

**AC.3.4.3 Student Academic Conduct
Schedule B**

First Offence Procedures and Appeal Procedures

Academic Misconduct - First Offence Procedure		
Stage	Actions	When
Initial allegation	1. Instructor or invigilator identifies or is notified about the student's alleged academic misconduct offence, and determines if the alleged offence warrants further action. The instructor or invigilator may meet with the student to discuss the allegation.	Within two business days after the instructor or invigilator identifies or is notified of the allegation.
	2. If the instructor or invigilator decides that sufficient evidence exists to pursue the allegation, the instructor or invigilator reports the allegation in writing to the academic chair/coordinator responsible for the course.	Within two business days after the instructor or invigilator identifies or is notified of the allegation.
Initial review of allegation	3. Academic chair/coordinator responsible for the course decides if there is sufficient evidence to pursue the allegation.	Within three business days after the allegation is reported to the academic chair/coordinator.
Hearing	4. If the academic chair/coordinator responsible for the course decides to pursue the allegation: <ul style="list-style-type: none"> • The academic chair/coordinator checks with the Office of Community Conduct to determine if the student has had previous findings of academic misconduct. <ul style="list-style-type: none"> ○ If no, this allegation is a possible first offence. ○ If yes, this allegation is a possible second offence or third offence, as applicable: the procedure in Schedule C is followed from this point. • The academic chair/coordinator¹ sends written notice of the allegation to the student and 	<p>Within three business days after the allegation is reported to the academic chair/coordinator.</p> <p>Within five business days after the</p>

¹ The academic chair/coordinator responsible for the course may set up and/or hear the case or may designate another academic chair/coordinator or the Office of Community Conduct to set up and/or hear the case. References to the academic chair/coordinator apply to whoever is designated to set up and/or hear the case.

Academic Misconduct - First Offence Procedure		
Stage	Actions	When
	<p>instructor. The notice includes the date, time and location of the hearing.</p> <ul style="list-style-type: none"> Although the hearing is normally face-to-face, the academic chair/coordinator may establish an alternate hearing method if a face-to-face hearing is not possible or practical. <p>5. The student and instructor provide the academic chair/coordinator with supporting information and with a list of witnesses, if any, who will attend the hearing.</p> <p>6. The student and instructor may present supporting written and oral information, call witnesses and make submissions.</p> <p>7. At the hearing, the student is entitled to:</p> <ul style="list-style-type: none"> Be accompanied by a supporter, such as the SAITSA vice president, academic or designate, 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 the student's fluency in English requires the assistance of an interpreter. Be provided with a full explanation of the allegations against the student. Respond to the allegations and present the student's version of events. <p>8. If the student fails to attend the hearing and provides no reasonable explanation for the absence, the academic chair/coordinator responsible for the course makes a decision based on the evidence available in the student's absence.</p> <p>9. If the student fails to attend the hearing and provides a reasonable explanation for the absence, the academic chair/coordinator responsible for the course has the discretion to reschedule the hearing.</p>	<p>allegation is reported to the academic chair/coordinator.</p> <p>Within five business days after the student receives the notice.</p> <p>The hearing is held within ten business days of sending notice to the student and instructor².</p>

² In some cases, a hearing may need to take place over more than one day and may not be concluded until after ten business days have passed.

Academic Misconduct - First Offence Procedure		
Stage	Actions	When
Results of hearing	10. The academic chair/coordinator responsible for the course determines on the balance of probabilities, based on the written and oral information presented at the hearing by the student, instructor and witnesses, whether academic misconduct has occurred.	
Communication of hearing decision	<p>11. If the academic chair/coordinator responsible for the course determines that academic misconduct has not occurred, the academic chair/coordinator advises the student by letter, with a copy to members of the SAIT community as required.</p> <p>12. If the academic chair/coordinator responsible for the course determines that academic misconduct has occurred, the academic chair/coordinator:</p> <ul style="list-style-type: none"> • Prepares a First Offence letter, in consultation with the Office of Community Conduct. The First Offence letter sets out the decision, the reasons for that decision, the sanction(s) to be imposed, the student's rights to appeal the decision, and information on how to access this procedure. • Sends the First Offence letter to the student, with a copy to the Office of Community Conduct, the Office of the Registrar (Records) and the instructor. 	<p>Within five business days of conclusion of the hearing.</p> <p>Within five business days of conclusion of the hearing.</p>
Implementation of sanction(s) and student's record	<p>13. The Office of the Registrar ensures the sanction(s) is reflected on the student's record and implements the sanction(s) in collaboration with other stakeholders as required. The First Offence letter remains on the student's record for seven years.</p> <p>14. Depending on the particular sanction that has been imposed, the instructor works with the student to implement the sanction, and enters the applicable grade for the coursework in question.</p>	<p>Within two business days of receiving the First Offence letter.</p> <p>Within two business days of receiving the First Offence letter.</p>

