



Academic Policies

2018 - 2019

Policies

1. Academic Misconduct
2. Academic Progress
3. Accommodation of Legally Controlled Substances
4. Appeals Procedure
5. Assessment of Student Learning
6. Attendance
7. Course Challenge
8. Course Grades Appeals
9. Deferred Exams
10. Disability Accommodation
11. Non Academic Misconduct
12. Supplementary Assessment



SASKATCHEWAN INDIAN INSTITUTE OF TECHNOLOGIES

Academic Misconduct

Policy Title: Academic Misconduct	Related Policies: <ol style="list-style-type: none"> 1. Appeals Procedure 2. Course Grade Appeals 3. Academic Progress 	Scope: This policy covers all SIIT learners.
Authorities: Program Deans	Forms: <ol style="list-style-type: none"> 1. Student Program Requests 2. Progressive Disciplinary Procedure 3. Discontinuation Form 	Dates: Approval by the SIIT Board of Directors – 18 June 2014 Effective – 18 June 2014 Revised – 15 July 2016, 2018

1.0 Policy

SIIT is committed to academic integrity which SIIT defines as honesty and responsibility within academic study. Each learner is expected to respect and exemplify SIIT’s standards of academic integrity. SIIT takes reasonable measures to inform SIIT learners of our standards of academic integrity and what is deemed academic misconduct. Academic misconduct includes but is not limited to acts of plagiarism and cheating. Any SIIT learner found to be engaged in academic misconduct as specified in this policy will be subject to SIIT’s Progressive Disciplinary Procedure.

2.0 Purpose and Guiding Principles

The purpose of this policy is to support a positive learner learning experience at SIIT by establishing high standards for academic honesty and integrity.

3.0 Processes & Responsibilities

Group/Individual	Responsibilities
Learner	<p>Respect and follow the academic policies and rules of SIIT.</p> <p>Adhere to program-specific guidelines and fulfill program expectations.</p> <p>Aware that formal processes under the Progressive Disciplinary Procedure are recorded in their student record.</p>
Instructor	<p>Ensure academic misconduct is accurately recorded and reported to the Program Coordinator, as applicable, or Program Dean.</p> <p>If appropriate, refer the learner to necessary resources including tutor, counselor or Elder.</p> <p>Initiate the informal stage of the Progressive Disciplinary Procedure, as required, by meeting with the learner.</p> <p>Record any incidences of formal Progressive Disciplinary Procedure.</p> <p>*In some programs the instructor/Program Coordinator may have additional responsibilities (as specified per program).</p>
Program Coordinator	<p>Ensure learner academic misconduct is accurately recorded.</p> <p>If appropriate, refer the learner to necessary resources including tutor, counselor, community contact or Elder.</p> <p>Initiate the formal stage of the Progressive Disciplinary Procedure, as required. Report to the respective Program Dean when initiating the formal disciplinary procedure.</p> <p>Record any incidences of formal Progressive Disciplinary Procedure</p> <p>In the event of the formal stage being implemented, report in writing any suspensions or discontinuations to the appropriate funding agencies.</p>
Learning Services	<p>Where appropriate, provide the learner with necessary resources to support him/her in understanding the disciplinary action.</p>
Registrar's Office	<p>Record any performance review in student records.</p>

Program Dean	Review and approve/ disapprove any formal disciplinary action. Review and approve any discontinuations.
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4.0 Policy Specifics and Procedures

Student Academic Misconduct

Student Academic Misconduct is the term used to describe dishonest and unethical academic behaviour. The standard for student academic misconduct is breached by the following behaviours:

- (i) Altering or falsifying files, computer records, or any document relating to a learner’s academic performance;
- (ii) Conducting plagiarism, defined as the use of information, ideas or works of others and submitting it as one’s own;
- (iii) Providing false or misleading information or documentation to gain admission to a SIIT program;
- (iv) Securing by theft, lecture notes, computer records or academic materials prepared by another learner or an instructor;
- (v) Altering answers on a returned examination;
- (vi) When prohibited, removing an examination from the examination room;
- (vii) Seeking to acquire or acquiring prior knowledge of the contents of any examination question or paper;
- (viii) Possessing or using notes or other sources of information or devices in an examination not permitted by the course instructor; and/or
- (ix) Assisting another person engaged in actions that amount to academic dishonesty.

Academic misconduct is unacceptable to SIIT and will not be tolerated. Any SIIT learner found to be engaged in academic misconduct as specified in this policy will be subject to SIIT’s Progressive Disciplinary Procedure. Discipline for academic misconduct is based upon the severity of the action(s).

Progressive Disciplinary Procedure

SIIT’s Progressive Disciplinary Procedure includes informal and formal procedures. Discipline will reflect the seriousness of the infraction; the informal procedure does not necessary precede formal sanctions.

Informal procedure – Procedures for dealing with minor infractions will be informal. Minor infractions are single, largely unintentional breaches of SIIT policy that generally do not result in harm to individuals and/or SIIT.

For this specific policy, the informal procedure will be used if the academic misconduct is the result of carelessness, misunderstanding of the rules or miscommunication.

Informal disciplinary action will consist of the instructor meeting with the learner. Learning Services will be notified.

Please refer to individual program guidelines for further detail.

Formal procedure – Procedures for dealing with major infractions will be formal. Major infractions are either single breaches of significance or multiple breaches of SIIT policy that result or have the potential to bring harm to individuals and/or SIIT.

For more serious misconduct, or in cases where the learner disagrees that an offense was committed, or when either the instructor or learner deems the informal procedure has been ineffective in reconciling the issue, the formal procedure will be implemented.

