

Section:	Academic / Student (AC)
Subject:	Student Performance and Behaviour
Legislation:	
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APPROVED: _____
President and CEO

POLICY

The policy of the Board of Governors is to set forth a student code of conduct that aligns with SAIT's core values.

PROCEDURE

DEFINITIONS

- Academic misconduct** Any action or attempted action that may result in creating an unfair academic advantage for a SAIT student and/or other SAIT students and is described in more detail in the Code. It includes, but is not limited to, plagiarism, cheating, collusion, altering academic documents or transcripts, intentionally or deliberately gaining access to materials before they are intended to be available, or helping another student to gain an unfair academic advantage.
- Balance of probabilities** The standard of proof that is met when something is more likely to be true than not true.
- Code** The Student Code of Conduct contained in this procedure.

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Employees and others

All persons employed on SAIT's payroll (whether paid by annual salary or hourly wage), members of SAIT's Board of Governors, contractors, consultants, agents and volunteers.

Non-academic misconduct

A violation of civil or criminal laws, conduct that threatens the safety, well-being of or dignity of and respect for members of the SAIT community and/or any behavior that adversely affects SAIT, its employees and others, other students, the public, SAIT's reputation or its educational mission and objectives. It is described in more detail in the Code.

Student

For the purposes of this Code, a student is a person who has a SAIT ID number.

GOVERNING PRINCIPLES

1. SAIT seeks to promote the personal, educational and social well-being and development of its students.
2. SAIT acknowledges that students have the right to study, learn and socialize in a safe, supportive and healthy learning environment.
3. SAIT operates on the basis of certain core values:
 - a) Absence of discrimination, harassment, intimidation, violence and vulgarity;
 - b) Advancement of human rights;
 - c) Freedom of expression;
 - d) Personal integrity; and
 - e) Respect for human dignity.

SAIT upholds the principles of academic integrity, honesty, fairness and the promotion of ethical scholarship as key. SAIT expects its students to respect those values and to adhere to the academic requirements of their respective fields of study.

4. SAIT is committed to developing a learning environment of the highest quality, characterized by mutual respect and consideration, in which students and employees and others are free from harassment, including sexual harassment, abuse, discrimination and disruptive behaviour.

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5. Students have rights and responsibilities, and they are required to make responsible decisions concerning their conduct.
6. Students shall comply with applicable civil and criminal laws while on and off campus. Even when criminal or civil proceedings have been taken, proceedings may be brought under this Code when appropriate. If a student violates applicable laws or the student breaches this Code while off campus, SAIT may pursue disciplinary action if the conduct has a connection to the interests of SAIT and/or members of the SAIT community.
7. This Code relates to a variety of activities and behavior, including, without limitation, students' access to the use of computers and information technology.
8. A SAIT official referred to in this Code may delegate authority to take the steps set forth in this Code, subject to express limitations in this Code.
9. SAIT will, in appropriate situations, take reasonable steps to keep the complainant's identity confidential from the student alleged to have committed the misconduct.
10. Students and employees and others shall not interfere, by threat or otherwise, in the communication or pursuit of a complaint under this Code.
11. If several students are involved in any alleged misconduct, each student will be treated individually in accordance with this Code.
12. Students shall comply with the direction of employees and others acting within the scope of their respective authorities.
13. Being under the influence of drugs or alcohol or failing to review this Code does not extinguish or diminish a student's violation of this Code.
14. This Code shall not apply to any of the following:
 - a) Any decision of the Board of Governors;
 - b) Parking or traffic violations;
 - c) Any SAIT policies identified from time to time by the Board of Governors as not being subject to this Code.

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PROCEDURE

A. Rights

Students can expect the following rights to be upheld:

1. Rights and freedoms recognized by applicable laws.
2. Freedom from discrimination by reason of race, religious beliefs, colour, gender (including pregnancy, sexual harassment and gender identity), physical or mental disability, age, ancestry, place of origin, marital status, source of income, family status or sexual orientation, subject to limitations based on reasonable and justifiable bases under law. Please refer to procedure [HR.4.5.1 Discrimination Education](#) and procedure [HR.4.6.1 Discrimination – Employee and Student Recourse Procedures](#).
3. Freedom from harassment, including sexual harassment and including any actions or words that demean and/or deny to any person dignity and respect. Please refer to procedure [HR.4.5.1 Discrimination Education](#) procedure and procedure [HR.4.6.1 Discrimination – Employee and Student Recourse Procedures](#).
4. A community that supports intellectual learning and growth, academic integrity and freedom of inquiry.
5. Disclosure to students on course outlines as to how their academic performance is assessed in their courses, and objective evaluation of their academic performance.
6. Safety and security while on campus.
7. Respect for intellectual property rights and interests. See also procedure [AC.3.10.1 Ownership of Student-Produced Work](#) and other policies and procedures relating to intellectual property.
8. Support and guidance, where appropriate and reasonable, including the support of the SAIT Students' Association (SAITSA).
9. The equitable application of classroom standards and rules.

