on record with respect to the student. <ul style="list-style-type: none"> <li>• If no, treat this incident as a First Offence.</li> <li>• If a First Offence Letter exists, treat this incident as a Second Offence.</li> <li>• If a Second Offence Letter exists, treat this incident as a Third Offence.</li> </ul> </li> <li>4. Decide if sufficient evidence exists to pursue the allegation.</li> </ol>	No more than four business days after instructor/invigilator identifies or is notified of the alleged offence.
<ul style="list-style-type: none"> <li>- Academic chair/coordinator responsible for the course</li> <li>- Dean responsible for the course</li> </ul>	<ol style="list-style-type: none"> <li>5. If the academic chair/coordinator decides that sufficient evidence exists to pursue the allegation, refer the matter to the dean.</li> <li>6. If the dean decides that sufficient evidence exists to pursue the allegation, he/she sends written notice<sup>8</sup> to the student, the instructor/invigilator (where feasible), the academic chair/coordinator, the dean of the student’s program where applicable,</li> </ol>	No more than seven business days after the incident has been reported to the academic chair/coordinator.

<sup>8</sup> Notice can be sent in hard copy by courier or by registered mail, faxed, or e-mailed to the student’s official SAIT e-mail address, or physically handed to the student in the presence of a witness. The notice shall include a link to the online copy of this Code.

<b>Academic Misconduct – Second or Third Offence Procedure</b>		
<b>Who</b>	<b>What</b>	<b>When</b>
	and the registrar, setting a time and location for a hearing, explaining the allegation, and providing supporting information and a list of individuals who may be called to verify that information <sup>9</sup> . If an in-person hearing is not practical, the dean will establish an alternate hearing method.	
- Student - Academic chair/coordinator	7. Student and academic chair/coordinator deliver to the dean a copy of his/her supporting information and a list of witnesses, if any.	No more than five business days after the student receives the notice.
- Student - Instructor/invigilator - Academic chair/coordinator responsible for the course - Dean responsible for the course - Dean of the student's program, where applicable	8. Participate in the hearing. The student is entitled to bring a supporter, such as the SAITSA vice president, academic or designate, to the hearing for advice and support. In the case of a student who is a minor or who is an adult student with an appointed guardian, the student is also entitled to bring his/her parent or guardian.  9. The instructor/invigilator, academic chair/coordinator, and the student present their cases, respond to allegations, and present any supporting information and witnesses.	Hearing must be held within ten business days of sending notice to the student. In some situations, a hearing may need to be held over several days, and may not be concluded until after ten business days have passed.
Dean responsible for the course	10. The dean determines on the balance of probabilities, and based solely on the information and witnesses presented/heard at the hearing, if academic misconduct has occurred, and the appropriate sanction for such misconduct. Where the dean of the student's program has attended the hearing, the decision shall be jointly made by both deans.	Within five business days of conclusion of the hearing.

<sup>9</sup> The dean may set up and/or hear the hearing or may designate another dean or an associate dean to set up and/or hear the hearing.



<b>Academic Misconduct – Second or Third Offence Procedure</b>		
<b>Who</b>	<b>What</b>	<b>When</b>
	<ul style="list-style-type: none"> <li>• If academic misconduct has not occurred, discontinue procedure.</li> <li>• If academic misconduct has occurred, continue with Second or Third Offence Procedure.</li> </ul> <p>11. If the student refuses to attend the hearing, the dean makes a determination based on the evidence available in the student's absence.</p>	
Registrar	<p>12. Prepare and send Second Offence or Third Offence Letter<sup>10</sup> to student outlining the reasons for the decision and the sanction, advising the student on the appeal procedure, and attaching a copy of this Code.</p> <p>13. Send copy of the letter to the instructor, the academic chair/coordinator, the academic chair/coordinator and dean of the student's program where applicable, and the vice president, academic.</p>	
Office of the Registrar (Student Records)	<p>14. File Second Offence or Third Offence Letter on the student's file, and note on the student's transcript where the sanction is one of suspension or expulsion. The Second Offence Letter remains on the student's record for seven years, from the date of the letter. The Third Offence Letter remains permanently on the student's record.</p>	<p>Within two business days of receiving the Second Offence or Third Offence Letter.</p>
Instructor	<p>15. Enter a grade of F or NP for the course in which the academic misconduct occurred. The remaining courses are graded based on work submitted to date within the limitations of add/drop and withdrawal guidelines.</p>	<p>Following the five-business-day period to submit an appeal, if an appeal is not submitted. If appeal is submitted, then</p>

<sup>10</sup> Letters must be sent in hard copy by courier or by registered mail, and must also be faxed or e-mailed to the student's official SAIT e-mail address.

<b>Academic Misconduct – Second or Third Offence Procedure</b>		
<b>Who</b>	<b>What</b>	<b>When</b>
		following the appeal decision, if the appeal is dismissed.
Student	16. Where the sanction is suspension from SAIT, the student is suspended from all SAIT courses, programs and services until a full calendar year (365 days) has passed after the date of suspension. Where the sanction is expulsion from SAIT, the student is permanently barred from all SAIT courses, programs, and services, from the date of expulsion.	

