

Academic Misconduct What to Expect

What is Academic Integrity and why does it matter?

Academic integrity means to be honest in your academic work. A misconduct occurs when a student is found to have possibly acted in a way that created an unfair academic advantage.

Examples of an *unfair academic advantage* might include:

- Incorrect citation (intentionally or unintentionally)
- Collusion or cheating on an assignment or group project
- Falsifying sources, faking interviews, etc.

I've been called to an academic misconduct hearing. What should I expect?

A hearing is an opportunity for a student to present their account of what led to the allegation. The hearing consists of the Academic Chair (or designate), the student, and the instructor/invigator (if their schedule allows). You should also expect that the instructor will explain to the Academic Chair or Dean why they believe you are in violation of SAIT's academic standards. You should expect to be treated fairly and with respect; you should also be able to request a short recess (5 minutes) should you find that your emotional state would benefit from a little break to reset and get in a better headspace. You are also able to bring a support person and/or translator to your hearing.



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How do I prepare my case?

A professional and rational approach is important. If you are actually at fault, it is best to accept responsibility for your mistake. Express your regret or oversight, demonstrate you recognize exactly what went wrong and that you have learned something from this experience. Explain what you intend to do to ensure you do not repeat the same mistake (e.g., contact Lamb Learner Centre to learn more about proper citation/plagiarism, etc.) Everyone makes mistakes in life, and that's okay.

If you are responding to a charge you believe is wrong or inaccurate, be ready to provide all possible information to support your position. When presenting your position include information that demonstrate the steps you took to avoid misconduct, examples such as:

- email correspondence
- rough drafts
- citation sources
- dates/times that you spoke to instructor/group mates, and names, etc.

Be sure to submit your supporting information by the deadline

indicated in your hearing notice letter.

To help you navigate the process and to help you learn to advocate for yourself, you can contact SAIT's [Office of the Ombudsperson](#) to make an appointment.



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What results can I expect?

The evidence presented from both the student and instructor at the hearing is later considered and reviewed by the Academic Chair or Dean. What is most likely to have happened is determined based on the balance of probability.

A decision can result in one of two outcomes:

1. Academic misconduct has occurred; or
2. Academic misconduct has not occurred.

The decision of the Academic Chair or Dean is communicated in writing to the student within 5 business days of the hearing. Whether the decision is that academic misconduct has or has not occurred, there are many resources at SAIT that can help you move forward in a positive way.

What are the consequences of academic misconduct? 1st, 2nd & 3rd

Though all offences are serious and should be avoided, a first offence is generally considered a '*warning*' whereas a second and third offence are much more serious and will have serious implications on your status as a SAIT student. Second and third offences may also impact an international students' ability to study in Canada.



Academic Misconduct

What to Expect

FIRST OFFENCE

- A grade of zero on the assignment or evaluation in which the academic misconduct occurred, and;
- A letter of offence placed on the student's record for seven years.
 - o The letter does not show up on a student's transcript, nor does it affect a student's future employability. After seven years, the letter will be removed completely from the student's record.

SECOND OFFENCE

- A grade of F in the course, and;
- Suspension from SAIT for one full calendar year (365 days), and;
- A letter of offence placed on the student's record for seven years, and;
- Suspension is recorded on the student's transcript for seven years.
 - o After seven years, the letter and note of suspension will be removed completely from the student's record.

THIRD OFFENCE

- A grade of F in the course, and;
- Permanent expulsion from SAIT, and;
- Expulsion is recorded on the student's record and transcript permanently.
 - o This means that other post-secondary institutions will see that you were expelled and may affect your ability to enter into another College, Polytechnic or University.



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Additional Support Services

SAIT & Saitsa:

SAIT and Saitsa have a variety of excellent support services, be sure to utilize them – they're there to support you through your journey as a SAIT student.

- **SAIT Student Development and Counselling – AA205 – Heritage Hall**
 - Provides personal support services to help you manage stress and navigate difficult conversations.
- **SAIT 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.
- **SAIT Reg Erhardt Library – MC111 – Stan Grad**
 - Staff in the library can provide referencing/citing support and other academic supports.
- **SAIT International Centre – AA206 – Heritage Hall**
 - Phone: 403-284-8852
 - Email: international@sait.ca
- **Saitsa Peer Support Centre – NJ105**
 - Come to the PSC to find a welcoming and supportive peer environment.
- **Saitsa Governance & Advocacy Office – NN117 – Senator Burns**
 - Staff can help you understand and prepare for your hearing or appeal, and help you prepare to advocate for yourself; student leaders can help you advocate for institutional change.



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ATTENTION!

International Students:

International students should be aware that some consequences of 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 Procedures
- AC 3.4.1 Schedule A – Academic Misconduct Procedures

If you have questions about the process, the related policies or you want to discuss your options, you may contact the Ombudsperson [by booking an appointment](#) or by emailing ombudsperson.info@sait.ca