B. Responsibilities

Students have individual and, where applicable, group responsibility for:

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1. Staying informed of and respecting SAIT's policies and procedures and asking questions if in doubt. Students are expected to understand the specific rules that may apply to particular SAIT programs or courses.
2. Respecting the lawful rights, dignity and authority of SAIT employees and others.
3. Taking full advantage of, and allowing other students to take full advantage of, the education, training and services that SAIT offers.
4. Maintaining academic integrity and freedom of inquiry.
5. Contributing to a working and learning community free from discrimination, harassment, sexual harassment, intimidation and physical or psychological abuse or threat thereof.
6. Respecting the property of SAIT, of members of the SAIT community, and of the public, and not taking, destroying, defacing, tampering with or damaging such property or unnecessarily endangering or threatening the destruction of such property.
7. Complying with all applicable civil and criminal laws.

C. Consequences

1. SAIT will address any contraventions by students of this Code and other policies and procedures in a timely manner. The procedures for handling offences in this Code reflect the gravity with which SAIT views such offences.
2. Procedures to ensure that any alleged misconduct is dealt with in accordance with due process and the principles of natural justice and procedural fairness are described in Schedule A, Schedule B and Schedule D, Associated Documents to this Code.
3. The offences listed in this Code are illustrative only, and are intended to be interpreted broadly.
4. International students should be aware that the consequences of academic misconduct or non-academic misconduct may have implications for their ability to study at SAIT and/or to remain in Canada. International students are advised to contact the International Centre or the Office of the Registrar for further information.
5. Students may be referred to counselling or support services, in order to help them address issues which may have resulted in academic misconduct or non-academic misconduct proceedings.

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D. Academic Misconduct

1. SAIT is committed to academic integrity, which is grounded in certain fundamental values of fairness, integrity, respect, safety and transparency. Academic integrity also involves honesty, responsibility and trust. SAIT requires that its staff and students honour those values at all times so that academic integrity and freedom of intellectual inquiry are maintained.
2. SAIT will ensure that reasonable measures are taken to inform students of the standards of academic honesty.
3. All members of the SAIT community share the responsibility and authority to address acts of academic misconduct. If in doubt regarding the standard of academic integrity required in a SAIT course or program, students should consult with their instructor before presenting any work for evaluation.
4. In determining whether academic misconduct has occurred, it is not necessary to show that a student has achieved an improper academic advantage or benefit. Some acts of plagiarism or collusion, or other acts of academic misconduct, may not actually confer an academic advantage or benefit.
5. A non-exhaustive list of conduct that constitutes academic misconduct includes the following:

- a) Plagiarism

Plagiarism occurs when a student submits work in respect of which ideas or words are taken from another source and presented as if they are the student's own, without appropriate acknowledgement of the original source. It is the act of presenting another's materials as one's own without appropriate acknowledgement that constitutes plagiarism, whether or not the student does so intentionally. Included in the concept of plagiarism are:

- i) Presenting a work as the work of a student without acknowledging that it is wholly or partly the work of others.
- ii) Presenting words, ideas, images or data of others as those of the student and failing to identify the original creator and/or source.
- iii) Submitting the same work for assessment for more than one assignment or course, without written permission from all of the instructor(s) involved.
- iv) Failing to recognize and acknowledge the substantive contributions of others.

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- v) Presenting work for a SAIT course, program or examination that in any way compromises the integrity of the evaluation process.
 - vi) Submitting for grading work that the student has been given by, or has bought from, someone else.
- b) Cheating

Cheating is academic misconduct that usually (but not always) arises during the course of assignments, quizzes, examinations or other evaluative processes. Included in the concept of cheating are:

- i) Using unauthorized materials, including, but not limited to, print material, electronic material, etc.
 - ii) Falsifying data or documents, including falsification of academic records or credentials, or erroneously reporting research or data.
 - iii) Using the work of other students during an evaluation process.
 - iv) Committing acts that in any way compromise the integrity of the evaluation process or that breach procedure [AC.3.3.1 Invigilation and Security of Examinations](#) or procedure [AC.3.3.2 Distance Education invigilation and Security of Examinations](#).
 - v) Colluding with others on an assessment without proper approval to do so from the instructor.
 - vi) Writing an examination answer, or consulting any person or materials for an examination answer, outside the confines of the examination room, without permission to do so.
 - vii) Pre-programming a calculator, electronic or other device to contain answers or other unauthorized information for use in examinations or evaluative assessments.
- c) Collusion

Collusion occurs when two or more students, or a student and any other person(s), act together to cheat, plagiarize or engage in academic misconduct or incite others to do so or attempt to do any of the foregoing.

