

1st Offence

Academic Misconduct Appeal Checklist

Saitsa appreciates that facing academic misconduct charges can be intimidating and overwhelming. If you have been officially charged with an offense of academic misconduct and believe that you have grounds for an appeal, then you are encouraged to appeal the decision.

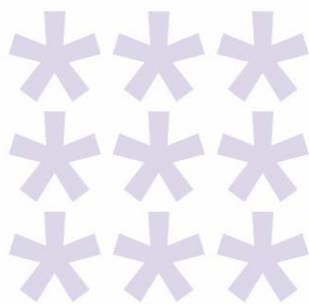
If you have been charged with a *1st Offence for Academic Misconduct*, please refer to the checklist below to navigate the appeal process.

Please Note: If you are wanting to appeal a 2nd or 3rd offence, please refer to our website for the appropriate checklist as the processes are different.

If you still have questions or concerns after reviewing the checklist below or you want to confidentially discuss your options with someone, you may contact the Ombudsperson and request a [meeting](#) or contact them by email at ombudsperson.info@sait.ca

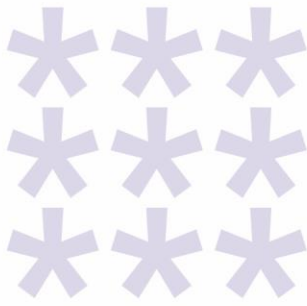
Saitsa is also available to support you should you wish to explore [alternative advocacy support](#) options, to request support email: saitsa.info@edu.sait.ca.

Refer to the following pages for some supports to help you navigate the 1st Academic Misconduct appeal process.

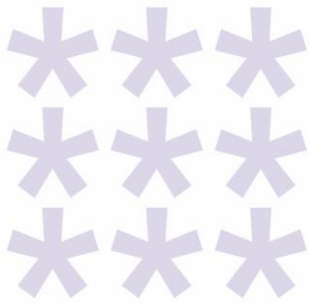


1st Offence – Academic Misconduct Appeal Checklist

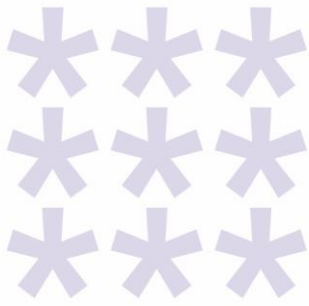
Step	Tips & Advice	Done
Review Relevant Policies/Schedules SAIT has policies that apply to appealing decisions and student rights. Review: <ul style="list-style-type: none"> - AC.3.4.2 Student Rights and Responsibilities - AC.3.4.3 Student Academic Conduct - AC.3.4.3 Schedules A & B (examples and appeal procedures) 	These documents will help you understand how the appeal process works, what your rights are as a student, and they will help you decide whether you want to appeal or not.	<input type="checkbox"/>
Decide if you want to appeal. <i>*You only have <u>5 business days</u> to state your intention to appeal after you receive the decision from the Academic Chair.</i>	If you believe you have grounds for an appeal, then Saitsa encourages you to appeal. Some reasons people appeal are: <ul style="list-style-type: none"> - Lack of due process - Perceived/real bias - Unfair hearing - Witness coming forward, new information available that wasn't during your hearing There are many other reasons to appeal, but simply ' <i>not liking the decision</i> ' isn't one of them – you must have grounds for an appeal.	<input type="checkbox"/>



