

AC.3.4.1 Student Code of Conduct

Schedule B: Non-Academic Misconduct Procedures

| Who | What | When |
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| <p>- Member of SAIT community - Office of the Registrar</p> | <ol style="list-style-type: none"> 1. A member of the SAIT community (“complainant”) alleges an offence by the student that cannot or should not be informally resolved, and reports the matter to the registrar’s office. If the offence is reported to an employee within a school, the school will refer the offence to the registrar. 2. The registrar appoints a member of his/her staff to meet separately with the complainant and student and give them an opportunity to be heard. The student may or may not be permitted to attend classes while the matter is being investigated, depending on the nature and severity of the non-academic misconduct in question. 3. The registrar’s staff member checks for any previous letters of offence or infractions on record with respect to the student. | <p>No more than two business days after the notification of alleged offence.</p> |
| <p>Office of the Registrar</p> | <ol style="list-style-type: none"> 4. Based on the outcome of the meeting, the registrar’s staff member may decide that: <ol style="list-style-type: none"> (a) The matter not be pursued further; or (b) The student has committed an act of non-academic misconduct justifying the sanction of a formal warning/reprimand, in which case the staff member shall forward the complaint to the registrar, who will review and decide whether or not to | <p>No more than four business days after the notification of alleged offence.</p> |

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| | <p>issue the formal warning/reprimand; or</p> <p>(c) The student may have committed non-academic misconduct justifying a sanction other than a formal warning/reprimand, in which case the staff member shall forward the complaint to the registrar and to the student's dean for further proceedings as set out below. If the non-academic misconduct arose in a service course, the staff member shall also forward the complaint to the dean/associate vice president, Learner Services responsible for the course.</p> | |
| Office of the Registrar | 5. Check with Accessibility Services to determine whether the student has a current file with Accessibility Services and whether the incident may be connected with a student's documented accommodated disability. | No more than four business days after the notification of alleged offence. |
| Registrar | 6. If the registrar determines that a hearing is required, the registrar schedules the hearing, and sends ¹ written notice to the complainant, the student, and the dean. The notice explains the allegation, provides supporting information, and sets out a list of people who can verify the information being presented to be called by the complainant. If an in-person hearing is not practical, the registrar will establish an alternate hearing method. | No more than seven business days after notification of alleged offence. |
| Student | 7. Student to deliver to the registrar copies of his/her supporting information and a list of witnesses, if any, he/she intends to call. | No more than five business days of the date of notice. |

¹ Notices can be sent in hard copy by courier or by registered mail, faxed, or e-mailed to the student's official SAIT e-mail address, or physically handed to the student in the presence of a witness. The notice shall include a link to the online copy of this Code.

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| Registrar | 8. Registrar decides whether to chair the hearing or to designate a chair. ² | |
| <ul style="list-style-type: none"> - Registrar - Complainant - Student - Dean or designate | <p>9. Hearing is convened and chaired by the registrar, with the applicable dean or his/her designate in attendance. At the hearing, the complainant and student present their cases, respond to allegations, present supporting information, and may call witnesses. In exceptional circumstances, the complainant may present his/her case separately.</p> <p>10. The student is entitled to bring a supporter, such as the SAITSA vice president, academic or designate to the hearing 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 his/her parent or guardian.</p> | No more than ten business days after date of notice. In some situations, a hearing may need to be held over several days, and may not be concluded until after ten business days have passed. |
| Registrar | 11. Registrar deliberates and, in consultation with the dean or his/her designate in attendance at the hearing, makes a determination on the balance of probabilities, based solely on the supporting information presented and witnesses heard at the hearing. The registrar sends ³ a letter of the determination and reasons to the complainant, student and dean. If the determination is that non-academic misconduct occurred, the letter shall include a determination of the sanction ⁴ and advice as to the right of the student to appeal, together with a copy of this Code. | Within five business days of conclusion of the hearing. |

² The registrar may chair the hearing or may designate another member of senior management to chair the hearing.