Formal disciplinary actions may include the following:

1. Written warning
2. Second and final written warning
3. Discontinuation leading to either a suspension or expulsion

Discontinuation is generally the final step in the formal procedure; however, dependent upon circumstances and severity of the infraction, the Progressive Disciplinary Procedure may move directly to discontinuation. A learner facing discontinuation will be given written notice identifying the reasons for discontinuation. A copy of the letter will be placed in their student file. Under these circumstances, the individual no longer has learner status and will not be eligible to apply for re-admission until the following academic term as determined by their department. Learners may apply for an appeal if their appeal falls under the Grounds for Appeal. Please see the Appeals Procedure Policy on the SIIT website.

Disclaimer: Please note that SIIT programs vary in requirements and guidelines. SIIT programs that are accredited by other organizations, institutions or Ministries may follow additional guidelines that supersede SIIT policies. Please refer to individual programs for policies and guidelines.



SASKATCHEWAN INDIAN INSTITUTE OF TECHNOLOGIES

Academic Progress

<p>Policy Title: Academic Progress</p>	<p>Related Policies:</p> <ol style="list-style-type: none"> 1. Appeals Procedure 2. Course Grade Appeals 3. Attendance 	<p>Scope: This policy covers all SIIT learners.</p>
<p>Authorities: Program Deans</p>	<p>Forms:</p> <ol style="list-style-type: none"> 1. Student Program Requests 2. Progressive Disciplinary Procedure 3. Discontinuation Form 	<p>Dates:</p> <p>Approval by the Board of Directors – 18th June 2014</p> <p>Effective – 18th June 2014</p> <p>Revised – 15 July 2016, 2018</p>

1.0 Policy

SIIT is committed to supporting our learners achieve academic success. This policy outlines the processes that are to be taken if a learner is unsuccessful in achieving the stated academic performance level or minimum semester grade point average of their program. Learners who do not meet academic performance expectations will be placed under review. Learners who are unsuccessful in meeting the academic performance expectations after being given an opportunity to improve may be subject to SIIT's Progressive Disciplinary Procedure.

2.0 Purpose and Guiding Principles

The purpose of this policy is to support learners in achieving academic success through setting and meeting academic performance standards.

3.0 Processes & Responsibilities

Group/Individual	Responsibilities
Learner	<p>Meet with instructor or Program Coordinator, as applicable, and/or Learning Services to develop a learner success plan for improving academic performance.</p> <p>Respect and follow the academic policies and rules of SIIT and adhere to program-specific guidelines.</p> <p>Aware that formal processes under the progressive disciplinary procedure are recorded in their student records.</p>
Instructor	<p>Ensure documentation of learner academic performance.</p> <p>Communicate any performance concerns to the Program Coordinator and/or Student Services.</p> <p>Discuss performance concerns with the learner.</p> <p>Work with the learner to develop a learner success plan, as needed.</p> <p>Initiate the informal stage of the Progressive Disciplinary Procedure, as required, by meeting with the learner regarding performance concerns.</p>

	<p>Record any incidences of formal Progressive Disciplinary Procedure.</p> <p>Offer tutorial time (refer to individual program).</p>
Program Coordinator	<p>Ensure paper work is completed in documenting student academic performance.</p> <p>Work with the learner to develop a learner success plan, as applicable.</p> <p>Initiate the formal stage of the Progressive Disciplinary Procedure, as required. Report to the respective Program Dean when initiating the formal disciplinary process.</p> <p>Record any incidences of formal Progressive Disciplinary Procedure</p> <p>Communicate with Learning Services and coordinate the development of a learner success plan.</p>
Learning Services	<p>Provide resources and assistance to appropriate department as deemed for learner success.</p> <p>Provide resources to the learner and other services, as necessary.</p>
Program Dean	<p>Review any academic performance decision.</p>

4.0 Policy Specifics and Procedures

Each learner is expected to fulfill the stated academic performance level of their program. Learners who do not meet academic performance expectations will be identified by the instructor or Program Coordinator. Corrective measures will be initiated to support the learner in meeting the performance standards. Learners who are unsuccessful in meeting the academic performance expectations after being given an opportunity to improve may be subject to SIIT's Progressive Disciplinary Procedure.

Corrective Measures

Any learner identified as being unsuccessful in meeting academic performance standards will meet with the respective instructor to discuss concerns.

Learners who are unsuccessful in meeting the academic performance expectations after being given an opportunity to improve may work with the appropriate SIIT academic staff and/or Learner Services to develop a learner success plan to improve performance. This learner success plan will identify steps to be taken (e.g., structured tutorial work) and timelines for monitoring progress.

Progressive Disciplinary Procedure

SIIT's Progressive Disciplinary Procedure includes informal and formal procedures. Discipline will reflect the seriousness of the infraction; the informal procedure does not necessarily precede formal sanctions.

Informal procedure – Procedures for dealing with minor infractions will be informal. Minor infractions are single, largely unintentional breaches of SIIT policy that generally do not result in harm to individuals and/or SIIT.

Informal disciplinary action will consist of the instructor meeting with the learner. Learning Services will be notified. Please refer to individual program guidelines for further detail.

Formal procedure – Procedures for dealing with major infractions will be formal. Major infractions are either single breaches of significance or multiple breaches of SIIT policy that result or have the potential to bring harm to individuals and/or SIIT.

For more serious misconduct, or in cases where the learner disagrees that an offense was committed, or when either the instructor or learner deems the informal procedure has been ineffective in reconciling the issue, the formal procedure will be implemented.

Formal disciplinary actions may include the following:

1. Written warning
2. Second and final written warning
3. Discontinuation leading to either a suspension or expulsion

Discontinuation is generally the final step in the formal procedure; however, dependent upon circumstances and severity of the infraction, the Progressive Disciplinary Procedure may move directly to discontinuation. A learner facing discontinuation will be given written notice identifying the reasons for discontinuation. A copy of the letter will be placed in their student file. Under these circumstances, the individual no longer has learner status and will not be eligible to apply for re-admission until the following academic term as determined by their department. Learners may apply for an appeal if their appeal falls under the Grounds for Appeal. Please see the Appeals Procedure Policy on the SIIT website.