<p>If you decide you want to appeal:</p> <ol style="list-style-type: none"> 1. Ensure you appeal by the deadline. 2. Send an email or letter to the Dean notifying them of your intent to appeal. 3. Provide supporting documents/evidence in your email to your Dean. <p><i>*Within 5 business days of sending your appeal request the Dean will send a written notice to you that sets the date, time and location of the hearing. The appeal is held no sooner than two business days and no later than ten business days of the dean/director sending notice.</i></p>	<p>If you wish to confidentially discuss your options, or to obtain guidance or advice about the process and/or appeal hearing, you may contact the Ombudsperson and request a meeting or contact them via email at ombudsperson.info@sait.ca</p> <ul style="list-style-type: none"> - If you decide you would like to speak to the Ombudsperson, please provide all supporting documentation (initial letter, copies of the assignment, etc.) by email so that they may properly prepare for your meeting or discussion. <p>Review our <i>Academic Misconduct Appeal Letter Template</i> at the end of this document to assist you with writing your appeal letter.</p> <p>Some students are afraid to appeal a decision because they fear what the Dean or Academic Chair may think of them. Filing an appeal is your right and if you have grounds for an appeal then it may result in the decision being overturned and benefit your academic career. Deans and faculty do not have the right to ostracize or criticize students who request an appeal – they are to treat all students with respect.</p>	<input type="checkbox"/>
<p>If you decide that you <u>do not</u> want to appeal:</p> <ul style="list-style-type: none"> - That's okay! Many misconduct decisions are founded on evidence and will not have grounds to appeal. - Some students simply don't want to navigate the process to appeal and that's okay too. 	<p>If you recognize that there was some errors or oversight on your behalf that led to the misconduct, such as incorrect citation, then it is advisable that you access resources at SAIT to ensure that a 2nd offence does not occur. 2nd and 3rd offences have significant consequences on your ability to study at SAIT, whereas a 1st offence is a more of a learning opportunity of sorts. View the list of resources at the end of this document for support.</p>	



<p>Appeal Hearing – Scheduling Once the Dean grants you an appeal hearing, be sure to put the meeting into your calendar and be prepared and on time for your hearing.</p>	<p>If the Dean schedules your hearing during class time, or at a time that conflicts for other reasons, you should request a new meeting time from the Dean.</p> <p>Contact the Dean as soon as possible and notify them of the scheduling conflict and request a new time. To help the Dean with scheduling it is a good idea to provide meeting time options that work for you.</p> <p>If you would like the Ombuds or a Saitsa representative at your appeal hearing be sure to request their attendance and forward the calendar invite from the Dean as far in advance of the meeting as possible.</p>	<input type="checkbox"/>
<p>Preparing for your Appeal Hearing - opening & closing statements.</p>	<p>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.</p> <p>Opening & closing statements generally work well if they thank the Dean for their time and consideration of your appeal, and that you are working hard to be successful at SAIT in your studies.</p> <p>You may also want to include the impact that a successful appeal would have on you, and that you believe that you have grounds for an appeal.</p>	<input type="checkbox"/>



Prepare the main points of your grounds for an appeal.

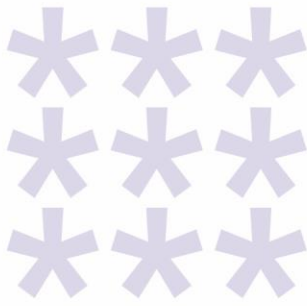
Write down the key points/facts that support your side of the story. This will help keep your argument focused and based in fact rather than emotion.

As previously mentioned, grounds for an appeal must fall outside of the realm of *"I just don't want this on my record"* or *"I just don't agree with the decision"*.

You must present evidence that gives the Dean grounds for reconsidering the original ruling on academic misconduct. Review [SAIT's Examples of Academic Misconduct](#) (3.4.3 Schedule A) to ensure your grounds are reasonable. An example of a reasonable ground for an appeal could be:

New evidence that wasn't available during your first hearing. Perhaps you found new evidence after the hearing, or even during your first hearing.