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d) Other

Other illustrations of academic misconduct include, but are not limited to:

- i) Taping, recording or videotaping lectures, labs or tutorials without the instructor's prior permission and without having signed the appropriate consent form as provided either by the instructor or, in the case of a student with a documented disability, by the Accessibility Services unit in the Learner Services department.
- ii) Altering group assessment work that has been agreed to as final by all participating students prior to submission, without the collaborating students' consents.
- iii) Falsifying or fabricating clinical, practical or laboratory reports.
- iv) Impersonating another student, or arranging for anyone to impersonate a student, in an examination or other evaluative task.
- v) Intentionally or deliberately acquiring or attempting to acquire, possessing or distributing examination or evaluation materials or information without the instructor's prior approval.
- vi) Tampering or attempting to tamper with examinations, class work, grades or class records.
- vii) Removing, defacing, or deliberately keeping from other students library or reference materials.
- viii) Selling, distributing, or publishing course lecture notes, handouts, recordings or other information provided by an instructor, or using them for any other commercial purpose, without the instructor's express permission.
- ix) Furnishing false information in the context of an assignment or evaluative task.
- x) Providing false or misleading academic or evaluation related information to an employee or other.
- xi) Unauthorized access to or unauthorized electronic or other interference with the academic records, data and documents of SAIT, an instructor, another student or a third party.

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- xii) Putting the student's name on another person's exam or assignment.
 - xiii) Altering a previously graded examination or assignment or otherwise altering a grade without the instructor's prior consent.
 - xiv) Interfering with instruction in any manner or by any means, whether or not to the detriment of other students.
 - xv) Disrupting classes or other academic activities in an attempt to affect or having the result of affecting academic freedom of speech, expression or inquiry.
 - xvi) Failing to comply with an instructor's reasonable instructions or directions, or acting in a manner that is disrespectful to the rights of an instructor.
 - xvii) Intentionally damaging or destroying the academic work of others.
 - xviii) Acting in a manner that damages the learning environment for other students.
6. A student who assists another student in an act or attempted act of academic misconduct will be considered to have committed an act of academic misconduct.
7. See Schedule A and Schedule D, Associated Documents to this Code, for academic misconduct hearing processes and procedures.
8. Sanctions for academic misconduct may take into account factors such as the severity, circumstances and effect of the academic misconduct. In general, sanctions are as follows:
- a) A student who is found to have committed a first offence of academic misconduct will ordinarily receive a zero mark on the evaluation in respect of which the academic misconduct occurred.
 - b) A student who is found to have committed a second offence of academic misconduct will ordinarily receive an F or NP 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.
 - c) A student who is found to have committed a third offence of academic misconduct will ordinarily be permanently expelled from SAIT.

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9. Suspension or expulsion for academic misconduct requires the prior authorization of the vice president, academic or the president and CEO.
10. A sanction in the nature of suspension or expulsion shall ordinarily not be put into effect until the student has exhausted internal channels of appeal or has allowed the time to appeal to lapse. However, if the student in question poses a possible risk to the safety or security of other persons or property, then the suspension or expulsion may be put into effect immediately, prior to investigation, meetings, hearings or appeal.
11. Any attempt to engage in academic misconduct shall bear the same consequence as if the act occurred.

E. Non-Academic Misconduct

1. Non-academic misconduct includes, but is not limited, to:
 - a) Intentionally or negligently disrupting or interfering with any SAIT activity or SAIT sponsored activity, including disturbing the right of any SAIT community member to carry on legitimate activities or to speak or express views or disrupting the flow of information and freedom of communication by SAIT community members.
 - b) Intimidation, violent behavior or threat thereof, including use of physical force or assault or threat thereof against any person or property or inciting violence.
 - c) Sexual assault or threat thereof.
 - d) Harassment in any form (such as, for instance, spoken, written, graphical, or on-line) including, but not limited to, following another person repeatedly, unwanted communications, threatening another person or a member of the family, friends or colleagues of the person, bullying or vilifying, or coercing or enticing a person to commit a demeaning, humiliating, disruptive, or unlawful act.
 - e) Discrimination (including discrimination on the basis of race, religious beliefs, colour, gender (including pregnancy, sexual harassment and gender identity), physical or mental disability, age, ancestry, place of origin, marital status, source of income, family status or sexual orientation, subject to limitations based on reasonable and justifiable bases under law.
 - f) Unauthorized entry into or onto SAIT facilities.
 - g) Unauthorized use of or misuse of or intentional or careless damage to, tampering with or defacing of or destruction of, or theft or misappropriation of, the facilities,

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equipment or property of SAIT or of others, including computers and data and voice communications networks (see procedure [AD.2.7.1 Information Services User Code](#)) and including unauthorized access to or tampering with, whether electronically or otherwise, documents or records.

