

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

Second Offence and Third Offence Procedures and Appeal Procedures

Academic Misconduct – Second Offences and Third Offences		
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: the procedure in Schedule B is followed from this point. ○ If yes, this allegation is a possible second offence or third offence, as applicable 	Within three business days after the allegation is reported to the academic chair/coordinator.
	5. The academic chair/coordinator responsible for the course refers the matter to the dean/director/associate vice president responsible for the course.	Within five business days after the allegation is reported to the academic chair/coordinator.

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Stage	Actions	When
	<p>6. The dean/director/associate vice president responsible for the course¹:</p> <ul style="list-style-type: none"> • Sends written notice of the allegation to the student and academic chair/coordinator responsible for the course. The notice includes the date, time and location of the hearing. • Although the hearing is normally face-to-face, the dean/director/associate vice president may establish an alternate hearing method if a face-to-face hearing is not possible or practical. 	<p>Within five business days after the allegation is reported to the dean/director/associate vice president.</p>
	<p>7. The student and academic chair/coordinator responsible for the course provide the dean/director/associate vice president responsible for the course with supporting information and with a list of witnesses, if any, that will attend the hearing.</p>	<p>Within five business days after the student receives the notice.</p>
	<p>8. The student and academic chair/coordinator responsible for the course may present supporting written and oral information, call witnesses, and make submissions.</p>	<p>The hearing is held within ten business days of sending notice to the student and academic chair/coordinator².</p>
	<p>9. 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. 	

¹ The dean/director/associate vice president responsible for the course may set up and/or hear the case or may designate another dean/director or the Office of Community Conduct to set up and/or hear the case. References to the dean/director/associate vice president apply to whoever has been designated to set up and/or hear the case.

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 – Second Offences and Third Offences		
Stage	Actions	When
	<p>10. 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>11. 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 hearing	12. 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 academic misconduct has occurred.	
Communication of hearing decision	<p>13. If the dean/director/associate vice president responsible for the course determines that academic misconduct has not occurred, the dean/director/associate vice president advises the student by letter, with a copy to members of the SAIT community as required.</p> <p>14. If the dean/director/associate vice president responsible for the course determines that academic misconduct has occurred, the dean/director/associate vice president:</p> <ul style="list-style-type: none"> • Prepares a Second Offence or Third Offence letter, in consultation with the Office of Community Conduct. The Second Offence or Third 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 Second Offence or Third Offence letter to the student, with a copy to the vice president, academic, the Office of Community Conduct, the Office of the Registrar (Records), the academic chair/coordinator responsible for the course, and the student’s program dean/director (where applicable). 	<p>Within five business days of conclusion of the hearing.</p> <p>Within five business days of conclusion of the hearing.</p>

Academic Misconduct – Second Offences and Third Offences

Stage	Actions	When
Implementation of sanction(s) and student's record	<p>15. 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 Second Offence or Third Offence letter remains on the student's record for seven years.</p> <p>16. The instructor enters the grade of F or NP for the course in which the academic misconduct occurred. Remaining courses are graded based on the student's work submitted to date within the add/drop limitations and withdrawal guidelines.</p>	<p>Within two business days of receiving the Second Offence or Third Offence letter.</p> <p>After the appeal period has lapsed (where the student does not appeal) or after the student's appeal has been heard (if the appeal is dismissed).</p>

Academic Misconduct – Second Offence and Third Offence Appeal Procedures		
Stage	Actions	When
Student appeals the Second Offence or Third Offence finding	1. A student may appeal the decision of the dean/director/associate vice president responsible for the course by sending a letter or e-mail to the vice president, academic. 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 Second Offence or Third Offence letter.
Appeal hearing is set	<p>2. The vice president, academic sends a copy of the student’s letter or e-mail to the dean/director/associate vice president responsible for the course, the student’s program dean/director (where applicable), the registrar and the director, Office of Community Conduct.</p> <p>3. The vice president, academic convenes and chairs an appeal panel consisting of:</p> <ul style="list-style-type: none"> • The vice president, academic³ • A dean from an unrelated school • An instructor from an unrelated school • An unrelated student peer appointed by SAITSA <p>4. The vice president, academic schedules the hearing and sends written notice to the student, the dean/director/associate vice president responsible for the course, the registrar and the director, Office of Community Conduct, of the date, time and location of the hearing.</p> <p>5. If an in-person hearing is not possible or practical, the vice president, academic will establish an alternate hearing method.</p> <p>6. The student and the dean/director/associate vice president 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.</p>	<p>Within five business days of receiving the student’s letter or e-mail.</p> <p>Within five business days of receiving the student’s letter or e-mail.</p> <p>Within five business days after the student receives the notice.</p>
Appeal is heard	7. The student and the dean/director/associate vice president may present supporting written and oral	Appeal is heard within ten business days of the vice

³ The Vice President, Academic may chair the Appeal Panel or may designate another member of senior management to chair the Appeal Panel.

	<p>information, may call witnesses and may make submissions.</p> <p>8. 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 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>9. If the student fails to attend the hearing and provides no reasonable explanation for the absence, the Appeal Panel makes its decision based on the evidence available in the student's absence.</p> <p>10. If the student fails to attend the hearing and provides a reasonable explanation for the absence, the Appeal Panel has the discretion to reschedule the hearing.</p>	<p>president, academic receiving the student's letter or e-mail.⁴</p>
Results of hearing	<p>11. The Appeal Panel determines on the balance of probabilities, based on the written and oral information presented at the hearing by the student, dean/director/associate vice president 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>12. The Appeal Panel's decision is final and binding.</p>	<p>Within five business days after the appeal hearing has concluded.</p>
Communication of Appeal Panel's decision	<p>13. The vice president, academic sends a letter to the student outlining the appeal decision and the reasons for the decision.</p> <p>14. The vice president, academic sends a copy of the letter to the dean/director/associate vice president responsible for the course, the registrar, the Director, Office of Community Conduct, and the student's Dean/Director.</p>	<p>Within five business days after the appeal hearing has concluded.</p>

⁴ In some situations, an appeal may need to be held over more than one day, and may not conclude until after ten business days have passed.

<p>Implementation of sanction(s) and student's record</p>	<p>15. If the student's appeal is successful, the Office of the Registrar removes the Second Offence or Third Offence letter from the student's record.</p> <p>16. If the student's appeal is unsuccessful, the Office of the Registrar implements the sanction and ensures that the student's record reflects the sanction(s). The letters remain on the student's record for seven years, from the date of Second Offence or Third 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>
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