

STUDENT RIGHTS AND RESPONSIBILITIES

Section: Academic / Student (AC)
Subject: Student Performance and Behaviour

Legislation:
Effective: June 5, 2020
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APPROVED: _____
President and CEO

POLICY

The policy of the Board of Governors is for SAIT to have a student code of conduct that establishes clear expectations for student behavior and that promotes and aligns with SAIT's FIRST principles of fairness, integrity, respect, safety and transparency. SAIT expects students to behave towards other members of the SAIT community in ways that embody these principles.

PROCEDURE**DEFINITIONS**

Code The student code of conduct set out in policy [AC.3.4 Student Code of Conduct](#) and its accompanying procedures.

Employee A person employed on SAIT's payroll, whether paid by annual salary or hourly wage, and contractors.

SAIT campus SAIT's main campus and all satellite campuses.

SAIT community SAIT's governors, employees, students, contractors, consultants, agents, volunteers and visitors.

Student For the purposes of this procedure, a student is a person who is enrolled in a SAIT program or course.

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GOVERNING PRINCIPLES

1. SAIT seeks to promote the personal, educational and social well-being and development of its students. SAIT's approach to student conduct reflects these goals. It is intended to be educational, to prevent future student misconduct, to address breaches proportionately to their severity, and to repair any harm done to the SAIT community. Wherever possible, sanctions focus on helping students to learn from their mistakes and to develop the skills they need to succeed both in their education and in their future employment.
2. SAIT acknowledges that students have the right to study, learn and socialize in a safe, supportive and healthy working and learning environment.
3. Members of the SAIT community are responsible for creating a working and learning environment free from discrimination, harassment, violence, sexual assault, sexual violence or gender-based violence, where all members of the SAIT community are valued and treated with fairness, dignity, civility, and mutual respect.
4. SAIT upholds the principles of academic integrity, honesty, fairness, academic freedom and ethical scholarship as key. SAIT expects its students to respect those values and to adhere to the academic requirements of their courses and programs.
5. Students have rights and responsibilities, and they are required to make responsible decisions concerning and take responsibility for their conduct.
6. A student's breach of this code is not excused because the student was under the influence of drugs or alcohol at the time of the breach.
7. The consequences of breaching this code may have additional implications for
 - a) International students, in relation to their ability to study at SAIT and/or to remain in Canada. These students are advised to contact SAIT's International Centre or the Office of the Registrar for further information.
 - b) Apprentice students, in relation to complying with the Government of Alberta's apprenticeship training requirements.

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PROCEDURE

A. Rights

1. Students have the following rights:
 - a) The rights recognized by federal, provincial and municipal legislation and by SAIT's policies and procedures, including:
 - i) The right to be free from discrimination and harassment, as per procedure [HR.4.10.1 Respectful Workplace and Learning Environment](#).
 - ii) The right to be free from sexual assault, sexual violence and gender-based violence, as per policy [HS.1.6 Preventing and Responding to Sexual Assault, Sexual Violence and Gender-Based Violence](#) policy and its accompanying procedures.
 - iii) The right to be free from violence, as per procedure [HS.1.2.1 Prevention of Violence](#).
 - b) The right to a learning environment that:
 - i) Supports intellectual learning and growth, academic integrity and academic freedom.
 - ii) Respects the intellectual property of SAIT and of members of the SAIT community.
 - iii) Promotes the equitable application of classroom standards and rules.
 - c) The right to safety and security while on the SAIT campus.
 - d) The right to appropriate and reasonable support and guidance, including the support of the SAIT Students' Association (SAITSA).
 - e) The right to protection of their privacy as per federal and provincial legislation and SAIT's policies and procedures.
 - f) The right to have SAIT deal with a student's alleged breach of this Code in accordance with the principles of procedural fairness, as described in more detail

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in procedures [AC.3.4.3 Student Academic Conduct](#), [AC.3.4.4 Student Non-Academic Conduct](#) and [AC.3.4.5 Student Behaviours of Concern](#).

B. Responsibilities

1. Students have individual and, where applicable, group responsibility for:
 - a) Complying with:
 - i) Federal, provincial and municipal legislation.
 - ii) SAIT's policies and procedures.
 - iii) The directions of SAIT employees acting within the scope of their authority.
 - b) Contributing to a working and learning environment that:
 - i) Is free from discrimination, harassment, violence, sexual assault, sexual violence and gender-based violence.
 - ii) Supports intellectual learning and growth, academic integrity and academic freedom.
 - iii) Respects the intellectual property rights of SAIT and of members of the SAIT community.
 - c) Respecting the property of SAIT and of members of the SAIT community.
 - d) Managing their own educational experience at SAIT by:
 - i) Being familiar with course and program requirements and with SAIT's Academic Calendar and its rules and regulations.
 - ii) Being familiar with SAIT's policies and procedures, including but not limited to this code.
 - iii) Understanding and using the resources that SAIT provides for student success.
 - iv) Reading their e-mail in their SAIT-assigned e-mail accounts and responding to SAIT communications, whether in person or electronically, in a timely and respectful manner.
2. Only the student who is registered in a SAIT credit or non-credit course may attend scheduled course activities, including but not limited to labs, classes, etc., with the exception of support individuals whose attendance has been previously reviewed and
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approved by Accessibility Services or individuals who are acting as volunteers in specific learning activities and whose attendance has been approved by the student's academic chair. This means that:

- a) A student may not bring family members, children, friends, etc. into their scheduled course activities. SAIT will ask a student who breaches this requirement to immediately leave the scheduled course activity. Depending on the particular circumstances of the situation, this may also result in non-academic misconduct proceedings as per procedure [AC.3.4.4 Student Non-Academic Conduct](#).
- b) A student may not bring a child under the age of 14 onto the SAIT campus and leave that child unattended. A SAIT employee involved in addressing such a situation shall ask the child to contact their parent/other caregiver to pick them up. If the student/caregiver cannot be reached in a reasonable amount of time, the employee shall contact Campus Security for assistance. Depending on the particular circumstances of the situation, SAIT may contact Child and Youth Services and/or bring non-academic misconduct proceedings against the student as per procedure [AC.3.4.4 Student Non-Academic Conduct](#).

POLICY/PROCEDURE REFERENCE

AC.3.4	Student Code of Conduct policy
AC.3.4.3	Student Academic Conduct procedure
AC.3.4.4	Student Non-Academic Conduct procedure
AC.3.4.5	Student Behaviours of Concern procedure

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