

**AC.3.4.3 Student Academic Conduct
Schedule B**

First Offence Procedures and Appeal Procedures

Academic Misconduct - First Offence Procedure		
Stage	Actions	When
Initial allegation	1. Instructor or invigilator identifies or is notified about the student's alleged academic misconduct offence, and determines if the alleged offence warrants further action. The instructor or invigilator may meet with the student to discuss the allegation.	Within two business days after the instructor or invigilator identifies or is notified of the allegation.
	2. If the instructor or invigilator decides there is sufficient evidence to pursue the allegation, the instructor or invigilator reports the allegation in writing to the academic chair/coordinator responsible for the course.	Within two business days after the instructor or invigilator identifies or is notified of the allegation.
Initial review of allegation	3. Academic chair/coordinator responsible for the course decides if there is sufficient evidence to pursue the allegation.	Within three business days after the allegation is reported to the academic chair/coordinator.
Hearing	4. If the academic chair/coordinator responsible for the course decides to pursue the allegation: <ul style="list-style-type: none"> • The academic chair/coordinator checks with the Office of Community Conduct to determine if the student has had previous findings of academic misconduct. <ul style="list-style-type: none"> ○ If no, this allegation is a possible first offence. ○ If yes, this allegation is a possible second or third offence, as applicable: the procedure in Schedule C is followed from this point on • The academic chair/coordinator¹ sends written notice of the allegation to the student and instructor. The notice includes the date, time and 	<p>Within three business days after the allegation is reported to the academic chair/coordinator.</p> <p>Within five business days after the allegation is reported</p>

¹ The academic chair/coordinator responsible for the course may designate another academic chair/coordinator or the Office of Community Conduct to set up and/or hear the case. References to the academic chair/coordinator apply to whoever has been designated to set up and/or hear the case.

Academic Misconduct - First Offence Procedure		
Stage	Actions	When
	<p>location of the hearing. There must be at least two business days between when the student receives the notice and the date of the hearing.</p> <ul style="list-style-type: none"> Although the hearing is normally in person, the academic chair/coordinator may establish an alternate hearing method if an in-person hearing is not possible or practical. If the meeting is held online, the student is, in the absence of compelling circumstances, required to show their face and to have their computer's web camera on. If the student indicates in writing that they fully acknowledge responsibility for and are not contesting the academic misconduct, the academic chair may make the decision without a hearing. In a situation where ten or more students are involved in the same alleged first offence act of academic misconduct with the same instructor, the academic chair/coordinator will advise the Office of Community Conduct. The OCC has the discretion to authorize and work with the Academic Chair/Coordinator on an expedited process that meets the requirements of procedural fairness. 	to the academic chair/coordinator.
	<p>5. The student and instructor provide the academic chair/coordinator with supporting information and with a list of witnesses, if any, who will attend the hearing.</p>	Within the deadline specified by the academic chair/coordinator.
	<p>6. The student and instructor may present supporting written and oral information, call witnesses and make submissions.</p>	
	<p>7. At the hearing, the student is entitled to:</p> <ul style="list-style-type: none"> Be accompanied by an individual 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 the student's parent or guardian. In general, only the student speaks on the student's behalf. Be accompanied by an interpreter, where the student feels that their fluency in English requires 	The hearing is held no sooner than two business days and no later than ten business days of sending notice to the student and instructor ² .

² In some cases, a hearing may need to take place over more than one day and may not be concluded until after ten business days have passed.

Academic Misconduct - First Offence Procedure		
Stage	Actions	When
	<p>the assistance of an interpreter. The student is responsible for arranging the interpreter.</p> <ul style="list-style-type: none"> • Be provided with a full explanation of the allegations against the student. • Respond to the allegations and present their version of events. <p>8. Any party to the hearing or the Academic Chair/Coordinator may request SAIT's Ombudsperson to attend the hearing as an impartial observer. The Ombudsperson does not take part in making the decision and does not provide support or assistance to any party or to the Academic Chair/Coordinator.</p> <p>9. If the student fails to attend the hearing and provides no reasonable explanation for their absence, the academic chair/coordinator responsible for the course makes a decision based on the evidence available in the student's absence.</p> <p>10. If the student fails to attend the hearing and provides a reasonable explanation for their absence, the academic chair/coordinator responsible for the course has the discretion to reschedule the hearing.</p>	
Results of hearing	11. The academic chair/coordinator responsible for the course determines on the balance of probabilities, based on the written and oral information presented at the hearing by the student, instructor and witnesses, if academic misconduct has occurred.	
Communication of hearing decision	<p>12. If the academic chair/coordinator responsible for the course determines that academic misconduct has not occurred, the academic chair/coordinator advises the student by letter, using the template provided by the Office of Community Conduct, with a copy to members of the SAIT community as required.</p> <p>13. If the academic chair/coordinator responsible for the course determines that academic misconduct has occurred, the academic chair/coordinator:</p> <ul style="list-style-type: none"> • Prepares a First Offence letter, in consultation with and using the template provided by the Office of 	<p>Within five business days of conclusion of the hearing.</p> <p>Within five business days of conclusion of the hearing.</p>