Disclaimer: Please note that SIIT programs vary in requirements and guidelines. SIIT programs that are accredited by other organizations, institutions or Ministries may follow additional guidelines that supersede SIIT policies. Please refer to individual programs for policies and guidelines.



**Accommodation of Legally
Controlled Substances**

<p>Policy Title: Accommodation of Legally Controlled Substances</p>	<p>Related Policies:</p>	<p>Scope: This policy covers all SIIT Students.</p>
<p>Authorities: Academics Student Services</p>	<p>Forms:</p>	<p>Dates: Approved: June 2018</p>

1.0 Policy

SIIT is committed to supporting our students and for this reason, student health and safety is of principal concern. SIIT students who are using medications are required to do so responsibly, including medications that are prescribed and over-the-counter. Properly authorized medical cannabis and other legally controlled substances will be treated the same as all other prescription medication.

2.0 Definitions

Accommodation refers to SIIT providing reasonable accommodation to students to the point of undue hardship in respect of a disability disclosed in the administration of this policy or otherwise communicated to SIIT by any student. Depending on the circumstances, SIIT may be required to adjust rules, policies or practices which negatively impact a student based on any prohibited grounds as determined by *The Saskatchewan Human Rights Code*, as amended from time to time.

Cannabis means any preparations and derivatives of the cannabis sativa plant, including, cannabis (marijuana), cannabidiol, cannabinol, tetrahydrocannabinol (THC), and includes any form of ingestion, including but not limited to:

- Dried herbal materials (ie Marijuana)
- Pill form

- Oil (hash oil)
- Hash (compressed resin)
- Concentrates
- Foods and beverages

Disability means a disability as defined by human rights law.

Fit for Duty in the context of this policy means being able to safely perform assigned program tasks, assignments and duties without any limitations due to the use or after-effects of alcohol and substances. Signs that a student may be impaired or otherwise unsafe to perform program tasks, assignments and duties may include, but is not limited to, glassy or red eyes, unsteady gait, slurring or poor coordination.

Medical Cannabis is Cannabis prescribed or authorized by a Medical Practitioner for medical purposes in accordance with the *Access to Cannabis for Medical Purposes Regulations, SOR/2016-230*, as amended from time to time.

Medication refers to a drug obtained legally either, over-the-counter or through a doctor's prescription.

SIIT Premises includes but is not limited to all land, buildings, property, facilities, vehicles, and equipment owned, leased, or otherwise operated or controlled by SIIT.

SIIT Programming/Coursework refers to all activities undertaken by students in the course of completing educational programming at SIIT.

Student(s) includes all students or clients enrolled in SIIT programming.

3.0 Policy Specifics and Procedures

A Student complies with this Policy if they are in possession of and/or uses or consumes a Medication lawfully prescribed or authorized to them or a non-prescription Medication while completing SIIT Programming/Coursework, whether on or off SIIT Premises, including during a meal period or rest period provided:

- The Student is using the Medication for its intended purpose and in the manner directed by the Student's physician or pharmacist or the manufacturer of the Medication;
- The use of the Medication does not adversely affect the Student's ability to be Fit for Duty; and

- If applicable, the Student has notified their course instructors, coordinators or Student Services, prior to the commencement of any program tasks, assignments and duties, of any potentially unsafe or negative effects associated with the Medication; provided proof of the prescription or authorization from the Student's physician or pharmacist regarding the Medication, if requested; and obtained prior approval from SIIT to use the Medication while completing SIIT Programming/Coursework. This information is considered confidential and will be treated as such. Maintaining a Student's privacy is a top concern, second only to safety.

A Student is not required to disclose their specific medical diagnosis.

Students who have a medical condition which requires accommodation should inform and discuss the need for accommodation with SIIT by contacting Student Services. SIIT will work with the individual that requests accommodation in an effort to ensure that the measures taken are both effective, and mutually agreeable, up to the point of undue hardship.

A Student should never share, sell or trade their Medication or Medical Cannabis with any other Student or staff member, even those who may have a similar prescription.

4.0 Medical Cannabis

In addition to the above requirements, a Student who is required to take Medical Cannabis will be required to provide a copy of their authorization, information about the Cannabis product being used and the treatment protocol (including type/form, formulation, dosage, timing, etc.) and any other reasonable information requested by SIIT.

If a Student is required to use Medical Cannabis when completing SIIT Programming/Coursework, the Student must inform their instructor, coordinator or Student Services. A Student is not required to disclose their specific medical diagnosis; however, the Student is required to provide a note from their physician, and a copy of the Document Authorizing the use of Medical Cannabis as required under the *Access to Cannabis for Medical Purposes Regulations* as amended from time to time (the "Authorization"). The Authorization must meet the requirements of the *Access to Cannabis for Medical Purposes Regulations*. In order to be compliant, the Authorization must:

- Identify the practitioner's name, profession, contact information, and the province in which the practitioner is authorized to practise their profession and the number assigned by the province to that authorization;
- Set out the Student's name and date of birth;
- Identify the address of the location at which the Student consulted with the practitioner;

- Indicate the daily quantity of Cannabis that the practitioner authorizes for the Student; and
- Indicate the period of use.

If the period of use set out in the Authorization has expired, the Student will be strictly prohibited from possessing and/or consuming Medical Cannabis when completing SIIT Programming/Coursework, or on SIIT Premises.