- h) Use, possession, tampering with or storage of a dangerous weapon or dangerous substance (including but not limited to guns, ammunition, chemicals, fireworks, flammable gas or explosives) on SAIT premises or at SAIT functions, whether or not a license has been issued to the possessor.
- i) Inappropriate use of SAIT computer equipment, networks or systems, including, without limitation, copying, removing or distributing software without authorization, using another person's account without authorization, breaching software licenses, interfering with normal operations of computers, networks or systems, flooding networks with messages, pyramid soliciting or using SAIT computers, networks or systems for commercial gain or computer hacking.
- j) Unlawful possession, distribution or use of narcotics or illegal drugs.
- k) While under the influence of alcohol, narcotics or drugs,
 - i) Attending class, particularly where such attendance creates a potential safety risk to anyone in the class; or
 - ii) Creating a disturbance or acting in a disorderly manner while on SAIT premises or at SAIT functions.
- l) Breaching the provisions of procedure [AD.2.2.1 Alcohol Service and Consumption on Campus](#).
- m) Violation of ethical codes governing applicable professions, particularly in the context of workplace experiential learning.
- n) Violation of civil or criminal statutes or applicable laws, court orders or orders of any administrative tribunals having an effect on or related to SAIT or the SAIT community.
- o) If a student is an apprenticeship student, the student's breach of the provincial government's non-academic rules or policies for apprenticeship students.
- p) Unexcused failure or refusal to appear before any designated SAIT official(s) or committee and/or failure to comply with directives or instructions from SAIT instructors or officials.
- q) Disorderly conduct on SAIT premises or during SAIT activities.

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- r) Contravening policies or procedures or rules of SAIT, as amended from time to time.
 - s) Behaving in a manner that prejudices SAIT's name, reputation or standing.
 - t) Tampering with or rendering inoperable SAIT security devices or SAIT safety-related assets or property, including SAIT's fire or safety alarms.
 - u) Making threats.
 - v) Knowingly or maliciously bringing a false charge against any member of the SAIT community under this Code.
 - w) Knowingly divulging confidential or personal information relating to any SAIT matter, SAIT employee or other, or student, without applicable authorization or in contravention of applicable laws or policies.
 - x) Refusing to identify himself/herself when asked to do so by an authorized SAIT employee or other (such as, for example, a security officer).
 - y) Breaching SAIT residence rules.
2. A student who assists another student in an act or an attempted act in the nature of non-academic misconduct will be considered to have committed the same offence.
 3. See Schedule B and Schedule D, Associated Documents to this Code, for non-academic misconduct hearing processes and procedures.
 4. Sanctions for non-academic misconduct are set out in Schedule C, an Associated Document to this Code, and are governed by the following principles:
 - a) Although punitive sanctions may be applicable, efforts will be made to provide for measures that are educational and developmental in nature, where appropriate.
 - b) Factors that SAIT may consider when determining an appropriate sanction for non-academic misconduct include, without limitation:
 - i) Whether there has been a previous finding of academic or non-academic misconduct with respect to the student.
 - ii) The severity of the misconduct in question.
 - iii) Whether there are multiple allegations of misconduct against that student.

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- iv) The personal circumstances of the student.
 - v) Previous decisions by SAIT involving similar facts and circumstances.
 - vi) Impact of the misconduct on others.
 - c) A subsequent violation will be subject to harsher penalties than the misconduct otherwise may have warranted if the violation had been a first offence.
5. Any suspension or expulsion for non-academic misconduct requires the prior authorization of the vice president, academic or the president and CEO.
 6. A sanction in the nature of suspension or expulsion shall ordinarily not be put into effect until the student has exhausted internal channels of appeal or has allowed the time to appeal to lapse. However, if the student in question poses a possible risk to the safety or security of other persons or property, then the suspension or expulsion may be put into effect immediately, prior to investigation, meetings, hearings or appeal.
 7. Any attempt to engage in non-academic misconduct shall bear the same consequence as if the act occurred.

ASSOCIATED DOCUMENTS

Schedule A	Academic Misconduct Procedures
Schedule B	Non-Academic Misconduct Procedures
Schedule C	Non-Academic Misconduct Sanctions
Schedule D	Initial Hearing and Appeal Hearing Processes and Principles

POLICY/PROCEDURE REFERENCE

AC.3.4	Student Code of Conduct policy
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