

**AC.3.4.4 Student Non-Academic Conduct
Schedule B**

Student Non-Academic Conduct Procedures

Stage	Actions	When
Initial allegation	<ol style="list-style-type: none"> 1. An individual (“complainant”) believes that a student’s non-academic misconduct either cannot or should not be resolved through classroom management or other strategies, and reports the matter to the Office of Community Conduct. 2. If the alleged non-academic misconduct is reported to an employee, the employee’s school/department refers the matter to the Office of Community Conduct. 	Within two business days after notification of the alleged misconduct.
Initial review of allegation	<ol style="list-style-type: none"> 3. The Office of Community Conduct reviews the allegation. This may include gathering information from the complainant, witnesses and other stakeholders. 4. If the Office of Community Conduct concludes from its initial review that there is insufficient evidence to proceed, it closes the matter. 	Within five business days after the alleged misconduct is reported to the OCC.
Investigation	<ol style="list-style-type: none"> 5. If the Office of Community Conduct concludes from its initial review that there is sufficient evidence to proceed, it investigates the allegation. This usually involves the Office of Community Conduct meeting with the student and gathering information from the student. <ul style="list-style-type: none"> • If the student fails to attend the meeting and provides no reasonable explanation for their absence, this may result in further non-academic misconduct proceedings against the student. • If the student fails to attend the meeting and provides a reasonable explanation for their absence, the Office of Community Conduct has the discretion to reschedule the meeting. • Although the meeting is usually held in person, the Office of Community Conduct may establish an alternate meeting 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 	Within five business days after the OCC’s initial review.

Stage	Actions	When
Hearing	<p>6. After the Office of Community Conduct has concluded its investigation, it will decide whether a formal hearing with the student is required before making its decision.</p> <ul style="list-style-type: none"> • The director, Office of Community Conduct, has the discretion to decide if a hearing with the student is required. • If a hearing is not required, the Office of Community Conduct makes its decision based upon the information it gathered during its initial review and investigation. • If a hearing is required: <ul style="list-style-type: none"> ○ The Office of Community Conduct sends written notice of the allegation and supporting evidence of those allegations to the student. The notice includes the location, date and time of the hearing. ○ Although the hearing is usually held in person, the Office of Community Conduct may establish an alternate hearing method if an in-person hearing is not possible or practical. If the hearing 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 ○ At the hearing, the student is entitled to: <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 assistance of an interpreter. The student is responsible for arranging the interpreter. ▪ Be provided with a full explanation of the allegations against the student. ▪ Respond to the allegations and present their version of events. <p>7. The student or the Office of Community Conduct 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 the student or the Office of Community Conduct.</p> <p>8. If the student fails to attend the hearing and provides no reasonable explanation for their absence, the Office of Community Conduct makes a decision based on the evidence available in the student's absence.</p>	Within five business days after the OCC's investigation. ¹

¹ In some cases, a hearing may need to take place over more than one day, and may not be concluded until after five business days have passed.

Stage	Actions	When
	<p>9. If the student fails to attend the hearing and provides a reasonable explanation for their absence, the Office of Community Conduct has the discretion to reschedule the hearing.</p> <p>10. The Office of Community Conduct may conduct follow-up interviews with the student and/or other stakeholders. The Office of Community Conduct will advise the student of any evidence gathered as a result of those follow-up interviews and will consider the student's responses to that evidence.</p> <p>11. The Office of Community Conduct has the discretion to impose a non-contact requirement between the complainant, student and/or other members of the SAIT community, at any stage of and pending the duration of its review, investigation and hearing.</p>	<p>Within five business days after the hearing.</p>
<p>Decision</p>	<p>12. As a result of its initial review, investigation and hearing (if any), the Office of Community Conduct decides, based on the balance of probabilities, on one of four outcomes:</p> <p>a) The student did not commit an act of non-academic misconduct and the matter should be closed. The Office of Community Conduct will advise the complainant, student and other stakeholders.</p> <p>b) The student committed an act of non-academic misconduct and the act's nature and severity are best addressed by alternative resolution measures managed and documented by the Office of Community Conduct:</p> <ul style="list-style-type: none"> • The Office of Community Conduct sends the decision letter to the student, with a copy to the student's program dean and, if applicable, to the dean, Academic Services and/or the director, Learner Services. This letter sets out the evidence presented by both parties, the decision and reasons for the decision, and the alternative resolution measures. • Neither the act of non-academic misconduct nor the alternative resolution measures are noted on the student's record or transcript. • This decision is final and binding. <p>c) The student committed an act of non-academic misconduct requiring one or more sanctions as set out in Schedule E, other than a suspension for 30 or more calendar days or an expulsion.</p> <ul style="list-style-type: none"> • The director, Office of Community Conduct sends the decision letter to the student, with a copy to the student's program dean/director, the dean, Academic Services and/or the director, 	<p>Within three business days after the investigation is concluded.</p>