Having a valid Authorization does not imply the permissibility of impairment while at SIIT or when completing SIIT Programming/Coursework. A Student who is required to use Medical Cannabis during school hours must provide SIIT with medical documentation that speaks to the student's ability to safely and acceptably perform SIIT Programming/Coursework.

Students who are required to use Medical Cannabis in relation to a disability are not permitted to smoke while completing SIIT Programming/Coursework, on SIIT Premises, or in the presence of other Students and staff and must abide by all applicable provincial and federal regulations.

SIIT Facilities, Student Services and/or rental landlord will determine an appropriate smoking/vaping area for the Student, if necessary, with the goal of maintaining the confidentiality of the Student's medical situation.

5.0 Reporting Possible Impairment

Where a Student or SIIT staff member believes that a Student may be impaired while completing SIIT Programming/Coursework or while on SIIT Premises, they are required to immediately bring this to the attention of SIIT administrative staff. Upon notification of an incident of Student impairment, SIIT administrative staff will ensure that the individual has not placed their own safety or the safety of other staff or Students in jeopardy. The administrative staff will remove the individual and any other Students or staff from unsafe circumstances and complete an incident report.

6.0 Violation of Policy

Any violation of this Policy by a Student may lead to academic discipline, suspension or expulsion from SIIT courses/programs, in accordance with the student Non-Academic Misconduct Policy.

SASKATCHEWAN INDIAN INSTITUTE OF TECHNOLOGIES



Appeals Procedure

Policy Title: Appeals Procedure	Related Policies: <ol style="list-style-type: none">1. Attendance2. Academic Progress3. Academic Misconduct4. Non-Academic Misconduct	Scope: This policy covers all SIIT learners.
Authorities: Program Deans Vice-President, Academics	Forms: <ol style="list-style-type: none">1. Progressive Disciplinary Procedure2. Discontinuation	Dates: Approval by the SIIT Board of Directors – 18 June 2014 Effective – 18 June 2014 Revised – 15 August 2016, 2018

1.0 Policy

SIIT is committed to ensuring any learner-related disputes are managed fairly and expeditiously. Learners have a right to an appeal according to the stated Grounds for Appeal. Appeals include discontinuation from a program for academic performance and non-academic misconduct; course grade appeals are dealt with via the Course Grade Appeals Policy.

2.0 Purpose and Guiding Principles

This policy shall support all learners in assuring a fair and just process in settling appeals in a timely manner.

3.0 Processes & Responsibilities

Group/Individual	Responsibilities
Learner	Submit Discontinuation Form to the Office of the Vice-President, Academics within three (3) business days of notice of performance action. Continue to attend classes. Maintain communication with designated individual.
Instructor	Submit pertinent documentation to the Office of the Vice-President, Academics. Maintain communication with learner and ensure learners are aware that they are to continue attending classes.
Program Coordinator	Ensure pertinent documentation is submitted to the Office of the Vice-President, Academics, as per the timeframes within this policy. Maintain communication with learner and ensure learners are aware that they are to continue attending classes. Communicate in writing with the learner's funding agency, as applicable.
Learning Services	Where appropriate, provide the learner with necessary resources to support them in understanding the appeal process.
Registrar's Office	Assist with pertinent documentation being submitted to the Office of the Vice-President, Academics as per the timeframes within this policy.

	Submit documentation to student records.
Program Dean	Ensure all documentation has been submitted to the Office of the Vice-President, Academics. Communicate in writing the Appeals decision to the learner.
Vice-President, Academics	Review the Discontinuation Form and determine if there are Grounds for Appeal. If there are grounds for an appeal, convene an Appeals Committee within seven (7) business days of the Discontinuation Form being submitted. Chair the Appeals Committee and submit the committee decision to the Program Dean. Communicate decision to learner, program dean, Registrar and Learning Services.

4.0 Policy Specifics

If the learner believes that they fall under the criteria for Grounds for Appeal, they may apply for an appeal within three (3) business days of notice of performance action.

Grounds for Appeal

Not every decision may be appealed. Decisions may only be appealed on procedural grounds. The following constitute Grounds for Appeal within this policy:

- (i) That the original authority did not have authority or jurisdiction to reach the decision or impose the sanction(s) it did;
- (ii) Failure to follow procedural regulations of the relevant program dealing with assessment of academic work or performance that seriously affected the outcome;

- (iii) That there was bias on the part of a member or members of the original authority; and/or
- (iv) That new evidence has arisen that could not reasonably have been presented initially and that would likely have affected the decision of the original authority.

In any case, it is expected that the appeal application will also include evidence or other material to substantiate the appeal.

Appeals Procedure

The following shall govern appeals:

1. The learner requests and completes a Discontinuation Form. Forms may be found on the SIIT website under Academics: Student Policies. The learner must submit the Discontinuation Form to the Office of the Vice-President, Academics within three (3) business days of receiving notice of action against them.
2. Dependent on circumstances and subject to such considerations as safety, a learner may continue to attend classes until a decision has been made; the appropriate department will be consulted.
3. The learner's funding agency, as applicable, will be notified in writing by the Program Coordinator or designated person about the Appeals Procedure that is undergoing.
4. If there are grounds for an appeal, the Vice-President, Academics will convene and chair an Appeals Committee within seven (7) business days of the Discontinuations Form being submitted. The Appeals Committee will be comprised of the chair and a minimum of three (3) other members selected from within and outside SIIT. Members will have no significant relationship with the affected parties, will have had no involvement with the decision being appealed, and will be free from any other actual or perceived bias or conflict.
5. The Vice-President, Academics will determine if there are Grounds for Appeal.
6. Either party may be given an opportunity to present their position to the Committee, if requested and as deemed appropriate by the Appeals Committee to assist in making the decision.
7. The learner may expect to receive written notification of the Committee's decision within three (3) business days of the decision being made.
8. The decision of the Appeals Committee is final.

