

## Saitsa Checklist Support

### APPEAL - 2<sup>nd</sup> or 3<sup>rd</sup> Academic Misconduct

Saitsa understands that facing charges of academic misconduct can be intimidating and overwhelming but fear not – Saitsa is here to support you!

This checklist has been designed to support you through the process of an:

- **APPEAL for 2<sup>nd</sup> or 3<sup>rd</sup> charge of Academic Misconduct.**

If you have been charged with a 2<sup>nd</sup> or 3<sup>rd</sup> Offence for Academic Misconduct, please refer to the checklist below to navigate the process.

Please review carefully prior to contacting the Saitsa VP Academic, Jasmin K. Bhatti. After reviewing this document, contact Jasmin for further support at [saitsa.vpacademic@edu.sait.ca](mailto:saitsa.vpacademic@edu.sait.ca).

APPEAL - 2 <sup>nd</sup> or 3 <sup>rd</sup> Academic Misconduct			
	Step	Tips & Advice	Done
1.	<b>Review:</b> AC 3.4.1 Student Code of Conduct - Schedule D: Initial Hearing and Appeal Hearing Processes and Principles.	This document will help you understand how the process works and will give you an idea of whether you want to appeal the decision or not.	<input type="checkbox"/>
2.	<b>Decide if you want to appeal.</b> <i>*You only have 5 business days to state your intention to appeal after you receive the decision from the Dean.</i>	If you believe you have grounds for an appeal, then you should appeal! Some of the reasons people will appeal are: <ul style="list-style-type: none"> <li>- Lack of undue process</li> <li>- Perceived/real bias</li> <li>- Unfair hearing</li> </ul> There are many other reasons to appeal, but simply ' <i>not liking the decision</i> ' isn't one of them – you must have grounds.	<input type="checkbox"/>
3.	<b>If you decide you want to appeal:</b> <ol style="list-style-type: none"> <li>1. Notify the Saitsa VP Academic if you would like support.</li> <li>2. Email the SAIT VP Academic notifying them of your intent to appeal.</li> <li>3. Provide supporting documents/evidence in your email to the SAIT VP Academic.</li> </ol>	Contact Saitsa's VP Academic for support at: <a href="mailto:saitsa.vpacademic@edu.sait.ca">saitsa.vpacademic@edu.sait.ca</a> Remember to be professional and courteous; it's easy to get upset during stressful times. Review our <i>Academic Misconduct Appeal Letter Template</i> to assist you with writing your appeal letter at the very bottom of this document.	<input type="checkbox"/>
4.	<b>Appeal Hearing – Scheduling</b> Be sure to put this meeting into your calendar and let the <i>Saitsa VP Academic</i> know if you'd like Saitsa support during your appeal meeting.	SAIT's VP Academic should contact you shortly after receiving your intention to appeal email with the date of your Appeal Hearing.	<input type="checkbox"/>



5.	<b>Prepare an opening &amp; closing statement.</b>	Write your statements on a cue-card or piece of paper. Writing these down in advance will ensure that you don't forget anything in the moment.	<input type="checkbox"/>
6.	<b>Prepare the main points of your grounds for an appeal.</b>	Write down the key points/facts that support your side of the story. This will help keep your argument focused and based in fact rather than emotion.	<input type="checkbox"/>
7.	<b>Attend your appeal hearing and await the ruling of SAIT's VP Academic.</b>	The decision of SAIT's VP Academic is <b>final and binding</b> .	<input type="checkbox"/>
8.	<b>If desired, schedule a follow up meeting with the Saita VP Academic and/or other support services on campus.</b>	Saita is here to support you; we can help you navigate next steps towards a positive student experience.	<input type="checkbox"/>

### Things to keep in mind:

- Understand your student rights and responsibilities. **You** are in charge of **your** education; take the initiative to read and understand SAIT policies and procedures.
- Ask questions! Whenever in doubt, it's better to be safe than sorry.
- Being found guilty of a 2<sup>nd</sup> or 3<sup>rd</sup> offence will have an impact on your academic experience:
  - For a 2<sup>nd</sup> offence: you will be placed on academic probation
  - For a 3<sup>rd</sup> offence: you will be expelled from SAIT.
  - This experience can be a very stressful experience for students; remember that Saita is here to support you and that there are lots of other supports at SAIT.

