

## Accused of Academic Misconduct?

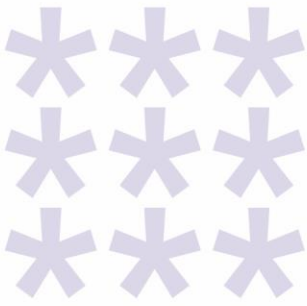
Here's a breakdown of the process to support you

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)
- Cheating on an assignment or group project
- Working with one or more other persons to collude together and engage in academic misconduct such as cheating and/or plagiarism.
- Falsifying sources, faking interviews, etc.

**“I’ve been called to an academic misconduct hearing. What should I expect to happen?”**

- A hearing is an opportunity for the student to present their account of what led to the allegation of misconduct.
- The hearing consists of the Academic Chair (or designate) for first offence, the accused student, and the instructor/invigator (if their schedule allows). For a second and third offence, the hearing consists of the accused student, Academic Chair (or designate), as well as dean/director responsible for the course. For those that will attend an appeal hearing, please refer to [AC 3.4.3](#), Schedule A or B based on what level of offence you’re appealing.
  - For 2<sup>nd</sup> or 3<sup>rd</sup> Academic Misconducts, it is recommended that students contact the [Office of the Ombuds](#) and request their support.
    - 2<sup>nd</sup> & 3<sup>rd</sup> misconducts have severe impacts on student’s academic standing and depending on the outcome it may affect a student’s ability to remain a student at SAIT (or stay in Canada if an International Student)
- During the hearing you should 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 have the opportunity to present your ‘case’ and rebut or speak to what the instructor has presented.



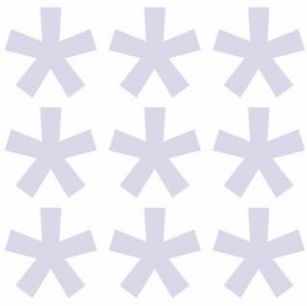
- You should expect to be treated fairly and with respect; you should also be able to request a short recess should you find that you would benefit from a little break to compose yourself (5 minutes).

**If you have been accused of misconduct for a GROUP PROJECT, each member of the group would normally have their own individual hearing, there may be times where you have a group hearing. If you have any questions about this, reach out to the Ombudsperson.**

## How do I prepare my case/statement?

Being prepared for your hearing is important:

- ✓ Take time in advance of the hearing to ensure that you've read and fully understand the letter presented to you by the Academic Chair or Associate Dean/Dean of your school.
  - **It is important to follow all deadlines and instructions contained in the letter! Note that hearings can be either in person or via Teams and that students can show their screens during this process.**
- ✓ Review and understand what the allegations are against you; if that is unclear from the letter, contact the Academic Chair and request clarification. Saitsa and the Office of the Ombuds can also potentially help with clarification.
- ✓ Students should be provided with evidence in advance of the hearing – so that you can prepare. Prepare your 'statement' or account of the situation as you understand it and write it down – a hearing can be an intimidating process, so if you've written it down then it is easy to reference during the meeting. Your Academic Chair will likely also request any supporting documents/statements in advance of your hearing.
  - **To prepare your statement, try to answer these questions:**
    - *What was the assignment and how did you complete it?*
      - Include things like the assignment objective, your draft work and citations, dates, email communications with instructor, names of group members/witnesses (if relevant), etc.
    - *What were the instructions from the instructor and what steps did*



*you take to complete the assignment as directed?*

A composed, professional and rational approach is important, this letter or statement may be included in your record; [Saitsa](#) or the [Office of the Ombuds](#) may be able to review your letter in advance of your hearing and make suggestions to support your own advocacy. Be honest and willing to admit to mistakes if they did occur.

It's also important to understand your rights as a student, and this can be done by reviewing the relevant policies and procedures referenced in your letter. SAIT's policies that apply to students can be found [here](#).



