

Section:	Academic/Student
Subject:	Student Performance and Behaviour
Legislation:	<i>Freedom of Information and Protection of Privacy Act</i> (RSA 2000 cF-25).
Effective:	May 22, 2019
Revision:	June 5, 2020; March 24, 2021; March 10, 2025

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

Behaviour of concern	Words or actions which give rise to concerns of wellbeing.
Behavioural Intervention Team (BIT)	This cross-functional team guides and directs an institutional response to reports of student behaviours of concern and assesses whether a reported behaviour constitutes a risk or threat to the SAIT community or to the student. It consists of representatives from the Office of Community Conduct, Environmental, Safety, and Wellness, Student Development and Counselling, Accessibility Services, the Office of the Registrar, SAIT Residence, the International Centre, Human Resources, and the Academic Division. It may include other members of the SAIT community as required.

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Case management

A collaborative, team-based approach of assessing and addressing a student's behaviours of concern.

SAIT community

All persons employed on SAIT's payroll (whether paid by annual salary or hourly wage), governors, SAIT Student Association employees, students, contractors, consultants, agents and volunteers.

Student

A person currently enrolled in a SAIT program or course.

GOVERNING PRINCIPLES

1. SAIT supports the health and safety of all members of the SAIT community, including students exhibiting behaviours of concern and the individuals affected by those behaviours. SAIT will respond to a student's behaviour of concern in a caring and supportive way that balances the student's well-being and success with the need to create a safe workplace and learning environment for all members of the SAIT community.
2. Behaviours of concern include but are not limited to words or actions in any medium and/or in any course delivery mode identifying targets for violence, retribution or harassment, expressions of feelings of persecution, making statements about harming others or oneself, or noted deterioration of behaviour. While a behaviour of concern may sometimes be an act of non-academic misconduct resulting in non-academic misconduct proceedings, this is not always the case.
3. This procedure provides a mechanism by which a student's behaviour of concern may be reported, assessed, and responded to by SAIT. Other applicable SAIT policies and procedures also contain adjudication, conduct or discipline measures that may be imposed as a result of this procedure.
4. The application of this procedure to international students who are studying outside of Canada may be limited, due to the different legal/emergency response systems of and support resources available in other countries.

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PROCEDURE

A. Reporting and Responding to Student Behaviours of Concern

1. All members of the SAIT community are responsible for promptly addressing a student's behaviour of concern as follows:
 - a) A behavior of concern that is of an emergency nature involving an imminent risk of harm to self or others:
 - Call 911 and Campus Security at 403.284.8000
 - b) A behavior of concern involving a possible risk of harm to others:
 - Call Campus Security at 403.284.8000
 - c) A behavior of concern involving a possible risk of harm to self:
 - If concern arises during regular business hours:
 - contact the Behavioural Intervention Team at BIT@sait.ca, or
 - contact Student Development and Counselling via MS Teams
 - If concern arises after regular business hours:
 - call Campus Security at 403.284.8000
 - Calgary Distress Center at 403.266.4357 is a helpful resource
 - d) For all other behaviors of concern, contact any of the following:
 - The BIT, at BIT@sait.ca.
 - Office of Community Conduct, at student.conduct@sait.ca
 - Student Development and Counselling, through MS Teams
 - Any manager, who will then refer the matter to the BIT, at BIT@sait.ca
2. Persons reporting a behaviour of concern shall be informed of the disposition of the concern within the limits established by provincial freedom of information and protection of privacy legislation and as appropriate.

B. BIT Responses

1. The BIT shall review and respond to reported behaviours of concern as soon as practicable.
2. If the BIT does not determine the reported behaviour to be a behaviour of concern, it shall take no further action in respect of the student, but will maintain a record and will inform the person who reported the behaviour that the behaviour has been investigated.

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3. If the BIT determines that a reported behaviour is indeed a behaviour of concern, the BIT may make one or more of the responses set out in paragraph B.4 of this procedure.
4. Possible BIT responses include but are not limited to:
 - a) Referring the student and/or the reporting member of the SAIT community to institutional resources, including but not limited to Student Development and Counselling Services, Accessibility Services and/or the Employee and Family Assistance Program.
 - b) Referring a student to case management for the purpose of developing a plan of care so that the student can continue studies, where that is an appropriate and feasible option.
 - c) Advising a student about external resources.
 - d) Referring the matter to the Office of Community Conduct for initiation of a non-academic misconduct investigation as per procedure [AC.3.4.4 Student Non-Academic Conduct](#).
 - e) Having the senior manager, Safety and Community Services department, or designate conduct a violence risk triage, where the behaviour of concern is of such a nature to raise a risk or constitute a threat to SAIT or to members of the SAIT community.
 - f) Referring the matter to the Calgary Police Service, Behavioural Sciences Unit, where the behaviour of concern is of such a nature to raise a risk or constitute a threat to SAIT or to members of the SAIT community.
 - g) Referring the matter to the Calgary Police Service or other law enforcement agencies.
 - h) Requiring the student to withdraw, as per Section D of this procedure.
 - i) Taking other actions as deemed appropriate in the particular situation.
5. The BIT's Executive Sponsor is the vice president, external relations.
6. The Chair of the BIT will report annually or on request to Executive Management Council the institutional incidents reported to BIT, the outcome of those reports,

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student behaviour trends, challenges for SAIT, and opportunities to better prepare the BIT and SAIT for future responses.

