

Updates to SAIT Policies and Procedures 2019-20

The following changes to SAIT's policies/procedures were made during 2019-20.

Academic (AC)

Procedure	AC.1.5.1	Admissions	Revised
Procedure	AC.2.13.1	Study Abroad	Revised
Procedure	AC.2.17.1	Credentials	Revised
Policy	AC.2.18	Academic Freedom	Revised
Procedure	AC.3.1.1	Grading and Progression	Revised
Procedure	AC.3.1.2	Grading and Progression – Apprentices	New
Procedure	AC.3.2.1	Course Deficiencies	Revised
Policy	AC.3.4	Student Code of Conduct	Revised
Procedure	AC.3.4.2	Student Rights and Responsibilities	New
Procedure	AC.3.4.3	Student Academic Conduct	New
Procedure	AC.3.4.4	Student Non-Academic Conduct	New
Procedure	AC.3.4.5	Student Behaviours of Concern	Revised
Procedure	AC.3.4.1	Student Code of Conduct This has been split into three new procedures: AC.3.4.2, AC.3.4.3, and AC.3.4.4, listed above	Deleted
Procedure	AC.3.10.1	Ownership of Student-Produced Work	Revised
Procedure	AC.3.16.1	Accommodations for Students	Revised
Procedure	AC.3.18.1	Challenge Exams	Revised
Procedure	AC.3.18.2	Transfer Credit	Revised

Administration (AD)

Policy	AD.2.4	Commercial Salesmanship on Campus - Displays	Deleted
Procedure	AD.2.4.1	Commercial Salesmanship on Campus - Displays	Deleted
		Replaced by AD.2.14 and AD.2.14.1, listed below	

Policy	AD.2.5	Commercial Salesmanship on Campus – Sales of Materials and Items of Equipment	Deleted
Procedure	AD.2.5.1	Commercial Salesmanship on Campus – Sales of Materials and Items of Equipment Replaced by AD.2.14 and AD.2.14.1, listed below	Deleted
Policy	AD.2.6	Commercial Salesmanship on Campus – Foodstuffs	Deleted
Procedure	AD.2.6.1	Commercial Salesmanship on Campus – Foodstuffs Replaced by AD.2.14 and AD.2.14.2, listed below	Deleted
Policy	AD.2.7	Information Services User Code	Deleted
Procedure	AD.2.7.1	Information Services User Code Replaced by AD.2.15 and AD.2.15.1, listed below	Deleted
Policy	AD.2.14	Commercial Sales on Campus	New
Procedure	AD.2.14.1	Display and Sales of Equipment	New
Procedure	AD.2.14.2	Foodstuffs	Revised
Procedure	AD.2.14.3	Commercial Services Exclusivity	New
Policy	AD.2.15	Acceptable Use of Computing and Information Technology Resources	New
Procedure	AD.2.15.1	Acceptable Use of Computing and Information Technology Resources	New

External Relations (ER)

Policy	ER.1.1	Institutional Communications	Revised
Procedure	ER.1.1.1	Communications Guidelines – Internal	Deleted
Procedure	ER.1.1.2	Communications Guidelines – External	Deleted
Procedure	ER.1.1.3	Communications with Government	Revised
Procedure	ER.1.1.4	Communications to SAIT Alumni	Revised
Procedure	ER.1.1.5	Critical Incidents Communication	Revised
Procedure	ER.1.2.1	Social Media Use	Revised

Facilities Management (FM)

Procedure	FM.1.1.5	Operation of SAIT Vehicles Replaced by FN.17.1, FN.17.1.1 and FN.17.1.2, listed below	Deleted
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Finance (FN)

Policy	FN.2.1	Annual Report Deleted as already covered in Alberta's <i>Post-Secondary Learning Act</i>	Deleted
Policy	FN.3.1	Internally Restricted Net Assets Deleted as already covered in Alberta's <i>Post-Secondary Learning Act</i>	Deleted
Policy	FN.4.1	Land-Acquisition, Leasing and Disposal Deleted as already covered in Alberta's <i>Post-Secondary Learning Act</i>	Deleted
Policy	FN.5.1	Borrowing Powers Deleted as already covered in Alberta's <i>Post-Secondary Learning Act</i>	Deleted
Procedure	FN.11.1.1	Expenses	Revised
Procedure	FN.12.1.1	Signing Authority	Revised
Policy Procedure Procedure	FN.17.1 FN.17.1.1 FN.17.1.2	Vehicles for SAIT Business Use SAIT Vehicles and Rental Vehicles Personal Vehicles	New New New
Policy Procedure	FN.18.1 FN.18.1.1	Student Tuition and Fee Refunds Student Tuition and Fee Refunds	New New

Health, Safety & Environment (HS)

Policy	HS.3.3	Sharps and Needlestick Injuries	Revised
Procedure	HS.3.3.1	Sharps and Needlestick Injuries	Revised

Human Resources (HR)

Procedure	HR.2.2.3	Professional Credential Enhancement	Revised
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Policy Procedure Procedure Procedure	HR.2.3 HR.2.3.1 HR.2.3.2 HR.2.3.3	Management Obligations Board/Employee Relations Promotion of Positive Relations AUPE/SAFA Activities Deleted as already covered in SAIT's collective agreements	Deleted Deleted Deleted Deleted
Policy Procedure	HR.3.3 HR.3.3.1	Military Leave – Short-Term Military Training Leave Procedures Deleted as already covered in provincial legislation	Deleted Deleted
Policy Procedure	HR.3.4 HR.3.4.1	Military Leave – Long-Term Military Training Operations Procedures Deleted as already covered in provincial legislation	Deleted Deleted
Policy Procedure	HR.3.8 HR.3.8.1	Time Off to Vote Time Off to Vote Deleted as already covered in provincial and federal legislation	Deleted Deleted
Procedure	HR.5.1.6	Separation Appraisal Deleted as already covered in provincial legislation	Deleted
Procedure	HR.5.1.7	Break in Service Deleted as already covered in provincial legislation	Deleted

June 30, 2020