

## **APPEAL FOR ACADEMIC/NON-ACADEMIC MISCONDUCT**

A student may choose to appeal, meaning to ask for reconsideration, of a decision of academic/non-academic misconduct if they believe the decision was unfair or they were treated unfairly in the process. A student can expect to be informed of a decision in writing within five (5) working days of the conclusion of a hearing.

### **How do I appeal a decision?**

The student's request for appeal must be made in writing. **You must submit your appeal request within the prescribed timelines**-- this deadline is typically five (5) working days of receiving the decision letter from your Academic Chair or the Office of the Registrar.

### **Who do I send my appeal to?**

The decision letter will indicate whom to address the appeal to. You may choose to either email or hand deliver your appeal to the addressee.

### **What should I write in my letter of appeal?**

Before you write your letter, consider your position carefully. The letter should describe your reasons for appeal in order to convince the reader to re-examine your case. These reasons should be rational and realistic. Why do you believe the decision was unfair? Reasonable grounds for appeal can include: the decision-maker had a bias, or neglected to follow policies and procedures. Disagreeing with a decision simply because you don't like it is usually not enough to support an appeal.

An appeal letter should be professional, polite and respectful. If you have documented evidence you are including to support your position, make sure to include it. Documentation can include medical documents and email correspondence. Don't forget to mention your name, program, student ID number. In case you need to be contacted, include your telephone number and/or email address.

### **What happens after I have sent my letter?**

If you are required to attend a meeting/appeal hearing, you will be informed in writing via courier or registered email, fax, or email to your official SAIT email address.

### **I've been called to a meeting. How do I prepare my case?**

A student will present their case to the person or panel overseeing the appeal. The student may be asked questions relating to the situation. It may be helpful to write down your reasons for appeal so you can present your thoughts and concerns clearly.

It is recommended that you include as much factual detail as possible to support your position. Avoid making unsubstantiated accusations unless you feel strongly that someone has a personal bias against you and you can provide proof to support this position.

### **What results can I expect?**

An appeal can result in one of three outcomes: a) no change to the original decision and penalty b) no change to the original decision with an adjustment to the penalty, or c) appeal is granted. The student appealing will be informed of the outcome in writing.

For more information, please refer to the following SAIT Policy & Procedures:

[AC 3.4.1 – Student Code of Conduct](#)

[AC 3.4.1 Schedule D – Initial Hearing and Appeal Hearing Processes and Principles](#)