

# Non-Academic Misconduct What to Expect

## Safe, Supportive & Healthy Campus Environment

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 that they have agreed to adhere to. Conduct rules can apply even when a student is off-campus.

### **Some examples of non-academic misconduct are:**

- Bullying, harassing or assaulting an individual;
- Vandalizing or stealing SAIT property;
- Possession of illegal substances on campus;
- Deliberately not adhering to safety protocols designed to keep those in the SAIT community safe (riding rails of escalators, jumping in elevators, etc.)

If you have any 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](mailto:ombudsperson.info@sait.ca)



# Non-Academic Misconduct What to Expect

## What should I expect if an allegation of non-academic misconduct is made against me?

**Here are the steps that are taken by SAIT:**

### **Step 1. Allegation**

If an allegation of non-academic misconduct is made against a student, it may be dealt with initially in one of two ways:

1. Can be dealt with informally by whoever has learned of the misconduct (instructor, academic chair, other SAIT employee, etc.) – process ends here if this is the case. Or,
2. If warranted, the issue can be sent to Office of Community Conduct (OCC) as a possible non-academic misconduct.

### **Step 2. Office of Community Conduct Review and Investigation**

If the allegation is sent to the OCC for review and investigation, the OCC will gather evidence from the complainant, witnesses, other stakeholders, and the student.

The OCC will ask the student to attend an interview (either in-person or virtual) and to provide whatever evidence they would like. The OCC also asks the student to provide a written statement.

After gathering evidence from all parties, the OCC makes a decision based on the balance of probabilities. The OCC has the discretion to make this decision either on the basis of the information provided by all parties (including the student) **or** after holding a hearing with the student (either in-person or virtual).



# Non-Academic Misconduct

## What to Expect

- For minor cases, the OCC typically does not hold a hearing; for cases involving a potential suspension of up to 30 days, the OCC will typically hold a hearing.

### **The OCC can decide as follows:**

1. OCC can decide that there is no non-academic misconduct.
  - process ends here if this is the case.
2. OCC can decide that there is non-academic misconduct, but that it is very minor and should be resolved informally through alternative resolution measures (apology, mediation, etc.).
  - This does not go on the student's record or transcript, and the process ends here – no appeal option.
3. OCC can decide that there is non-academic misconduct that needs to be formally addressed but that warrants a sanction that is less than a suspension of 30 or more days or expulsion.
  - The OCC's decision is appealable to the Office of the Registrar (OTR). On appeal, the OTR will consider information sent to it by both the student and the OCC. The OTR has the discretion to decide whether to hold a formal appeal hearing or to make the decision based on the information sent to it. The OTR's decision is final and binding.



# Non-Academic Misconduct

## What to Expect

4. OCC can decide that there is non-academic misconduct that is very serious and that requires a sanction of 30 or more days suspension or expulsion.
  - The OCC does not make the decision but refers the matter to the OTR. The OTR will consider information sent to it by both the student and the OCC. The OTR has the discretion to decide whether to hold a formal hearing or to make the decision based on the information sent to it.
    - The OTR's decision is appealable to SAIT's Vice President, Academic, who will convene an Appeal Panel.

## Appealing a non-academic misconduct decision

### If the original decision is made by the OCC and appealed to OTR:

- OTR can decide the student has not committed non-academic misconduct and reverse the finding of non-academic misconduct. This appeal decision is final and binding.
- OTR can decide the student has committed non-academic misconduct and either keep the original sanctions or change the sanctions (which can be less or more serious than the original sanctions). The OTR appeal decision is final and binding, unless the OTR imposes a suspension of 30 or more days or of expulsion. In that case, the student can appeal this to the vice president academic, who will convene an Appeal Panel.



# Non-Academic Misconduct What to Expect

## If the original decision is made by the OTR and appealed to

### SAIT's Vice President, Academic:

- The Appeal Panel can decide that the student has not committed non-academic misconduct and reverse the finding of non-academic misconduct.
  - This appeal decision is final and binding.
- Appeal Panel can decide the student has committed non-academic misconduct and can keep the same sanctions or change the sanctions (which can be less or more serious than the original sanctions).
  - This appeal decision is final and binding.

## How do I prepare my case?

Whether you are asked to respond to an allegation, are called to a meeting, or if you have been asked to appear at a hearing, a professional and rational approach is important.

If you recognize that you are at fault, it is generally recommended that you accept responsibility. However, if the allegation is of a serious nature and could result in criminal charges, you may want to seek independent legal advice.

Should you be willing to accept responsibility for your actions, you may want to express your regret or oversight, demonstrate you recognize what went wrong



# Non-Academic Misconduct What to Expect

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 [SAIT Counselling & Development](#) to develop some skills to help you avoid committing the same mistake again.)

If you are responding to a charge you believe is wrong or inaccurate, be prepared to provide all possible information to support your position. When presenting your position include information that demonstrates the steps you took to avoid the situation or evidence that you are not the guilty party, examples such as: email correspondence, witnesses that can confirm your location at the time of the alleged offence, character witnesses, etc.

**Be sure to submit your supporting information by any deadline indicated.**

To help you navigate the process, you can contact SAIT's

[Office of the Ombudsperson](#).

## If there is a meeting or hearing, can I bring someone with me?

You may choose to be accompanied by an interpreter, support person, observer and/or witness. When you are provided notice to attend a meeting or hearing, you should also be provided written notice of the allegation and supporting evidence against you. If you have evidence you have not yet provided to support your position, you should be prepared to provide this either prior to or during the meeting or hearing.



# Non-Academic Misconduct What to Expect

## 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](#).

Due to the various circumstances that may result in being found to have committed non-academic misconduct the consequences (ie: sanctions) that may be imposed on a student may range from a suspension to being expelled from SAIT.

- If it's found you did commit non-academic misconduct and you are subject to sanctions, this will result in a letter of offence placed on your record for seven years. In certain situations, the letter will show up on your 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 and can be viewed by other post-secondary institutions.



# Non-Academic Misconduct What to Expect

## 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](mailto: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.





# Non-Academic Misconduct What to Expect

## 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.

---

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](mailto:ombudsperson.info@sait.ca)

