

**AC.3.4.4 Student Non-Academic Conduct
Schedule B**

Student Non-Academic Conduct Procedures

| Stage | Actions | When |
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| Initial allegation | <ol style="list-style-type: none"> 1. An individual (“complainant”) believes that a student’s non-academic misconduct either cannot or should not be resolved through classroom management or other strategies, and reports the matter to the Office of Community Conduct. 2. If the alleged non-academic misconduct is reported to an employee, the employee’s school or department refers the matter to the Office of Community Conduct. | Within two business days after notification of the alleged misconduct. |
| Initial review of allegation | <ol style="list-style-type: none"> 3. The Office of Community Conduct reviews the allegation. This may include gathering information from the complainant, witnesses, and other stakeholders. 4. If the Office of Community Conduct concludes from its initial review that there is insufficient evidence to proceed, it closes the matter. | Within five business days after the alleged misconduct is reported to the OCC. |
| Investigation and hearing | <ol style="list-style-type: none"> 5. If the Office of Community Conduct concludes from its initial review that there is sufficient evidence to proceed, it investigates the allegation. <ul style="list-style-type: none"> • The director, Office of Community Conduct, has the discretion to determine if a hearing with the student is required. • The Office of Community Conduct has the discretion to impose a non-contact requirement between the complainant, student and/or other members of the SAIT community, pending the duration of the investigation and hearing. • The Office of Community Conduct sends written notice of the allegation and supporting evidence of those allegations to the student. If a hearing is required, the written notice includes the location, date and time of the hearing. • Although the hearing is normally face-to-face, the Office of Community Conduct may establish an alternate hearing method if a face-to-face hearing is not possible or practical. • At the hearing, the student is entitled to: <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 | Within five business days after the OCC’s review. ¹ |

¹ In some cases, a hearing may need to take place over more than one day and may not be concluded until after five business days have passed.

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| | <p>the student's parent or guardian. In general, only the student speaks on the student's behalf.</p> <ul style="list-style-type: none"> ○ 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>6. If the student fails to attend the hearing and provides no reasonable explanation for the absence, the Office of Community Conduct 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 Office of Community Conduct has the discretion to reschedule the hearing.</p> <p>8. The Office of Community Conduct may conduct follow-up interviews with the student and/or other stakeholders. The Office of Community Conduct will advise the student of any evidence gathered as a result of those follow-up interviews and will consider the student's responses to that evidence.</p> | <p>Within five business days after the initial hearing with the student.</p> |
| Results of OCC's investigation | <p>9. As a result of its investigation, the Office of Community Conduct decides, based on the balance of probabilities, on one of four outcomes:</p> <ul style="list-style-type: none"> a) The student did not commit an act of non-academic misconduct and the matter should be closed. The Office of Community Conduct will advise the complainant, student and other stakeholders. b) The student committed an act of non-academic misconduct and the act's nature and severity is best addressed by alternative resolution measures managed and documented by the Office of Community Conduct: <ul style="list-style-type: none"> ● The Office of Community Conduct sends the decision letter to the student, with a copy to the student's program dean/director, and to the dean/associate vice president of Learner and Academic Services if applicable. This letter sets out the finding of non-academic misconduct, the reasons for that decision, and the alternative resolution measures. ● This decision is final and binding. ● Neither the act of non-academic misconduct nor the alternative resolution measures are noted on the student's record or transcript. | <p>Within three business days after the investigation is concluded.</p> |

| Stage | Actions | When |
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| | <p>c) The student committed an act of non-academic misconduct requiring one or more sanctions as set out in Schedule D, other than a suspension for 30 or more calendar days or an expulsion.</p> <ul style="list-style-type: none"> • The Director, Office of Community Conduct sends the decision letter to the student, with a copy to the student’s program dean/director, the dean/associate vice president of Learner and Academic Services if applicable, and the registrar. This letter sets out the finding of non-academic misconduct, 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. <p>d) The student committed an act of non-academic misconduct requiring a sanction of suspension for 30 or more calendar days or expulsion as set out in Schedule D.</p> <ul style="list-style-type: none"> • The Office of Community Conduct forwards a report to the registrar. The registrar reviews the OCC’s report. The registrar has the discretion to determine whether a hearing is required. • If a hearing is required, the registrar sends written notice to the student and the Office of Community Conduct of the location, date and time of the appeal hearing. • The student provides the registrar with supporting information and with a list of witnesses, if any, that will attend the hearing. • The student and the Office of Community Conduct may present supporting written and oral information, call witnesses and make submissions. • At the hearing, the student is entitled to: <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 may also 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. • If the student fails to attend the hearing and provides no reasonable explanation for the absence, the registrar makes a | <p>Within five business days of receiving the OCC’s report.</p> <p>Within five business days of receiving the registrar’s notice</p> <p>The hearing is held within five business days of the student receiving the registrar’s notice.²</p> |

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

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| | <p>decision based on the evidence available in the student's absence.</p> <ul style="list-style-type: none"> • If the student fails to attend the hearing and provides a reasonable explanation for the absence, the registrar has the discretion to reschedule the hearing. • The registrar determines if the student committed non-academic misconduct and the sanction to be imposed. • The registrar sends the decision letter to the student, with a copy to the student's program dean/director, the dean/associate vice president of Learner and Academic Services (if applicable), and the director, Office of Community Conduct. This letter sets out the registrar's decision, the reasons for that decision, the sanction(s) to be imposed (if any), the student's rights to appeal the decision, and information on how to access this procedure. | <p>Within two business days after the registrar concludes the review.</p> |
| <p>Implementation of sanction(s) and student's record</p> | <p>10. The Office of the Registrar ensures the sanction(s) is reflected on the student's record, implements the sanction(s) in collaboration with other stakeholders as required, and files the Office of Community Conduct's letter or the registrar's letter in the student's file. The letter remains on the student's record for seven years. A suspension is recorded on the student's transcript and record for seven years. An expulsion is permanently recorded on the student's transcript and record.</p> | <p>Within two business days of the OCC's decision or the registrar's decision.</p> |