<b>Academic Misconduct – Second or Third Offence Appeal Procedure</b>		
<b>Who</b>	<b>What</b>	<b>When</b>
Student	1. Send the vice president, academic a written letter requesting the appeal and outlining the reasons for the appeal. The student is permitted to attend classes while the appeal is pending.	Within five business days of receiving Second or Third Offence Letter.
Vice president, academic <sup>11</sup>	2. Send a copy of the student’s appeal letter to the instructor/invigilator, academic chair/coordinator and dean/associate vice president, Learner Services responsible for the course, dean of the student’s program where applicable, and registrar.  3. Convene and chair an appeal panel consisting of: <ul style="list-style-type: none"> <li>• The vice president, academic</li> <li>• A dean from an unrelated school</li> <li>• An instructor from an unrelated school</li> <li>• An unrelated student peer appointed by SAITSA</li> </ul>	Within five business days of receiving the appeal letter from the student.
- Dean/associate vice president, Learner Services responsible for the course - Registrar	4. Submit a written report and recommendations to the vice president, academic.	Within five business days of receiving a copy of the student’s appeal letter.
Vice president, academic	5. Schedule the appeal hearing and send written notice <sup>12</sup> to the student, academic chair/coordinator and dean responsible for the course, instructor/invigilator and registrar. If an in-person hearing is not practical, the vice president, academic will establish an alternate hearing method.	Within five business days of receiving the student’s appeal letter.

<sup>11</sup> The vice president, academic may chair the appeal panel or may designate another member of senior management to chair the appeal panel.

<sup>12</sup> Notices can be sent in hard copy by courier or by registered mail, faxed, or e-mailed to the student’s official SAIT e-mail address, or physically handed to the student in the presence of a witness. The notice shall include a link to the online copy of this Code.

<b>Academic Misconduct – Second or Third Offence Appeal Procedure</b>		
<b>Who</b>	<b>What</b>	<b>When</b>
<ul style="list-style-type: none"> <li>- Appeal Panel</li> <li>- Dean responsible for the course</li> <li>- Instructor/invigilator</li> <li>- Academic chair/coordinator responsible for the course</li> <li>- Student</li> </ul>	<p>6. Appeal Panel hears the appeal. The Chair of the Appeal Panel may restrict the appeal to issues of breach of due process or of bias that the student alleges to have occurred during the initial hearing, or, alternatively, may rehear the case. If the Chair decides to rehear the case, the student, instructor/invigilator, academic chair/coordinator, and dean shall present supporting information and witnesses and shall make submissions. The Appeal Panel shall also review the student’s written appeal letter, the dean’s written report and recommendations and the registrar’s written report and recommendations.</p> <p>7. The student is entitled to bring a supporter, such as the SAITSA vice president, academic or designate, to the hearing for advice and support. In the case of a student who is a minor or who is an adult student with an appointed guardian, the student is also entitled to bring his/her parent or guardian.</p>	<p>Appeal is heard within ten business days of the vice president, academic receiving the student’s appeal letter. In some situations, an appeal may need to be held over several days, and may not be concluded until after ten business days have passed.</p>
<p>Appeal Panel</p>	<p>8. Appeal Panel determines on the balance of probabilities, and based solely on the information presented at the appeal hearing and on the written reports of the dean, Learner Services and registrar, whether the decision at the initial hearing should be upheld or overturned and, if upheld, whether the sanction that was ordered is appropriate.</p> <p>9. If the student refuses to attend the appeal hearing, the Appeal Panel makes a determination based on the evidence available in the student’s absence.</p>	<p>Within five business days after the appeal hearing has concluded.</p>

<b>Academic Misconduct – Second or Third Offence Appeal Procedure</b>		
<b>Who</b>	<b>What</b>	<b>When</b>
Vice president, academic	<p>10. Send letter<sup>13</sup> to student outlining the decision, the reasons for the decision, and the sanction, if any.</p> <p>11. Send copy of letter to Office of the Registrar, the academic chair/coordinator, the academic chair of a service instructor program where applicable, the dean responsible for the course, the dean of the student’s program where applicable, and the instructor/invigilator.</p>	Within five business days after the appeal hearing has concluded.
Office of the Registrar (Student Records)	<p>12. If the student’s appeal is successful, the Offence Letter is removed from the student’s record.</p> <p>If the student’s appeal is unsuccessful, the registrar carries out the terms of the sanction. The Offence Letter and the vice president, academic’s letter remain on the student’s record. In the case of a suspension, the letters remain on the student’s record for seven years, from the date of the Offence Letter. In the case of an expulsion, the letters remain on the student’s record permanently.</p>	Within two business days of receiving the copy of the VP Academic’s letter.
The Appeal Panel’s decision is final and binding.		

<sup>13</sup> Letters must be sent in hard copy by courier or by registered mail, and must also be faxed or e-mailed to the student’s official SAIT e-mail address.