Disclaimer: Please note that SIIT programs vary in requirements and guidelines. SIIT programs that are accredited by other organizations, institutions or Ministries may follow additional guidelines that supersede SIIT policies. Please refer to individual programs for policies and guidelines.



Assessment of Student Learning

<p>Policy Title: Assessment of Learner Learning</p>	<p>Related Policies:</p> <ol style="list-style-type: none"> 1. Attendance 2. Academic Progress 3. Course Grade Appeal 4. Academic Misconduct 5. Non-Academic Misconduct 6. Deferred Examinations 	<p>Scope: This policy covers all SIIT learners.</p>
<p>Authorities: Program Deans Program Coordinators</p>	<p>Forms:</p>	<p>Dates: Approval by the SIIT Board of Directors - 21 Oct 2014 Effective – 20 May 2015 Revised – 15 July 2016, 2018</p>

1.0 Policy

Learning outcomes will be assessed on an equitable and transparent basis. Final standings in each course will be based on formative and summative assessment of learning according to the assessment system and examination process established by each program.

2.0 Purpose and Guiding Principles

This policy shall support all employees and learners in assuring a fair, effective and just process in assessing learner’s learning.

3.0

Processes & Responsibilities

Individual or Department	Responsibilities
Learner	<p>Read this Assessment of Student Learning Policy.</p> <p>Be aware of and abide by course and program-specific expectations.</p>
Instructor	<p>Refer learners to this policy.</p> <p>Review the course outline and course-specific assessment expectations.</p> <p>Post examination guidelines in class.</p> <p>Active supervision of examinations.</p> <p>Report any unauthorized absenteeism to the program coordinator.</p>
Program Coordinator	<p>Follow up on any unauthorized absenteeism or academic misconduct.</p> <p>If applicable, refer learners to Learning Services.</p> <p>Lead the formal review process, as required.</p>
Learning Services	<p>Provide support where applicable and available.</p>
Registrar's Office	<p>Student records of academic standing and grades are permanent records kept by the Registrar's office.</p>
Program Dean	<p>Review any circumstances and/or documentation, as necessary.</p>

4.0 Policy Specifics

4.1 Course Assessments

All SIIT courses have a pre-determined assessment system designed to provide a reliable and fair indication of learner performance. Assessment processes provide information to employers, transfer institutions and future instructors. Grades provide information for decisions of learner eligibility for financial aid, scholarships, and continued studies within SIIT. A learner's final standing in each course is determined by formative and summative assessments established for that course and may consist of a combination of assignments, projects, practicums and examinations. Learners must abide by the timelines specified by instructors via their course outlines for submitting assignments and writing exams.

Failure of 50% or more of course load in the semester system may result in learners being discontinued from the program.

4.2 Progress Review

Each learner's learning performance is assessed at a progress review. The information considered during these reviews includes learners' marks and overall conduct including unexcused absenteeism. The progress review is a meaningful assessment that provides each student with feedback and direction to ensure their success in the program. Learning Services is there to support the learner. Feedback will generally be provided in writing in a progress report; a meeting with the learner may be held.

In cases of learners whose progress is deemed either 'satisfactory with concerns' or 'unsatisfactory,' specific instruction on how to improve their work, how their work will be assessed and when and what the consequences will be if they do not improve must be outlined with the learner in the progress report.

If the learner does not meet the criteria stated in the progress report, progress may be deemed unsatisfactory. They may be discontinued from their program.

4.3 Final Examinations

A final examination may be required for each SIIT course/program and is scheduled for the end of each semester or term. Please refer to your program's course assessment and guidelines as expectations for each program may vary.

It is mandatory to write a final examination on the date scheduled. In case of absenteeism, deferred examination requests will be considered as per the Deferred Examinations Policy.

Each examination is overseen by an invigilator (usually the instructor) who monitors the room and ensures the examination guidelines are followed. The invigilator will examine all the desks in the examination room for writing or content.

4.3.1 General Examination Expectations

The following expectations apply to any SIIT final examination conducted in any class regardless of weighting.

- Punctuality
- Approved Examination Materials
- Academic Honesty and Integrity
- Respectful Environment

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SASKATCHEWAN INDIAN INSTITUTE OF TECHNOLOGIES

Attendance

Policy Title: Attendance	Related Policies: <ol style="list-style-type: none"> 1. Appeals 2. Academic Progress 3. Academic Misconduct 4. Non-Academic Misconduct 	Scope: This policy covers all SIIT learners.
Authorities: Program Coordinators Program Deans	Forms: <ol style="list-style-type: none"> 1. Progressive Disciplinary Procedure 2. Student Program Requests 	Dates: Approval by the SIIT Board of Directors – 18 June 2014 Effective – 18 June 2014 Revised – 15 July 2016. 2018

1.0 Policy

SIIT expects that each learner maintain full attendance to maximize their learning experience. Full attendance is defined by SIIT as having no unauthorized absenteeism. As well, each program is responsible for setting its own specific attendance requirements. As set out in this policy and in campus and/or program guidelines, SIIT makes allowances for authorized absenteeism and applies consequences for unauthorized absenteeism.

2.0 Purpose and Guiding Principles

The purpose of this policy is to support learners in achieving employability skills and academic success through monitoring unauthorized absenteeism and if necessary taking corrective action.

3.0 Processes & Responsibilities

Group/Individual	Responsibilities
Learner	Respect and follow the academic policies and rules of SIIT and adhere to program-specific guidelines.