Attend your appeal hearing and await the ruling of the Dean.	<p>Your hearing will include you and the Dean, and maybe the Academic Chair and/or any witnesses.</p> <p>You are also allowed to bring an interpreter if that makes things easier for you communicate and present your grounds for appeal.</p> <p>Deans are understanding and want to see you succeed, but they are also responsible for the integrity of their programs and will act accordingly and in line with policies and procedures.</p> <p>The decision of the Dean is final and binding with no further appeal options.</p> <p>Maintain your composure during the meeting by taking deep breaths, you may request a short 5 minute recess if you feel that you could benefit from a quick 'breather' break to compose yourself if you become emotional.</p> <p>The final decision of the Dean could result in a successful appeal or may result in the original decision being maintained. Either way, celebrate your efforts because advocating for yourself isn't easy, but you did it 😊</p>	<input type="checkbox"/>
If desired, schedule a follow up meeting with the Ombudsperson and/or other support services on campus.	<p>The Ombudsperson can discuss the outcome of the hearing with you and any possible next steps or further referrals, if appropriate.</p> <p>If you feel that there is something 'broken' with the system and you want to talk to one of your elected student leaders who can advocate on your behalf to the institution, then you're welcome to request a meeting with them.</p>	<input type="checkbox"/>



ATTENTION!

International Students:

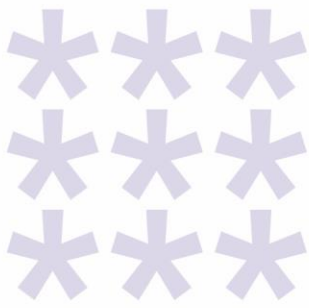
International students should be aware that some consequences of academic misconduct may have implications for their ability to study at SAIT and/or to remain in Canada. International students are advised to contact the [International Centre](#) or the [Office of the Registrar](#) for more information.

For more information, please refer to the following

[SAIT Policy & Procedures](#):

- AC 3.4.1 – Student Code of Conduct Procedures
- AC 3.4.3 Schedule A & Schedule B – 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



Additional Support Services at SAIT & Saitsa

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

Student Development & Counselling – AA205 – Heritage Hall

Hours - Monday to Friday: 8:30 am to 4:15 pm. Some evening appointments available by request). Daily drop-in appointments available.

Student Development and Counselling can help promote your well-being and success through free and confidential in-person, telephone or video counselling appointments when you are a current SAIT student. They also offer a range of on-line wellness events, workshops and on-line self-help tools. Reach out when

- You're feeling stressed or overwhelmed
- You need help working through a personal concern
- You need help with your school work and academics
- You're concerned about a friend

Book an appointment or contact us by calling 403.284.7023 or on Microsoft Teams by searching 'Student Development and Counselling'. For after-hours support, call or text the Distress Centre (24/7) at (403)266-HELP

Lamb Learner Success Center– MC221 – Stan Grad

Whether you're in a classroom or learning online, take advantage of the resources and support offered by the Lamb Learner Success Centre. We can help you with:

- Arranging accommodations for students with disabilities
- Improving your learning skills
- Finding options to fund your education
- Connecting to free resources
- Connecting with a tutor
- Getting feedback on a writing assignment
- Booking a test

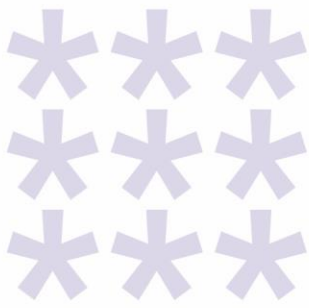
Areas of Support:

[Accessibility Services](#)

[Learning Skills Services](#)

[Financial Advising](#)

[Testing Services](#)



[Tutoring Services](#)
[Writing Services](#)

Reg Erhardt Library – MC111 – Stan Grad

- Library staff can provide referencing/citing support and other academic supports.

International Centre – AA206 – Heritage Hall

- Provides support and services for international students.

SAIT Health Services (Health Clinic)

Open Monday to Friday from 8:15 am- 4 pm

To make an appointment call (403)284-8666. No drop-in appointments available

The SAIT Health Clinic provides quality non-urgent/semi-urgent medical. We are staffed by licensed physicians and connected to Calgary's Foothills Primary Care Network.