Academic Misconduct - First Offence Appeal Procedure		
Stage	Actions	When
Student appeals the First Offence finding	1. A student may appeal the decision of the academic chair/coordinator responsible for the course by sending a letter or e-mail to the dean/director/associate vice president responsible for the course. The letter or e-mail sets out the reasons why the student does not agree with that decision.	Within five business days of receiving the First Offence letter.
Appeal hearing is set	2. The dean/director/associate vice president responsible for the course ³ : <ul style="list-style-type: none"> • Sends a copy of the student's letter or e-mail to the academic chair/coordinator responsible for the course. • Sends a written notice to the student, the academic chair/coordinator responsible for the course, and the Office of Community Conduct. This notice sets out the date, time and location of the hearing. • If an in-person hearing is not practical, the dean/director/associate vice president will establish an alternate hearing method. 3. The student and academic chair/coordinator responsible for the course provide the dean/director/associate vice president with supporting information and with a list of witnesses, if any, who will attend the hearing.	Within five business days of receiving the student's letter or e-mail. Within five business days after the student receives the notice.
Appeal hearing	4. The student and academic chair/coordinator responsible for the course may present supporting written and oral information, call witnesses and make submissions. 5. The student is entitled to be accompanied by a supporter, such as the SAITSA vice president, academic or designate, 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	Appeal is held within ten business days of the dean/director/associate vice president receiving the student's letter or e-mail. ⁴

³ The dean/director/associate vice president may set up and/or hear the appeal or may designate an associate dean, another dean/director or the Office of Community Conduct to set up and/or hear the appeal.

⁴ 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.

Academic Misconduct - First Offence Appeal Procedure		
Stage	Actions	When
	<p>guardian. The student has the right to be accompanied by an interpreter, where the student feels that the student's fluency in English requires the assistance of an interpreter. In general, however, only the student speaks on the student's behalf.</p> <p>6. If the student fails to attend the hearing and provides no reasonable explanation for the absence, the dean/director/associate vice president responsible for the course makes a decision based on the evidence available in the student's absence.</p> <p>7. If the student fails to attend the hearing and provides a reasonable explanation for the absence, the dean/director/associate vice president responsible for the course has the discretion to reschedule the hearing.</p>	
Results of appeal hearing	<p>8. The dean/director/associate vice president responsible for the course determines on the balance of probabilities, based on the written and oral information presented at the hearing by the student, academic chair/coordinator responsible for the course and witnesses, whether the initial hearing decision should be upheld or overturned and, if upheld, whether the sanction that was ordered is appropriate or should be decreased or increased in severity.</p> <p>9. The decision of the dean/director/ associate vice president responsible for the course is final and binding.</p>	Within five business days after the appeal hearing has concluded.
Communication of appeal decision	<p>10. The dean/director/associate vice president responsible for the course:</p> <ul style="list-style-type: none"> • Prepares the appeal decision letter, in consultation with the Office of Community Conduct. The letter sets out the decision and the reasons for that decision. • Sends the letter to the student, with a copy to the Office of the Registrar (Records), the 	Within five business days after the appeal hearing has concluded.

Academic Misconduct - First Offence Appeal Procedure		
Stage	Actions	When
	director, Office of Community Conduct, the academic chair/coordinator responsible for the course, and the dean responsible of the student's program (where applicable).	
Implementation of sanction(s) and student's record	<p>11. If the student's appeal is successful, the Office of the Registrar removes the First Offence letter from the student's record.</p> <p>12. If the student's appeal is unsuccessful, the academic chair/coordinator responsible for the course and the Office of the Registrar implement the sanction. The Office of the Registrar ensures that the student's record reflects the sanction(s). The First Offence letter and the appeal decision letter remain on the student's record for seven years, from the date of the First Offence letter.</p>	<p>Within two business days of receiving the appeal decision letter.</p> <p>Within two business days of receiving the appeal decision letter.</p>