



<b>Academic Misconduct - First Offence Process</b>		
<b>Stage</b>	<b>Actions</b>	<b>When</b>
	<p>business days between when the student receives the notice and the date of the hearing.</p> <ul style="list-style-type: none"> <li>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.</li> <li>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.</li> <li>In a situation where six 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 Office of Community Conduct has the discretion to authorize and work with the academic chair/coordinator on an expedited process that meets the requirements of procedural fairness.</li> </ul> <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> <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"> <li>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.</li> <li>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.</li> </ul>	<p>Within the deadline specified by the academic chair/coordinator.</p> <p>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<sup>2</sup>.</p>

<sup>2</sup> 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.

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	<ul style="list-style-type: none"> <li>Be provided with a full explanation of the allegations against the student.</li> <li>Respond to the allegations and present their version of events.</li> </ul> <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"> <li>Prepares a First Offence 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 that decision, the sanction(s) to be</li> </ul>	<p>Within five business days of conclusion of the hearing.</p> <p>Within five business days of conclusion of the hearing.</p>

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	<p>imposed, and the student's rights to appeal the decision.</p> <ul style="list-style-type: none"> <li>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.</li> </ul>	
Implementation of sanction(s) and student's record	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.	Within five business days of receiving the First Offence letter.
	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.	Within five business days of receiving the First Offence letter.

Academic Misconduct - First Offence Appeal Process		
Stage	Actions	When
Student appeals the First Offence finding	1. A student may appeal the decision of the academic chair/coordinator responsible for the course by sending a letter or e-mail to the dean/director responsible for the course. The letter or e-mail sets out the reasons why the student does not agree with that decision.	Within five business days of receiving the First Offence letter.
Appeal hearing is set	<p>2. The dean/director responsible for the course<sup>3</sup>:</p> <ul style="list-style-type: none"> <li>Sends a copy of the student's letter or e-mail to the academic chair/coordinator responsible for the course.</li> <li>Sends a written notice to the student and the academic chair/coordinator responsible for the course. This notice sets out the date, time and 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.</li> <li>If an in-person hearing is not practical, the dean/director will establish an alternate hearing method. 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.</li> </ul> <p>3. The student and academic chair/coordinator responsible for the course provide the dean/director with supporting information and with a list of witnesses, if any, who will attend the hearing.</p>	<p>Within five business days of receiving the student's letter or e-mail.</p> <p>Within the deadline specified by the dean/director.</p>
Appeal hearing	<p>4. The student and academic chair/coordinator responsible for the course may present supporting written and oral information, call witnesses and make submissions.</p> <p>5. The student is entitled to 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 may also</p>	<p>The appeal is held no sooner than two business days and no later than ten business days of the dean/director sending notice to the student and academic chair/coordinator.<sup>4</sup></p>

<sup>3</sup> The dean/director may designate an associate dean, another dean/director or the Office of Community Conduct to manage and/or hear the appeal. References to the dean/director apply to whoever has been designated to manage and/or hear the appeal.

<sup>4</sup> 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.

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	<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>	
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.
Communication of appeal decision	<p>11. The dean/director responsible for the course:</p> <ul style="list-style-type: none"> <li>Prepares the appeal decision letter, in consultation with and using the template provided by the Office of Community Conduct.</li> </ul>	Within five business days after the appeal hearing has concluded.

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	<p>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.</p> <ul style="list-style-type: none"> <li>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).</li> </ul>	
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>

July 1, 2025