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| Section: | Academic / Student (AC) |
| Subject: | Student Performance and Behaviour |
| Legislation: | <i>Immigration and Refugee Protection Regulations (SOR/202-227).</i> |
| Effective: | June 5, 2020 |
| Revision: | |

APPROVED: _____
President and CEO

POLICY

The policy of the Board of Governors is for SAIT to have a student code of conduct that establishes clear expectations for student behavior and that promotes and aligns with SAIT's FIRST principles of fairness, integrity, respect, safety and transparency. SAIT expects students to behave towards other members of the SAIT community in ways that embody these principles.

PROCEDURE

DEFINITIONS

- Academic misconduct** Any action or attempted action that may create an unfair academic advantage for a SAIT student, as described in this procedure.
- Balance of probabilities** The standard of proof that is met when something is more likely to be true than not true.
- Cheating** Academic misconduct that usually arises during the course of assignments, quizzes, examinations or other evaluations and assessments.
- Collude** When two or more persons act together to engage in academic misconduct or to encourage others to engage in academic misconduct.

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Plagiarism

Academic misconduct that occurs when a student submits work in which the student has taken ideas, images, sounds, words, etc., from another source and presents them as if they are the student's own work, without appropriately acknowledging the original source. Plagiarism can occur even if the student did not intend to commit academic misconduct.

SAIT community

SAIT's governors, employees, students, contractors, consultants, agents, volunteers and visitors.

Student

For the purposes of this procedure, a student is a person who is enrolled in a SAIT program or course, or who is an applicant to SAIT.

GOVERNING PRINCIPLES

1. SAIT is committed to academic integrity, which is grounded in SAIT's fundamental values of fairness, integrity, respect, safety and transparency. Academic integrity also involves honesty, responsibility and trust. SAIT requires its employees and students to honour these values at all times.
2. All members of the SAIT community share the responsibility to create a working and learning environment where student academic misconduct is discouraged, reported and addressed. In particular:
 - a) Students are responsible for:
 - i) Gaining the skills and knowledge related to citation and applying this to their work. Students who are in doubt about documentation guidelines and conventions, rules of citation, etc., applicable to a course or program should consult with their instructor before presenting work for evaluation.
 - ii) Meeting their instructors' expectations about the accepted degree of collaboration in evaluations and assessments.
 - iii) Refraining from helping others to commit academic misconduct.
 - iv) Taking reasonable precautions to prevent their work being used by others.
 - v) Upholding SAIT's standards of academic integrity and not committing academic misconduct.

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- b) Instructors are responsible for:
 - i) Making their expectations under this procedure clear and explicit in their evaluation and assessment instructions to students, including but not limited to clear communication of acceptable collaboration.
 - ii) Helping to reduce the opportunity for students to commit academic misconduct, through appropriate design and administration of evaluations and assessments.
 - iii) Responding to suspected incidents of academic misconduct in accordance with this procedure.
3. SAIT will take reasonable measures to make students aware of the standards of academic integrity with which students must comply.
4. In determining whether academic misconduct has occurred, it is not necessary to show that a student obtained an academic advantage or benefit. Some acts of academic misconduct may not actually give a student an academic advantage or benefit.
5. A student is assumed not to have committed an act of academic misconduct unless the contrary is established. Decisions are based on the balance of probabilities.
6. If several students are involved in an alleged act of academic misconduct, each student will be treated individually in accordance with this procedure.
7. A student who assists or colludes with someone in an act or an attempted act of academic misconduct has committed academic misconduct.
8. A student who attempts to commit academic misconduct will be subject to the same consequences and sanctions as if the act had occurred.
9. An employee referred to in this procedure may delegate authority to take the steps set out in this procedure.
10. The timelines set out in this procedure are considered necessary for the fair disposition of hearings. However, there may be circumstances where timelines need to be adapted or extended, as determined by the Office of Community Conduct in consultation with stakeholders.
11. Confidentiality will be maintained to the extent practicable and appropriate under the circumstances and as permitted by law. SAIT may be required to report an act of

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academic misconduct to an external regulatory or accrediting body, or to an external body where SAIT is administering an evaluation or assessment on behalf of that external body.

12. An act of student misconduct may breach more than one SAIT procedure and/or amount to a civil or criminal law matter. SAIT has the right to address student academic misconduct under another procedure and/or to refer the matter to the appropriate civil or criminal authority.
13. Instructors may use plagiarism detection software.
14. Notices and letters to students may be sent by e-mail to both the student's SAIT e-mail address and the student's preferred e-mail address as per SAIT's student database, or sent in hard copy by courier or by registered mail, or faxed, or physically handed to the student in a witness's presence. Notices and letters shall include a link to the online copy of this procedure.

PROCEDURE

A. Types of Academic Misconduct

1. Academic misconduct falls into three categories: plagiarism, cheating, and other types of academic misconduct. See Schedule A Examples of Student Academic Misconduct, an Associated Document to this procedure, for examples of each category of academic misconduct.

