

## Updates to SAIT Policies and Procedures 2024-25

The following updates to SAIT's policies and procedures were implemented during the 2024-25 academic year. Please note that changes listed as "immaterial edits" consist of spelling and grammar corrections, minor wording adjustments for clarity, updates to the names of other referenced policies and procedures, position titles, and similar modifications that do not significantly change the content.

### Academic (AC)

Procedure	AC.1.5.1	Admission	Revised
Procedure	AC.2.1.1	Academic Year	Revised
Policy	AC.2.12	Copyright of External Materials (immaterial edits)	Revised
Procedure	AC.2.12.1	Copyright of External Materials	Revised
Policy	AC.2.13	Field Trips (immaterial edits)	Revised
Procedure	AC.2.13.1	Field Trips (immaterial edits)	Revised
Procedure	AC.2.13.2	Study Abroad (immaterial edits)	Revised
Procedure	AC.2.17.1	Credentials	Revised
Policy	AC.2.18	Academic Freedom	Revised
Procedure	AC.2.20.1	Work-Integrated Learning	Revised
Procedure	AC.2.21.1	Open Educational Resources	Revised
Procedure	AC.3.1.1	Grading and Progression – Credit Courses	Revised
Procedure	AC.3.1.3	Grading and Progression - Non-credit Courses (immaterial edits)	Revised
Policy	AC.3.4	Student Code of Conduct (immaterial edits)	Revised
Procedure	AC.3.4.2	Student Rights and Responsibilities	Revised
Procedure	AC.3.4.3	Student Academic Conduct	Revised

Procedure	AC.3.4.4	Student Non-Academic Conduct	Revised
Procedure	AC.3.4.5	Student Behaviors of Concern (immaterial edits)	Revised
Procedure	AC.3.18.1	Recognition of Prior Learning - Credit Courses	Revised
Procedure	AC.3.18.3	Articulation	Revised
Procedure	AC.3.19.1	Student Leaves	Revised
Procedure	AC.4.2.2	Research Code of Conduct (immaterial edits)	Revised
Procedure	AC.4.3.1	Treatment of Animals	Revised
Procedure	AC.4.5.1	Scholarly Activity	Revised
Procedure	AC.6.1.1	Student Employment Assistance (immaterial edits)	Revised

### Administration (AD)

Procedure	AD.1.1.1	Personal Information - General Guidelines (immaterial edits)	Revised
Procedure	AD.1.3.1	SAIT Procedures	Revised
Procedure	AD.1.5.1	Internal Audit (immaterial edits)	Revised
Procedure	AD.1.10.1	Emeritus Status	Revised
Procedure	AD.2.10.2	Technology Vendor Risk Assessment	Revised
Policy	AD.2.12	Compliance with Canada's Anti-spam Legislation (immaterial edits)	Revised
Procedure	AD.2.12.1	Compliance with Canada's Anti-spam Legislation (immaterial edits)	Revised
Procedure	AD.2.15.2	Student Digital Identity Management (immaterial edits)	Revised
Procedure	AD.2.15.3	Use of Artificial Intelligence Technologies at SAIT	New
Policy	AD.3.2	Records Management (immaterial edits)	Revised
Procedure	AD.3.2.1	Records Management (immaterial edits)	Revised
Procedure	AD.3.2.2	Transitory Records (immaterial edits)	Revised
Procedure	AD.3.2.3	Retention and Disposition Schedule (immaterial edits)	Revised

Procedure	AD.3.3.1	Data Governance (immaterial edits)	Revised
Procedure	AD.4.1.1	Access Control (immaterial edits)	Revised
Procedure	AD.4.7.2	Filming (immaterial edits)	Revised

### External Relations (ER)

Procedure	ER.3.4.1	Endowment Management	Revised
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### Facilities Management (FM)

Policy	FM.1.2	Capital Project Governance (immaterial edits)	Revised
Procedure	FM.1.2.1	Capital Project Governance (immaterial edits)	Revised

### Finance (FN)

Procedure	FN.7.1.4	SAIT Credit Card (immaterial edits)	Revised
Procedure	FN.9.1.1	Investment of Funds	Revised
Procedure	FN.11.1.1	Expenses	Revised
Procedure	FN.11.1.5	Petty Cash	Revised
Procedure	FN.13.1.3	Doubtful Accounts Receivable - Student	Revised
Procedure	FN.18.1.1	Student Tuition and Fee Refunds/Credits	Revised

### Human Resources (HR)

Procedure	HR.2.2.2	Professional Development Funds - Academic Employees	Revised
Procedure	HR.3.10.1	Flex Day Program	Revised

### Health, Safety and Environment (HSE)

Policy	HS.1.2	Prevention of Violence (immaterial edits)	Revised
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Procedure	HS.1.2.1	Prevention of Violence	Revised
Policy	HS.1.4	Smoking, Vaping, and Cannabis (immaterial edits)	Revised
Procedure	HS.1.4.1	Smoking, Vaping, and Cannabis	Revised
Policy	HS.1.6	Preventing and Responding to Sexual Assault, Sexual Violence and Gender-based Violence (immaterial edits)	Revised
Procedure	HS.1.6.1	Sexual Assault, Sexual Violence and Gender-based Violence - Principles and Support (immaterial edits)	Revised
Procedure	HS.1.6.2	Sexual Assault, Sexual Violence and Gender-based Violence - Disclosures (immaterial edits)	Revised
Procedure	HS.1.6.3	Sexual Assault, Sexual Violence and Gender-based Violence - Reporting (immaterial edits)	Revised

July 1, 2025