	<p>Contact directly the instructor or designated contact regarding any absenteeism in advance of the absence or as soon as possible. Contact may be made by phone, email, text or fax.</p> <p>Aware that formal processes under the Progressive Disciplinary Procedure are recorded in their student records.</p>
Instructor	<p>Provide learners with direct contact information on course syllabi.</p> <p>Ensure any unauthorized absences are entered into the learner's attendance reports.</p> <p>Initiate the informal stage of the Progressive Disciplinary Procedure, as required, by meeting with learners regarding any unauthorized learner absences.</p> <p>Inform program coordinator and Learning Services of unauthorized absences.</p> <p><i>Note: In some programs the instructor may have additional responsibilities (as specified per program).</i></p>
Program Coordinator	<p>Ensure any reported unauthorized learner absence is accurate.</p> <p>Monitor learners that have unauthorized absences and meet with learners as deemed necessary.</p> <p>If required, report in writing learner attendance and/or unauthorized absences to designated funding agencies.</p> <p>Initiate the formal stage of the Progressive Disciplinary Procedure, as required.</p> <p>Refer learners to Learning Services department.</p>
Learning Services	<p>Meet with learners as required to provide early intervention.</p> <p>Coordinate appropriate support.</p>
Registrar's Office	<p>Document in student records.</p> <p>Provide notification to student loans.</p>
Program Dean	<p>Review learner's unauthorized absences.</p> <p>Review and approve/ disapprove any formal disciplinary action.</p> <p>Review and approve any discontinuations.</p>

4.0 Policy Specifics and Procedures

This Attendance Policy applies to all SIIT learners attending courses, practicums or work placements. Learners are required to report any absence to their instructor or designated contact. Please refer to the individual programs for specifics of who to contact (if other than the instructor). Failure to report an absence for a period exceeding three (3) consecutive days may result in discontinuation from one's program.

Authorized absenteeism

SIIT makes allowances for the following excused absences:

1. Compassionate Leave

In the event of an illness in the learner's immediate family, the learner must consult with the Program Coordinator or designated person for leave.

When taking compassionate leave the learner is required to fulfill the academic requirements of their program.

2. Bereavement Leave

In the event of a death in the learner's immediate family or family friend/relative, the learner must consult with the Program Coordinator or designated person for leave.

When taking compassionate leave the learner is required to fulfill the academic requirements of their program.

3. Medical Leave

3.1 **Medical appointments:** With advance notice to the instructor or designated contact, authorized absenteeism will be allowed for regular medical appointments.

3.2 **Short-term sick leave:** An extended period of three (3) consecutive academic days or more per semester requires medical documentation from a licensed health professional.

3.3 **Long-term sick leave:** An extended absence period of ten (10) consecutive days or more per semester due to illness will require a Medical Withdrawal from the program. The learner must provide documentation from a licensed health professional to verify a Medical Withdrawal. The Program Dean will review and approve any requests for Medical Withdrawal.

When taking medical leave for appointments and short-term sick leave the learner is required to fulfill the academic requirements of their program.

4. Other

Please refer to program-specific guidelines for any authorized absenteeism other than those listed above.

When taking leave the learner is required to fulfill the academic requirements of their program.

Unauthorized absenteeism

SIIT expects full attendance in all programs, courses, practicums and work placements. Full attendance is defined as having no unauthorized absenteeism. If for any reason a learner is to be absent from or late for class they are required to contact the instructor or designated contact by phone, email, text or fax prior to their absence or lateness.

Lateness may be deemed an unauthorized absenteeism. Continuous and/or multiple episodes of lateness will result in the Progressive Disciplinary Procedure being initiated.

Progressive Disciplinary Procedure

SIIT's Progressive Disciplinary Procedure includes informal and formal procedures. Discipline will reflect the seriousness of the infraction; the informal procedure does not necessarily precede formal sanctions.

Informal procedure – Procedures for dealing with minor infractions will be informal. Minor infractions are single, largely unintentional breaches of SIIT policy that generally do not result in harm to individuals and/or SIIT. Learning Services will be notified.

Informal disciplinary action will consist of the instructor meeting with the learner. Please refer to individual program guidelines for further detail.

Formal procedure – Procedures for dealing with major infractions will be formal. Major infractions are either single breaches of significance or multiple breaches of SIIT policy that result or have the potential to bring harm to individuals and/or SIIT.

For more serious misconduct, or in cases where the learner disagrees that an offense was committed, or when either the instructor or learner deems the informal procedure has been ineffective in reconciling the issue, the formal procedure will be implemented.

Formal disciplinary actions may include the following:

1. Written warning
2. Second and final written warning
3. Discontinuation leading to either a suspension or expulsion

Discontinuation is generally the final step in the formal procedure; however, dependent upon circumstances and severity of the infraction, the Progressive Disciplinary Procedure may move directly to discontinuation. A learner facing discontinuation will be given written notice identifying the reasons

for discontinuation. A copy of the letter will be placed in their student file. Under these circumstances, the individual no longer has learner status and will not be eligible to apply for re-admission until the following academic term as determined by their department. Learners may apply for an appeal if their appeal falls under the Grounds for Appeal. Please see the Appeals Procedure Policy on the SIIT website.

Disclaimer: Please note that SIIT programs vary in requirements and guidelines. SIIT programs that are accredited by other organizations, institutions or Ministries may follow additional guidelines that supersede SIIT policies. Please refer to individual programs for policies and guidelines.



SASKATCHEWAN INDIAN INSTITUTE OF TECHNOLOGIES

Course Challenge Examinations

<p>Policy Title: Course Challenge Exams</p>	<p>Related Policies: 1. Assessment of Student Learning</p>	<p>Scope: This policy covers all SIIT learners.</p>
<p>Authorities: Program Deans Program Coordinators</p>	<p>Forms: 1. Course Challenge Examinations Application</p>	<p>Dates: Approval by the SIIT Board of Directors – 21 Oct 2014 Effective – 15 July 2016, 2018</p>

1.0 Policy

SIIT will permit learners to challenge a course to gain credit for previous formal or informal learning. Procedures to challenge a course will be established for each program based on appropriate methods for the particular program. Outcomes of the assessment process will be communicated to the learner in writing.