### International Students

Saita appreciates that academic standards vary from country to country, culture to culture. It is **very important** that you speak to your international advisor in advance of your appeal so you fully understand what the implications of a charge of academic misconduct may have in relation to your study VISA/permit.

- **International Centre – AA206 – Heritage Hall**
  - **Phone:** 403-284-8852
  - **Email:** [international@sait.ca](mailto:international@sait.ca)

## Additional Support Services at SAIT:

SAIT has a variety of excellent support services, be sure to utilize them – they're there to support you through your ups and downs.

- **Student Development and Counselling – AA205 – Heritage Hall**
  - Provides personal support services to help you manage stress and navigate difficult conversations.
- **Lamb Learner Success Centre – MC221 – Stan Grad**
  - Provide academic coaching, student health and learning accommodations, and workshops, such as 'back on track' for those on academic probation.
- **Reg Erhardt Library – MC111 – Stan Grad**
  - Staff in the library can provide referencing/citing support and other academic supports.

## Saitsa is Student-Owned and Operated.

We exist to enhance the student experience at every opportunity.

Reach out to your Saitsa VP Academic for support – Saitsa is here for you!

- [Saitsa.vpacademic@edu.sait.ca](mailto:Saitsa.vpacademic@edu.sait.ca)
- [www.saitsa.com](http://www.saitsa.com)



# Appeal Template

Shawn Student  
Student ID# 123456  
111 Viewpointe Pike SW  
Calgary AB T4Q 5U9  
(587) 867-5309  
shawn.student@edu.sait.ca

contact information & student ID number

October 26, 2015

Victor Vice  
Vice President Academic  
SAIT Polytechnic  
AB900 - 1301 16<sup>th</sup> Avenue NW  
Calgary AB T2M 0L4

Dear Mr. Vice:

reference to decision being appealed

**SUBJECT: Request Appeal for Academic Misconduct**

I am writing to you today to appeal my academic misconduct.

I am making this appeal because of incorrectly applied academic policy & procedure.

grounds for appeal

I received an email from my Academic Chair, Christina, on September 24<sup>th</sup> letting me know I was suspected of committing an act of academic misconduct in respect of my Assignment A in Introduction to Public Policy (PLSC 220). In particular, the allegation is that I failed to properly cite my assignment.

brief summary of case

SAIT Policy and Procedure AC.3.4.1 outlines that an Academic Chair is to arrange a hearing with the student and the instructor. However, the email Christina sent me on September 24<sup>th</sup> did not indicate there was to be such a meeting. I haven't received any correspondence from Christina since. Last Friday, I received a letter of decision from the Office of the Registrar dated October 22<sup>nd</sup> informing me they determined that I committed the act of academic misconduct and that it was my second offence. As a result, I am facing an F grade in the course and suspension from SAIT for one full year.

I worked very hard on this assignment. My previous charge of academic misconduct had to do with failing to cite a paper. I took that lesson seriously and have utilized the Writing Lab and services from the library to assist me with citation and referencing in my writing.

why the reader should reconsider the decision, and a call for action

The Academic Chair did not hold a hearing for me to prove my case. Therefore, procedural fairness was not provided to me. For that reason, I would like to request an appeal hearing, considering the above information. With this letter, I am enclosing a copy of the email I received from Christina Chair on September 24<sup>th</sup>.

Thank you for taking the time to consider my request. Please contact me by email or phone if you have any questions.

Sincerely,

*Shawn Student*

Shawn Student