³ Letters must be sent in hard copy by courier or by registered mail, and must also be faxed or e-mailed to the student's official SAIT e-mail address.

⁴ See Schedule B for a list of possible non-academic misconduct sanctions.

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| Office of the Registrar | 12. The Office of the Registrar (Student Records) files the letter in the student's file. The letter remains on the student's record for seven years. | Within two business days of determination of registrar. |
| Student | 13. If the student wishes to appeal, he/she sends the vice president, academic a written letter requesting the appeal and outlining the reasons for the appeal. The student may or may not be permitted to attend classes while the appeal is pending, depending on the nature and severity of the non-academic misconduct in question. | Within five business days of receiving the registrar's letter. |
| Vice president, academic ⁵ | 14. Send a copy of the student's appeal letter to the complainant, the dean, and the registrar. 15. Convene and chair an appeal panel consisting of: <ul style="list-style-type: none"> • The vice president, academic • A dean from an unrelated school • An instructor from an unrelated school • An unrelated student peer appointed by SAITSA | Within five business days of receiving the appeal letter from the student. |
| - Dean - Registrar | 16. Submit a written report and recommendations to the vice president, academic. | Within five business days of receiving a copy of the student's appeal letter. |
| Vice president, academic | 17. Schedule the appeal hearing and send written notice ⁶ to the complainant, student, dean and the registrar. If an in-person hearing is not practical, the vice president, academic will establish an alternate hearing method. | Within five business days of receiving the student's appeal letter. |
| - Appeal Panel - Registrar - Dean | 18. Appeal Panel hears the appeal. The Chair of the Appeal Panel may restrict the appeal to issues of breach of due process | Appeal is heard within ten business days of the vice president, |

⁵ The vice president, academic may chair the appeal panel or may designate another member of senior management to chair the appeal panel.

⁶ Notices can be sent in hard copy by courier or by registered mail, or faxed, or e-mailed to the student's official SAIT e-mail address.

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| <ul style="list-style-type: none"> - Student - Complainant | <p>or of bias that the student alleges to have occurred during the initial hearing, or, alternatively, may rehear the case. If the Chair decides to rehear the case, the student, dean and/or registrar shall present supporting information and witnesses and shall make submissions. The Appeal Panel shall also review the student's written appeal letter, the dean's written report and recommendations and the registrar's written report and recommendations.</p> <p>19. The student is entitled to bring a supporter, such as the SAITSA vice president, academic or designate, to the hearing 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 his/her parent or guardian.</p> | <p>academic receiving the student's appeal letter. 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.</p> |
| <p>Appeal Panel</p> | <p>20. Appeal Panel determines on the balance of probabilities, and based solely on the information presented at the appeal hearing and on the written reports of the dean and registrar, whether the decision at the initial hearing should be upheld or overturned and, if upheld, whether the sanction that was ordered is appropriate.</p> <p>21. If the student refuses to attend the appeal hearing, the Appeal Panel makes a determination based on the evidence available in the student's absence.</p> | <p>Within five business days after the appeal hearing has concluded.</p> |
| <p>Vice president, academic</p> | <p>22. Send letter⁷ to student outlining the decision, the reasons for the decision, and the sanction, if any.</p> | <p>Within five business days after the appeal hearing has concluded.</p> |

⁷ Letters must be sent in hard copy by courier or by registered mail, and must also be faxed or e-mailed to the student's official SAIT e-mail address.

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| | 23. Send copy of letter to Office of the Registrar and the dean. | |
| Registrar | <p>24. If the student's appeal is successful, the registrar's letter is removed from the student's record.</p> <p>If the student's appeal is unsuccessful, the registrar carries out the terms of the sanction. The registrar's letter and the vice president, academic's letter remain on the student's record for seven years, from the date of the Offence Letter. In the case of an expulsion, the letters remain on the student's record permanently.</p> | Within two business days of receiving the copy of the vice president, academic's letter. |