2.0 Purpose and Guiding Principles

This policy shall support all learners in assuring a fair and just process in recognizing prior learning and experience of SIIT learners.

3.0 Processes & Responsibilities

Individual or Department	Responsibilities
Learner	Submit a Course Challenge Examination Application to their program department.
Instructor	Prepare suitable examination. Provide overview of course objectives. Assume role as invigilator, as required.
Program Coordinator	Ensure the form is submitted correctly. Review documentation. If application is approved communicate exam date to instructor and learner.
Registrar's Office	Record grade in student record.
Program Dean	Consult with the instructor/coordinator regarding decision to approve a course challenge examination. Communicate in writing the decision to the learner and registrar. If approval is granted the learner will be notified of their grade in writing.

4.0 Policy Specifics

Course Challenge Examinations

SIIT learners submit a Course Challenge Examination Application along with the non-refundable fee equivalent to the tuition of the course and other applicable fees as determined by the department. Payment of the required fee must be received before a learner takes the course challenge examination. Learners may only be allowed to challenge an examination where available and applicable. If approved, the learner will be notified of the examination date in writing by the program coordinator.

The program instructor will prepare examination and assume role as invigilator. Once the examination is completed the learner will be notified in writing by the program dean their final mark.

Disclaimer: Please note that SIIT programs vary in requirements and guidelines. SIIT programs that are accredited by other organizations, institutions or Ministries may follow additional guidelines that supersede SIIT policies. Please refer to individual programs for policies and guidelines.



Course Grade Appeals

<p>Policy Title:</p> <p>Course Grade Appeals</p>	<p>Related Policies:</p> <ol style="list-style-type: none"> 1. Appeals Procedure 2. Academic Progress 3. Academic Misconduct 4. Non-Academic Misconduct 	<p>Scope:</p> <p>This policy covers all SIIT Learners.</p>
<p>Authorities:</p> <p>Program Deans</p>	<p>Forms:</p> <ol style="list-style-type: none"> 1. Student Program Requests 2. Course Grade Appeals Form 3. Change of Grade 	<p>Dates:</p> <p>Approval by the SIIT Board of Directors – 18th June 2014</p> <p>Effective – 18th June 2014</p> <p>Revised – 20th July 2016, 2018</p>

1.0 Policy

SIIT is committed to high standards of fairness in evaluating the academic performance and work of our Learners. Learners who believe that an error has occurred or that they have been unfairly treated regarding their final grade for a course or practicum or work placement have the right to a course grade appeal. As set out in this Course Grade Appeals Policy, SIIT has two (2) review processes: informal and formal.

2.0 Purpose and Guiding Principles

This policy shall support all learners in assuring a fair and just process in evaluating the academic performance and work of SIIT learners.

3.0 Processes & Responsibilities

Group/Individual	Responsibilities
Learner	<p>Informally consult with the instructor to review the course grade in question.</p> <p>If unsatisfied with the informal consultation with the instructor, the learner is to submit a course grade appeals form and any pertinent documentation to their Program Dean within five (5) business days of receiving their final course grade.</p>
Instructor	<p>Consult with the learner regarding the grade in question.</p> <p>If the process moves into the formal review process, submit documentation and academic records including the course expectations, exams, assignments and samples of other learner course work to the Program Coordinator, as applicable, or Program Dean.</p>
Program Coordinator	<p>Ensure paper work documents the learner's course work.</p> <p>If the process moves into the formal review process, ensure relevant documentation and academic records are submitted to the Program Dean.</p>
Learning Services	<p>Provide support to learners as required.</p>
Registrar's Office	<p>Maintain communication between the learner and appropriate departments, as necessary.</p> <p>Record grade in learner records.</p>
Program Deans	<p>Communicate with the instructor and the Learner.</p> <p>Review all relevant documentation.</p>

	<p>Appoint a re-assessor, as required.</p> <p>Communicate in writing the outcome of the formal review process. Copy of letter forwarded to Registrar's office.</p>
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4.0 Policy Specifics and Procedures

If a learner is dissatisfied with the final assessment of their course, practicum or work experience, they may proceed with the following processes for a course grade appeal.

Informal Review Process

Prior to initiating the formal review process, a learner who has a concern with the assessment of their course work will consult with his/her instructor. The purpose of the consultation is to review the course evaluation and ensure all work was completed, all marks included and the grade was calculated correctly. Any errors discovered and subsequent course grade changes will be re-submitted to the Program Dean for approval.

Formal Review Process

If after completing the informal review process the learner is not satisfied with the assessment of their course, practicum or work experience, they may start the formal review process. To initiate the formal review process:

- (i) The learner must submit a Course Grade Appeals Form to their Program Dean within five (5) business days of receiving his/her final grade. Course Grade Appeals Forms may be found on the SIIT website under student academic policies.
- (ii) The Program Coordinator, as applicable, or Program Dean will request any relevant documentation that may include assignments, exams and papers to be re-evaluated.
- (iii) If the Program Dean deems it necessary, a re-assessor will be appointed to review the course work.

- (iv) The Program Dean will communicate with both the instructor and learner for any additional information required related to the final course grade.
- (v) The re-assessor will submit the re-read documentation and final mark to the Program Dean.
- (vi) The learner will be notified by letter of the determination of the mark as soon as possible and no later than within twenty (20) business days of the initial formal review process.
- (vii) The final course grade mark submitted by the re-assessor and approved by the Program Dean will be final.