C. A Student's Voluntary Withdrawal

1. A student exhibiting a behaviour of concern may voluntarily choose to leave SAIT or to temporarily take time away from SAIT to address that behaviour. A withdrawal of this nature does not limit the BIT's ability to make whatever responses are appropriate to assist the student and/or the SAIT community.
2. A student who voluntarily withdraws from or leaves SAIT must be advised of whatever conditions the student is required to meet to be readmitted into the student's program or any other program within SAIT.
3. The Office of the Registrar will enter a "W" grade for all courses in which the student is registered at the time of the student's voluntary withdrawal from SAIT. The withdrawal provisions of procedure [AC.3.1.1 Grading and Progression – Credit Courses](#) will generally apply.

D. A Student's Required Withdrawal

1. If the BIT determines that:
 - a) A student exhibiting a behaviour of concern poses a significant risk to members of the SAIT community;
 - b) That student requires support and time away from SAIT to address the behaviour so the student does not repeat or threaten to repeat the behaviour in the future; and
 - c) SAIT has made reasonable efforts to support that student in continuing with their studies,

the BIT may recommend to the registrar that the student be required to withdraw from SAIT and may, in consultation with the registrar and the student's dean, decide on the conditions that the student must meet before returning to SAIT.

2. If the registrar decides that the student should be required to withdraw from SAIT, the Office of the Registrar will enter a "W" grade for all courses in which the student is

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registered at the time the student is required to withdraw. The registrar will advise the student of the conditions the student must meet to return to SAIT.

3. The required withdrawal generally shall not take effect until the student has exhausted the internal channels of appeal or has allowed the time to appeal to lapse. However, if the student poses an immediate potential risk to the safety or security of other persons or property, the director, office of community conduct, may immediately temporarily suspend the student from SAIT's learning environment or facilities pending the outcome of the investigation, meetings, hearings or appeal. The student's right to appeal this decision is governed by section D.2 of [AC.3.4.4 Student Non-Academic Conduct](#).
4. A student has the right to appeal the registrar's decision to require the student to withdraw, as governed by Schedule C of [AC.3.4.4 Student Non-Academic Conduct](#). If the student is successful in the appeal and the decision is reversed, SAIT will work with the student to mitigate any potential academic harm that the student has suffered during the student's withdrawal from SAIT.
5. A student's return to SAIT shall be managed by the BIT in collaboration with the student's dean and the registrar.

E. Records Management and Confidentiality

1. All records created under this procedure will be held in confidence by the BIT and as permitted by law, and access to any record created shall be restricted to those at SAIT who need to know in order to carry out their duties.
2. Records will be maintained for seven years, after which time they will be destroyed in accordance with SAIT's records management procedures and processes.
3. Persons reporting a behaviour of concern shall be informed of the disposition of the concern within the limits set by Alberta's Freedom of Information and Protection of Privacy (FOIP) legislation, and as appropriate and possible.

F. Bad Faith Reports

1. If SAIT finds that a member of the SAIT community made a report of a behaviour of concern in bad faith or to purposely annoy, embarrass or harm a student, the reporting individual may be subject to the sanctions set out in procedure [HR.4.4.1 Corrective Action Procedures](#) (in the case of a member of the SAIT community other

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than a student) or as per the non-academic misconduct provisions of procedure [AC.3.4.4 Student Non-Academic Conduct](#) (in the case of a student).

G. Protection from Reprisals or Retaliation

- 1 No one shall retaliate, engage in reprisals or threaten to retaliate against an individual for making a report under this procedure, for having participated or cooperated in an investigation or having been associated with someone who has proceeded under this procedure.
2. Anyone engaged in such conduct will be subject to the sanctions set out in procedure [HR.4.4.1 Corrective Action Procedures](#) (in the case of an individual who is a member of the SAIT community other than a student) or the non-academic misconduct provisions of procedure [AC.3.4.4 Student Non-Academic Conduct](#) (in the case of a student).

POLICY/PROCEDURE REFERENCE

AC.3.4	Student Code of Conduct policy
AC.3.4.2	Student Rights and Responsibilities procedure
AC.3.4.3	Student Academic Conduct procedure
AC.3.4.4	Student Non-Academic Conduct procedure

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