## At fault? Made a mistake? It happens.

If you are at fault (i.e.: 'guilty') and made a mistake or error in judgement it is best to accept responsibility. On first offences, you can decide to 'accept guilt' and not proceed with the hearing by indicating in writing that you fully acknowledge responsibility for and are not contesting the academic misconduct. The Academic Chair in this case may choose to make a decision without requiring a hearing. If you decide to not contest a first offence, you are accepting the sanction that the Academic Chair will impose, which is usually a 0 on the evaluation in question and which may affect your final mark in the course, along with your GPA. Additionally, a first offence is recorded on your internal SAIT record (but not your transcript), and that a further academic misconduct will be treated as a second offence with more serious sanctions.

Alternatively, you can attend the hearing to explain what happened. In your statement, express your regret or oversight, demonstrate that 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 Success Centre](#) or [Reg Erhardt Library](#) to learn more about proper citation/plagiarism, etc.) Everyone makes mistakes in life and that's okay, it's how you manage them that's important.

**Whether you feel you're at fault or not, be sure to submit your supporting information by the deadline indicated in your hearing notice letter.**

## 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. See the end of this document for resources.



## What are the consequences of academic misconduct?

1<sup>st</sup>, 2<sup>nd</sup> or 3<sup>rd</sup> offences have different consequences. 1<sup>st</sup> offences are generally considered a 'learning opportunity' to the student whereas 3<sup>rd</sup> offenses have significant consequences on the student's ability to continue studying at SAIT or potentially stay in Canada.

### **FIRST OFFENCE - *Please note that students can receive one or more of the following sanctions listed above, determined in consultation with the Office of Community Conduct.***

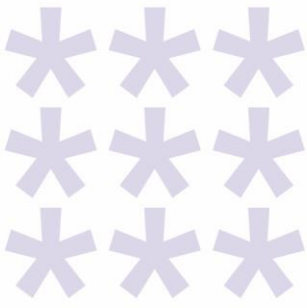
- A warning or a grade of zero on the assignment or evaluation in which the academic misconduct occurred, or the opportunity to resubmit the course work and receive up to a maximum of a D or 50% and;
- A letter of offence placed on the student's record for seven years. The letter does **not** show up on a student's transcript when applying for other universities, nor does it affect a student's future employability. With that said, it will still show up on your **internal** SAIT record. After seven years, the letter will be removed completely from the student's record.
- Probation and a student contract.
- May be required to complete academic integrity training, to be determined by the Office of Community Conduct. This may include, but not be limited to retaking PERS 050.

### **SECOND OFFENCE**

- A grade of F in the course, and;
- Suspension from SAIT up to one full calendar year (365 days), and;
- A letter of offence placed in the student's record for seven years, and;
- Suspension is recorded on the student's transcript for seven years, other Post Secondaries may have access to this information. After seven years, the letter and note of suspension will be removed completely from the student's record.
- If you are suspended, you may apply to other Post Secondaries to continue your education, but you will not be permitted back at SAIT until after the suspension time has passed. *\*Note that a student who has been suspended from SAIT due to academic misconduct and who has taken courses at another post-secondary institution during that suspension is not eligible to apply for transfer credit for those courses towards SAIT courses.*

### **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.

## **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.

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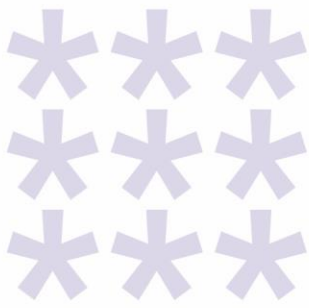
**For more information, please refer to the following**

**[SAIT Policy & Procedures:](#)**

- AC 3.4.1 – Student Code of Conduct Policy
- AC 3.4.3 – Student Academic Conduct
- AC 3.4.3 – Schedule B & Schedule C – 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](mailto: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

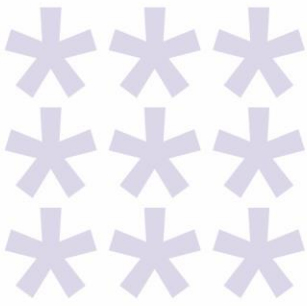
The Chinook Lodge Resource Centre — "the Lodge" — is a place for Canadian Indigenous (First Nations, Metis and Inuit) learners at SAIT to gather, connect with peers, access advising and counselling, get assistance with financial aid and housing, speak with Elders and others from the community, participate 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](mailto:student.engagement@sait.ca)





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

- 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.