Chinook Lodge Resource Centre- NN108- Senator Burns

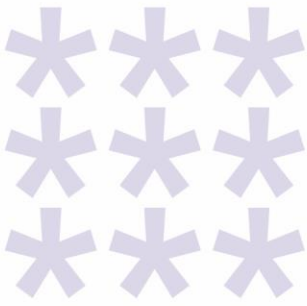
The Chinook Lodge Resource Centre — "the Lodge" — is a place for Canadian Indigenous (First Nations, Metis and Inuit) learners at SAIT to gather, connect with peers, access advising and counselling, get assistance with financial aid and housing, speak with Elders and others from the community, participate in events, network and more.

Interfaith Centre- MB 305- Stan Grad

The Interfaith Centre is a community hub on campus where inclusivity is standard, questions are always welcome, and the differences between people and cultures are explored and celebrated.

We remain committed to supporting student success and our staff and chaplains are available to assist you in person or virtually. If you need spiritual support, please contact a member of their team or email at student.engagement@sait.ca

Everyone is welcome at the Interfaith Centre. We invite you to:



Saitsa*

**SAIT Students'
Association**

- Drop by the Interfaith Centre anytime for a chat — MB305, Stan Grad Centre, 9 am - 4 pm
- Take a deep breath in our Interfaith Meditation Room — MB314, Stan Grad Centre, 7 am - 7 pm
- Host a group chat in our Interfaith Meeting Space — MC311, Stan Grad Centre, 7 am - 7 pm

Saitsa Peer Support Centre – NJ105

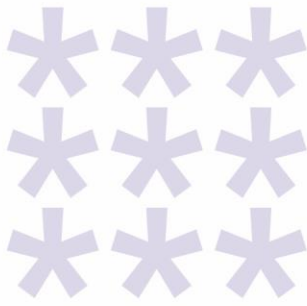
Come to the PSC to find a welcoming and supportive peer environment.

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 also help advocate for institutional/policy change.

Office of the Ombuds

In person or digital meetings can be arranged, the Ombuds will help you to understand the relevant policies and ensure fairness throughout the process.



Example Letter

Requesting an Appeal on a 1st Offence of Academic Misconduct

*{Student Contact Info
Include Name, Student #
Phone #
Email}*

Date

Dear Mrs. X *{name of Dean}*

Subject: Appeal Request for Academic Misconduct – 1st Offence

I am writing to you today to appeal a decision of academic misconduct.

I am appealing the decision because of incorrectly applied academic policy and procedure, specifically AC.3.4.1. *{identify the grounds for appeal, reference relevant policy/procedure}*

I received an email from my Academic Chair, Sarah Smith, on September 23rd informing me that I was suspected of committing an act of academic misconduct in respect to my assignment, Introduction to Public Policy (PLSC 220). The allegation stated that I failed to properly cite my references within the assignment but did not indicate specifically what was cited incorrectly.

SAIT Policy & Procedure AC.3.4.1 outlines that an Academic Chair is to arrange a hearing with the student and the instructor to present information and provide an opportunity for the student to present their side of the story. However, the email Sarah sent did not indicate there was going to be a hearing, it also didn't indicate what I had specifically done incorrectly, and I have not heard anything from Sarah since September 24th. On Friday September 30th I received a letter from the Office of the Registrar informing me that a 1st offence of Academic Misconduct was now on my record. As a result, I am very confused and stressed out about this process and have also received a zero on the assignment, which was worth 20% of my grade. *{outline the details of your grounds for appeal}*

I worked very hard on the assignment and consulted with Library staff before submitting the assignment to ensure I did citation correctly as it is something I do struggle with; I am a dedicated student and would not intentionally cheat on an assignment. I believe procedural fairness was not followed in my case and I would like to request an appeal hearing. With this letter I am enclosing a copy of the email I received from Sarah, as well as the assignment itself and correspondence with Library staff indicating citation was correct. *{indicate and include whatever supporting documentation you have available}*

Thank you for your time in considering my request, I look forward to hearing from you and can be contacted via email or phone, 403-123-4567. *{include best way for contacting you}*

Sincerely,

Shawn Student