

Updates to SAIT Policies and Procedures 2025 - 2026

The following updates to SAIT's policies and procedures were implemented during the 2025-26 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 (immaterial edits)	Revised
Procedure	AC.2.13.2	Study Abroad	Revised
Procedure	AC.2.13.3	Study Canada	Revised
Policy	AC.2.17	Credentials (immaterial edits)	Revised
Procedure	AC.2.17.1	Credentials	Revised
Procedure	AC.2.20.1	Work-Integrated Learning (immaterial edits)	Revised
Procedure	AC.3.1.1	Grading and Progression - Credit Courses	Revised
Procedure	AC.3.1.2	Grading and Progression - Apprentices	Revised
Procedure	AC.3.1.3	Grading and Progression - Non-Credit Courses	Revised
Procedure	AC.3.15.1	Death of a Student (immaterial edits)	Revised
Procedure	AC.3.16.1	Accommodations for Students with Disabilities (immaterial edits)	Revised
Procedure	AC.3.18.1	Recognition of Prior Learning - Credit Courses	Revised
Procedure	AC.3.18.3	Articulation (immaterial edits)	Revised
Procedure	AC.3.19.1	Student Leaves (immaterial edits)	Revised
Policy	AC.3.2	Supplemental Evaluations	Revised

Procedure	AC.3.2.1	Supplemental Evaluations	Revised
Procedure	AC.3.3.1	Invigilation and Security of Examinations (immaterial edits)	Revised
Procedure	AC.3.3.3	Retention of Examinations	Revised
Procedure	AC.3.4.4	Student Non-Academic Conduct (immaterial edits)	Revised
Procedure	AC.3.4.5	Student Behaviours of Concern (immaterial edits)	Revised
Procedure	AC.3.8.1	Attendance Requirements	Revised
Procedure	AC.6.1.1	Student Employment Assistance (immaterial edits)	Revised
Procedure	AC.6.2.1	Student Clubs	Revised

Administration (AD)

Policy	AD.1.1	Privacy	Revised
Procedure	AD.1.1.1	Personal Information	Revised
Procedure	AD.1.1.2	Confidentiality of Student Information	Deleted
Procedure	AD.1.1.2	Privacy Impact Assessment	New
Procedure	AD.1.1.3	Confidentiality of Employee Information	Deleted
Procedure	AD.1.1.3	Privacy Incident Response	New
Procedure	AD.1.1.4	Privacy Complaints	Revised
Procedure	AD.1.12.1	Protection of Minors	Revised
Procedure	AD.1.12.2	Youth Activities on Campus	Revised
Procedure	AD.1.8.1	School, Department and Division Name Change	Revised
Procedure	AD.1.9.1	Product Governance (immaterial edits)	Revised
Procedure	AD.2.10.2	Technology Vendor Risk Assessment	Revised
Procedure	AD.2.11.1	Third-Party Advertising on Campus (immaterial edits)	Revised
Policy	AD.2.14	Commercial Sales on Campus (immaterial edits)	Revised

Procedure	AD.2.14.1	Display and Sale of Tools, Supplies and Equipment	Revised
Procedure	AD.2.14.2	Food Services	Revised
Procedure	AD.2.15.1	Acceptable Use of Computing, Information and Technology Resources (immaterial edits)	Revised
Procedure	AD.2.15.2	Student Digital Identity Management (immaterial edits)	Revised
Policy	AD.2.17	Fairness and Safety in Sport	New
Procedure	AD.2.17.1	Fairness and Safety in Sport	New
Policy	AD.3.2	Records Management policy (immaterial edits)	Revised
Procedure	AD.3.2.1	Records Management procedure (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.3.3.2	Research Data Management	Revised
Policy	AD.3.4	Access to Information	New
Procedure	AD.3.4.1	Access to Information	Revised
Policy	AD.4.4	Closed Circuit Television Video Surveillance (immaterial edit)	Revised
Procedure	AD.4.4.1	Closed Circuit Television Video Surveillance (immaterial edit)	Revised
Policy	AD.4.7	Use of SAIT's Facilities for Non-Academic Purposes (immaterial edits)	Revised
Procedure	AD.4.7.2	Filming	Revised
Procedure	AD.4.7.3	Residence Eligibility	New

External Relations (ER)

Policy	ER.2.2	Web Experience (immaterial edits)	Revised
Procedure	ER.2.2.1	Web Experience	Revised

Facilities Management (FM)

Procedure	FM.1.2.1	Capital Project Governance	Revised
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Finance (FN)

Procedure	FN.1.1.1	Operating Budget	Revised
Procedure	FN.1.1.2	Capital Budget	Revised
Policy	FN.11.1	Expenses (immaterial edits)	Revised
Procedure	FN.11.1.1	Expenses	Revised
Procedure	FN.11.1.3	Hosting Expenses (immaterial edits)	Revised
Procedure	FN.11.1.5	Petty Cash	Deleted
Procedure	FN.12.1.1	Signing Authority – Revenue Generating, Expenditure and Other Contracts/Agreements	Revised
Procedure	FN.16.1.1	Payment Handling	Revised
Procedure	FN.18.1.1	Student Tuition and Fee Refunds/Credits (immaterial edits)	Revised
Procedure	FN.7.1.3	Procurement	Revised
Procedure	FN.7.1.4	SAIT Credit Card	Revised
Policy	FN.8.1	Professional Services	Deleted
Procedure	FN.8.1.1	Professional Services	Deleted
Procedure	FN.9.1.1	Investment of Funds	Revised

Human Resources (HR)

Policy	HR.1.3	Performance Planning Cycle (renumbered)	Deleted
Procedure	HR.1.3.1	Performance Planning and Review (renumbered)	Deleted
Policy	HR.1.4	Travel (renumbered)	Deleted
Procedure	HR.1.4.1	Travel Planning and Approval (renumbered)	Deleted
Policy	HR.2.3	Performance Planning Cycle (immaterial edits)	Revised
Procedure	HR.2.3.1	Performance Planning and Review	Revised
Policy	HR.4.11	Conflict of Interest (immaterial edits)	Revised

Procedure	HR.4.11.1	Conflict of Interest (immaterial edits)	Revised
Policy	HR.4.12	Wrongdoing Disclosure (immaterial edits)	Revised
Procedure	HR.4.12.1	Wrongdoing Disclosure (immaterial edits)	Revised
Procedure	HR.4.4.1	Corrective and Disciplinary Action	Revised
Policy	HR.4.5	Discrimination Education (deleted)	Deleted
Procedure	HR.4.5.1	Discrimination Education (deleted)	Deleted

Health, Safety and Environment (HSE)

Procedure	HS.1.1.5	Fit to Work and Learn	New
Policy	HS.1.7	Travel (immaterial edits)	Revised
Procedure	HS.1.7.1	Travel Safety, Planning and Approval	Revised

July 1, 2026