Academic Misconduct - First Offence Procedure		
Stage	Actions	When
	<p>Community Conduct. This letter sets out the evidence presented by both parties, the decision and the reasons for that decision, the sanction(s) to be imposed, and the student's rights to appeal the decision.</p> <ul style="list-style-type: none"> • Sends the First Offence letter to the student, with a copy to the Office of Community Conduct, the instructor and, where applicable, the student's program academic chair/coordinator. 	
Implementation of sanction(s) and student's record	<p>14. The Office of Community Conduct ensures the sanction(s) is reflected on the student's record and implements the sanction(s) in collaboration with other stakeholders as required. The First Offence letter remains on the student's record for seven years.</p> <p>15. Depending on the particular sanction that has been imposed, the instructor works with the student to implement the sanction and enters the applicable grade for the coursework in question.</p>	<p>Within five business days of receiving the First Offence letter.</p> <p>Within five business days of receiving the First Offence letter.</p>

Academic Misconduct - First Offence Appeal Procedure		
Stage	Actions	When
	<p>bring the student's parent or guardian. The student has the right to be accompanied by an interpreter, where the student feels that their fluency in English requires the assistance of an interpreter. The student is responsible for arranging the interpreter. In general, however, only the student speaks on the student's behalf.</p> <p>6. Any party to the hearing or the dean/director responsible for the course may request SAIT's Ombudsperson to attend the hearing as an impartial observer. The Ombudsperson does not take part in making the decision and does not provide support or assistance to any party or to the dean/director.</p> <p>7. If the student fails to attend the hearing and provides no reasonable explanation for their absence, the dean/director responsible for the course makes a decision based on the evidence available in the student's absence.</p> <p>8. If the student fails to attend the hearing and provides a reasonable explanation for their absence, the dean/director responsible for the course has the discretion to reschedule the hearing.</p>	academic chair/coordinator. ⁴
Results of appeal hearing	<p>9. The dean/director responsible for the course determines on the balance of probabilities, based on the written and oral information presented at the hearing by the student, academic chair/coordinator responsible for the course and witnesses, if the initial hearing decision should be upheld or overturned and, if upheld, whether the sanction that was ordered should remain the same or should be decreased or increased in severity.</p> <p>10. The decision of the dean/director responsible for the course is final and binding.</p>	Within five business days after the appeal hearing has concluded.

⁴ 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.

Academic Misconduct - First Offence Appeal Procedure		
Stage	Actions	When
Communication of appeal decision	<p>11. The dean/director responsible for the course:</p> <ul style="list-style-type: none"> • Prepares the appeal decision letter, in consultation with and using the template provided by the Office of Community Conduct. This letter sets out the evidence presented by both parties, the decision and the reasons for the decision, the sanction(s) to be imposed, and the student's rights to appeal the decision. • Sends the letter to the student, with a copy to the Office of Community Conduct, the academic chair/coordinator responsible for the course, and the academic chair/coordinator responsible for the student's program (where applicable). 	Within five business days after the appeal hearing has concluded.
Implementation of sanction(s) and student's record	<p>12. If the student's appeal is successful, the Office of Community Conduct removes the First Offence letter from the student's record.</p> <p>13. If the student's appeal is unsuccessful, the academic chair/coordinator responsible for the course implements the sanction, in collaboration with other stakeholders as required. The Office of Community Conduct ensures that the student's record reflects the sanction(s). The First Offence letter and the appeal decision letter remain on the student's record for seven years, from the date of the First Offence letter.</p>	<p>Within five business days of receiving the appeal decision letter.</p> <p>Within five business days of receiving the appeal decision letter.</p>

November 16, 2023