Stage	Actions	When
	<p>Learner Services (if applicable), the registrar, and other stakeholders as required. This letter sets out the evidence presented by both parties, the decision and reasons for the decision, the sanction(s) to be imposed, and the student's rights to appeal the decision.</p> <p>d) The student committed an act of non-academic misconduct requiring a sanction of suspension for 30 or more calendar days or expulsion as set out in Schedule E.</p> <ul style="list-style-type: none"> • The Office of Community Conduct forwards a report to the registrar. The registrar reviews² the report to determine whether a hearing is required before making a decision and to request the student to provide information to the registrar about the alleged misconduct. • If a hearing is not required, the registrar makes the decision based upon the information provided by the Office of Community Conduct and the student. • If a hearing is required: <ul style="list-style-type: none"> ○ The registrar sends written notice to the student and the Office of Community Conduct of the location, date and time of the hearing. ○ The student and the Office of Community Conduct provide the registrar with supporting information and a list of witnesses (if any) who will attend the hearing. ○ The student and the Office of Community Conduct may present supporting written and oral information, call witnesses and make submissions. ○ Although the hearing is normally in person, the registrar may establish an alternate hearing method if an in-person hearing is not possible or practical. Where a hearing 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. ○ The student is entitled to: <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 may also bring the student's parent or guardian. In general, only the student speaks on the student's behalf. 	<p>Within five business days of receiving the OCC's report.</p> <p>Within five business days of receiving the OCC's report.</p> <p>Within five business days of receiving the registrar's notice</p> <p>The hearing is held within five business days of the student receiving the registrar's notice.³</p>

² The registrar may designate an associate registrar to manage and/or hear the case. References to the registrar apply to whoever has been designated to manage and/or hear the case.

³ In some cases, a hearing may need to take place over more than one day, and may not be concluded until after five business days have passed

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	<ul style="list-style-type: none"> ▪ 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. ▪ Be provided with a full explanation of the allegations against the student. ▪ Respond to the allegations and present their version of events. ▪ If the student fails to attend the hearing and provides no reasonable explanation for their absence, the registrar makes a decision based on the evidence available in the student's absence. ▪ If the student fails to attend the hearing and provides a reasonable explanation for their absence, the registrar has the discretion to reschedule the hearing. ○ Any party to the hearing or the registrar 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 the registrar. • The registrar decides if the student committed non-academic misconduct and the sanction to be imposed. • The registrar sends the decision letter to the student, with a copy to the student's program dean/director, the dean, Academic Services and/or the director, Learner Services (if applicable) and the director, Office of Community Conduct. This letter sets out the evidence presented by both parties, the decision and reasons for the decision, the sanction(s) to be imposed (if any), and the student's rights to appeal the decision. 	<p>Within two business days after the registrar concludes the review.</p>
Implementation of sanction(s) and student's record	<p>13. The Office of Community Conduct ensures the sanction(s) is reflected on the student's record and files the Office of Community Conduct's letter or the registrar's letter in the student's file. The Office of the Registrar implements the sanction(s) in collaboration with other stakeholders as required. The letter remains on the student's record for seven years. A suspension is recorded on the student's transcript and record for seven years. An expulsion is permanently recorded on the student's transcript and record.</p>	<p>Within five business days of the OCC's decision or the registrar's decision.</p>

July 1, 2022