

### AC.3.4.4 Student Non-Academic Conduct Schedule C

#### Non-Academic Misconduct Appeal Procedures

Stage	Actions	When
<p>Student appeals OCC's decision of non-academic misconduct requiring a sanction</p>	<ol style="list-style-type: none"> <li>1. A student may appeal the Office of Community Conduct's decision of non-academic misconduct requiring a sanction by sending a letter or e-mail to the registrar. The letter or e-mail sets out the reasons why the student does not agree with that decision.</li> <li>2. The registrar reviews. The registrar has the discretion to decide if a hearing is required.</li> <li>3. If a hearing is required, the registrar sends written notice to the student and the Office of Community Conduct of the date, time and location of the hearing.</li> <li>4. If an in-person hearing is not possible or practical, the registrar will establish an alternate hearing method.</li> <li>5. The student and the Office of Community Conduct provide the registrar with supporting information and with a list of witnesses, if any, that will attend the hearing.</li> <li>6. The student and the Office of Community Conduct may present supporting written and oral information, call witnesses and make submissions.</li> <li>7. At the hearing, the student is entitled to: <ul style="list-style-type: none"> <li>• 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.</li> <li>• Be accompanied by an interpreter, where the student feels that the student's fluency in English requires the assistance of an interpreter.</li> <li>• Be provided with a full explanation of the allegations against the student.</li> <li>• Respond to the allegations and present the student's version of events.</li> </ul> </li> </ol>	<p>Within five business days of receiving the OCC's decision letter.</p> <p>Within five business days of receiving the student's letter or e-mail.</p> <p>Within five business days of the student receiving the registrar's notice.</p> <p>Appeal is heard within five business days of the registrar receiving the student's letter or e-mail.<sup>1</sup></p>

<sup>1</sup> In some situations, an appeal may need to be held over several days, and may not conclude until after five business days have passed.

Stage	Actions	When
	<p>8. If the student fails to attend the hearing and provides no reasonable explanation for the absence, the registrar 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 registrar has the discretion to reschedule the hearing.</p> <p>10. The registrar determines on the balance of probabilities whether the Office of Community Conduct's finding of non-academic misconduct 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>11. If the registrar increases the sanction to suspension for thirty or more calendar days or to expulsion, the student may appeal that decision as per steps 15-30 of this schedule. All other decisions of the registrar are final and binding.</p> <p>12. The registrar sends a decision letter to the student, with a copy to members of the SAIT community as required, setting out the appeal decision and the reasons for that decision.</p> <p>13. If the student's appeal is successful, the Office of the Registrar removes the Office of Community Conduct's letter from the student's record.</p> <p>14. 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 Office of Community Conduct's letter and the appeal letter remain on the student's record for seven years, from date of the OCC's letter.</p>	<p>Within five business days after the appeal has concluded.</p>
<p>Student appeals registrar's decision of non-academic misconduct requiring suspension for 30 or more calendar days or expulsion</p>	<p>15. A student may appeal the registrar's decision of non-academic conduct requiring a sanction of suspension for 30 or more calendar days or expulsion 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.</p>	<p>Within five business days of receiving the registrar's decision letter.</p>

Stage	Actions	When
Appeal hearing is set	<p>16. The vice president, academic sends a copy of the student's letter or e-mail to the registrar and the director, Office of Community Conduct.</p> <p>17. The vice president, academic convenes and chairs an appeal panel consisting of:</p> <ul style="list-style-type: none"> <li>• The vice president, academic<sup>2</sup></li> <li>• A dean from an unrelated school</li> <li>• An instructor from an unrelated school</li> <li>• An unrelated student peer appointed by SAITSA</li> </ul> <p>18. The vice president, academic schedules the hearing and sends written notice to the student and the registrar of the date, time and location of the hearing.</p> <p>19. If an in-person hearing is not possible or practical, the vice president, academic will establish an alternate hearing method.</p> <p>20. The student and the registrar provide the vice president, academic with supporting information and with a list of witnesses, if any, that 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 of the student receiving the vice president, academic's notice.</p>
Appeal is heard	<p>21. Appeal Panel hears the appeal. The student and registrar may present supporting written and oral information, may call witnesses and may make submissions.</p> <p>22. 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>23. If the student fails to attend the hearing and provides no reasonable explanation for the absence, the Appeal Panel makes</p>	<p>Appeal is heard within ten business days of the vice president, academic receiving the student's letter or e-mail.<sup>3</sup></p>

<sup>2</sup> The vice president, academic may chair the Appeal Panel or may designate another member of senior management to chair the Appeal Panel.

<sup>3</sup> In some situations, an appeal may need to be held over several days, and may not conclude until after ten business days have passed.

Stage	Actions	When
	<p>its decision based on the evidence available in the student's absence.</p> <p>24. 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>	
Results of hearing	<p>25. Appeal Panel determines on the balance of probabilities, based on the written and oral information presented at the hearing by the student, registrar 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>26. The Appeal Panel's decision is final and binding.</p>	Within five business days after the appeal hearing has concluded.
Communication of Appeal Panel's decision	<p>27. The vice president, academic sends a letter to the student outlining the appeal decision and the reasons for the decision.</p> <p>28. The vice president, academic sends a copy of the letter to the registrar, to the director, Office of Community Conduct, and to the student's program dean/director.</p>	Within five business days after the appeal hearing has concluded.
Implementation of sanction(s) and student's record	<p>29. If the student's appeal is successful, the Office of the Registrar removes the registrar's letter from the student's record.</p> <p>30. 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 registrar's letter and the appeal decision letter on the student's record for seven years, from the date of the registrar's decision letter. 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>	Within two business days of receiving the appeal decision letter.