B. Student Academic Misconduct Hearings Procedures and Appeal Procedures

1. See Schedule B, an Associated Document to this procedure, for first offence academic misconduct procedures and appeal procedures.
2. See Schedule C, an Associated Document to this procedure, for second offence and third offence academic misconduct procedures and appeal procedures.
3. See Schedule D, an Associated Document to this procedure, for academic misconduct hearing processes and principles.

C. Sanctions for Student Academic Misconduct

1. SAIT may consider the following specific factors and any other factors it deems relevant when determining a sanction for student academic misconduct:

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- a) The academic misconduct's circumstances, severity, effect(s), and impact on others.
 - b) SAIT's previous decisions involving similar facts and circumstances and the need for consistency in decision-making.
2. A student who has committed a first offence of academic misconduct will usually receive one or more of the following sanctions, as determined in consultation with the Office of Community Conduct:
- a) Formal warning/reprimand.
 - b) Probation and a student contract.
 - c) Requirement to complete academic integrity training as determined and managed by the Office of Community Conduct. This may include, but is not limited to, the student being required to retake ETHI-110.
 - d) Resubmission of the coursework in question, with a maximum grade of D or 50% on that coursework.
 - e) A zero mark on the coursework in which the academic misconduct occurred.
3. A student who has committed a second offence of academic misconduct will usually receive an F or NP grade in the course and be suspended from SAIT's courses, programs and services for one full calendar year (365 days) from the date of suspension.
- a) The suspension shall usually not be put into effect until the student has exhausted internal channels of appeal or has allowed the time to appeal to lapse, subject to section D of procedure [AC.3.4.4 Student Non-Academic Conduct](#).
 - b) After the suspension has ended, the student may be eligible to reapply to the same program of study or to another SAIT program or course(s) and to have the student's full rights and status as a SAIT student restored. However, the student is not guaranteed to be offered a place in the same or another program, as this depends on space available in that program.
 - c) The Office of the Registrar shall advise international students that suspension will result in the student losing the ability to study at SAIT for the period of time of the suspension and, by extension, the ability to comply with s.220.1(1) of Canada's *Immigration and Refugee Protection Regulations*. This legislation requires ***The official controlled version of this document is held in the Board of Governors Office.***

international students to be enrolled and to remain enrolled at a designated learning institution until they complete their studies, and to actively pursue their program of studies.

4. A student who has committed a third offence of academic misconduct will usually be expelled from SAIT and be permanently restricted from accessing any SAIT facilities and/or registering for or attending any SAIT courses, programs, and services.
 - a) The expulsion shall usually not be put into effect until the student has exhausted internal channels of appeal or has allowed the time to appeal to lapse, subject to section D of procedure [AC.3.4.4 Student Non-Academic Conduct](#).
 - b) The Office of the Registrar shall advise international students that expulsion will result in the student permanently losing the ability to study at SAIT and, by extension, the ability to comply with s.220.1(1) of Canada's *Immigration and Refugee Protection Regulations*. This legislation requires international students to be enrolled and to remain enrolled at a designated learning institution until they complete their studies, and to actively pursue their program of studies.
5. SAIT may deny admissions testing or admission to an applicant who commits an act of academic misconduct during the admissions process.
6. SAIT may revoke an awarded credential upon a finding of academic misconduct related to that credential.
7. Sanctions other than expulsion are noted on the student's record for a period of seven years. An expulsion is permanently noted on the student's record.
8. The sanctions of suspension and expulsion are noted on the student's transcript for seven years (for suspension) or permanently (for expulsion).

D. Bad Faith Allegations

1. If a member of the SAIT community makes an allegation of academic misconduct concern in bad faith or to purposely annoy, embarrass or harm a student, that individual may be subject to the sanctions set out in procedure [HR.4.4.1 Corrective Action Procedures](#) (in the case of a member of the SAIT community other than a student) or to the non-academic misconduct sanctions set out in procedure [AC.3.4.4 Non-Academic Conduct](#) (in the case of a student).

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E. Protection from Reprisals or Retaliation

- 1 No one shall retaliate, engage in reprisals or threaten to retaliate against an individual for making an allegation of academic misconduct under this procedure, for having participated or cooperated in an investigation or hearing or having been associated with someone who has proceeded under this procedure.
2. Anyone engaged in such conduct may be subject to the sanctions set out in procedure [HR.4.4.1 Corrective Action Procedures](#) (in the case of an individual who is a member of the SAIT community other than a student) or the non-academic misconduct sanctions set out in procedure [AC.3.4.4 Non-Academic Conduct](#) (in the case of a student).

ASSOCIATED DOCUMENTS

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|------------|-------------------------------------------------------------------|
| Schedule A | Examples of Student Academic Misconduct |
| Schedule B | First Offence Procedures and Appeal Procedures |
| Schedule C | Second Offence and Third Offence Procedures and Appeal Procedures |
| Schedule D | Student Academic Misconduct Hearing Processes and Principles |

POLICY/PROCEDURE REFERENCE

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|----------|-----------------------------------------------|
| AC.3.4 | Student Code of Conduct policy |
| AC.3.4.2 | Student Rights and Responsibilities procedure |
| AC.3.4.4 | Student Non-Academic Conduct procedure |
| AC.3.4.5 | Student Behaviours of Concern procedure |

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