

## NON-ACADEMIC MISCONDUCT

Our campus strives to foster an environment that is safe, supportive and healthy for everyone. By attending SAIT, students are viewed as members of the SAIT community and are expected to uphold the community standards as established by SAIT. These standards are laid out in the Student Code of Conduct. A misconduct occurs when a student's behaviour is found to have possibly breached these standards. Conduct rules can apply even when a student is off-campus.

### **I've been called to a meeting in or at the Office of the Registrar. What can I expect?**

The purpose of the meeting is to determine whether behaviour has occurred that violates the Student Code of Conduct. The meeting is an opportunity for a student to present their account of what led to the allegation. The meeting consists of a staff member of the Office the Registrar.

### **What will happen after the meeting?**

The Registrar's staff member will investigate the incident. It can result in one of three outcomes: a) the investigation is discontinued, b) a formal letter of warning/reprimand is issued, or c) the complaint is forwarded to the Dean and further action will take place.

### **I've been called to a hearing. What can I expect?**

A hearing is an opportunity for a student to present their account of what led to the allegation. If a hearing is required, the hearing consists of the Registrar (or designate), the student, and the applicable Dean (or designate). Depending on the circumstances of the matter, a complainant may be heard separately from the respondent.

### **How do I prepare my case?**

An honest and rational approach is important. If you are actually at fault, it is best to accept responsibility for your mistake. Express your regret, demonstrate you recognize exactly what went wrong and that you have learned something. Everyone makes mistakes in life, and that's okay. If you are responding to a charge you believe is wrong, be ready to provide all possible information to support your position.

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

The evidence presented from the student and complainant is reviewed. What is most likely to have happened is determined based on the balance of probability. A decision can result in one of two outcomes—the student is determined to be: a) responsible, or b) not responsible. The student will be informed of the decision in writing.

### **What are the consequences of non-academic misconduct?**

- Disciplinary action for non-academic misconduct is subject to several factors— the list of possible penalties can be found in [AC 3.4.1 Schedule C – Non-Academic Misconduct Sanctions](#).
- A charge results in a letter of offence placed in the student's record for seven years. In certain situations, the letter will show up on a student's transcript. After seven years, the letter will be removed completely from the student's record.
- Expulsion is recorded on a student's record and transcript permanently.

International students should be aware that some consequences of non-academic misconduct may have implications for their ability to study at SAIT and/or to remain in Canada. International students are advised to contact the International Centre or the Office of the Registrar for further information.

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

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

[AC 3.4.1 Schedule B – Non-Academic Misconduct Procedures](#)

[AC 3.4.1 Schedule C – Non-Academic Misconduct Sanctions](#)