Disclaimer: Please note that SIIT programs vary in requirements and guidelines. SIIT programs that are accredited by other organizations, institutions or Ministries may follow additional guidelines that supersede SIIT policies. Please refer to individual programs for policies and guidelines.



SASKATCHEWAN INDIAN INSTITUTE OF TECHNOLOGIES

Deferred Examinations

<p>Policy Title: Deferred Examination</p>	<p>Related Policies:</p> <ol style="list-style-type: none"> 1. Attendance 2. Academic Progress 3. Course Grade Appeal 4. Academic Misconduct 5. Non-Academic Misconduct 	<p>Scope: This policy covers all SIIT learners.</p>
<p>Authorities: Program Deans Program Coordinators</p>	<p>Forms:</p> <ol style="list-style-type: none"> 1. Student Program Requests 	<p>Dates: Approval by the SIIT Board of Directors – 21 Oct 2014 Effective – 21 Oct 2014 Revised – 17 July 2016, 2018</p>

1.0 Policy

SIIT will allow a learner to write a deferred exam if the circumstances fall under authorized absenteeism. This policy outlines the procedure for any learner who needs to apply for a deferred exam. This procedure requires a learner to submit a Deferred Examination Request form to their department. If the request is approved the learner will be notified in writing of the new date for their exam by the program dean.

2.0 Purpose and Guiding Principles

This policy shall support all employees and learners in assuring a fair, effective and just process in assessing academic learning.

3.0 Processes & Responsibilities

Individual or Department	Responsibilities
Learner	Submit Student Program Requests Form to coordinator or designated individual in one's department.
Instructor	If the request is approved, prepare the deferred examination. Assume role as invigilator, as required.
Program Coordinator	Ensure form is submitted correctly. Review all documentation.
Registrar's Office	Ensure grade is entered into files.
Program Dean	Consult with instructor/coordinator regarding eligibility and the process. Review and approve the deferred examination request.

4.0 Policy Specifics

4.1 Eligibility for Deferred Examinations

Deferred examination requests will be considered for the following reasons:

1. Compassionate Leave (Refer to Attendance Policy for criteria).
2. Bereavement Leave (Refer to Attendance Policy for criteria).
3. Serious medical leave with appropriate documentation from a health professional;
4. Court appearances with a subpoena;
5. Examination scheduling conflicts; and/or
6. Other extenuating circumstances (Refer to Attendance Policy for criteria).

Reporting absenteeism after the exam may not be considered for any reason and could result in a failing grade. Emergency situations will be considered on a case by case basis.

Deferrals may not apply to brokered programs. Deferrals are dependent on each individual department guidelines; program-specific guidelines must be referred to for additional information.

Deferred Examination Request Processes

(1) In the event that a learner meets the eligibility criteria above the learner may request a deferred examination by following the approved application process:

- i. Submit a Student Program Requests Form to the program coordinator within two (2) business days of the missed examination.
- ii. Attach supporting documentation to the application.
- iii. If the deferred examination is approved, confirm the next examination date with the program coordinator.
- iv. If a deferred examination is not approved, the learner is responsible to attend the scheduled exam.

(2) In the case that emergency circumstances prevents a learner from writing an exam the process is as follows:

- i. Provide notification by telephone or e-mail to the designated individual (instructor or coordinator) within one (1) day of the examination.
- ii. Submit a Student Program Requests Form to the program coordinator within two (2) business days of the missed examination.
- iii. Attach supporting documentation to the application.
- iv. If the deferred examination is approved, confirm the next examination date with the program coordinator.
- v. If a deferred examination is not approved, the learner is responsible to attend the scheduled exam.

4.2 Ruling on a Deferred Examination Request

The ruling on a Deferred Examination Request will be made by the program coordinator/dean. The program dean will notify the learner by letter of the decision.

All learners who are granted a deferred examination will write that exam on the scheduled deferred day. If a learner misses the scheduled deferred examination, it is at the discretion of the program dean to allow a request for a second deferral.

If an applicant is not satisfied with the ruling, an appeal may be submitted in writing to the respective program dean no later than two (2) business days after receiving the ruling. The appeals decision will be made by the department dean. Learners are eligible for only one such appeal during their program, pending exceptional circumstances.

Disclaimer: Please note that SIIT programs vary in requirements and guidelines. SIIT programs that are accredited by other organizations, institutions or Ministries may follow additional guidelines that supersede SIIT policies. Please refer to individual programs for policies and guidelines.



Disability Accommodations

<p>Policy Title:</p> <p>Disability Accommodations Policy</p>	<p>Related Policies:</p>	<p>Scope:</p> <p>This policy covers all SIIT Learners</p>
<p>Authorities:</p> <p>Director, Learning Services; VP of Academics; VP of Student Services; Program Deans</p>	<p>Forms:</p> <p>Confidentiality Medical Questionnaire Consent Form</p>	<p>Dates:</p> <p>Approval:</p> <p>2018</p>

3.0 Policy

The Saskatchewan Indian Institute of Technologies (SIIT) Disability Accommodations Policy specifies the understanding that those individuals with diverse learning needs may be accommodated within SIIT’s programming. SIIT will strive to accommodate learners if it does not pose undue hardship to SIIT and allows the educational requirements of each program to be met.

As noted in s. 13(1) of *The Saskatchewan Human Rights Code, SS 1979, c S-24.1* (the "Code"):

13(1) Every person and every class of persons shall enjoy the right to education in any school, college, university or other institution or place of learning, vocational training or apprenticeship without discrimination on the basis of a prohibited ground other than age.

(2) Nothing in subsection (1) prevents a school, college, university or other institution or place of learning from following a restrictive policy with respect to enrolment on the basis of sex, creed, religion or disability, where it enrolls persons of a particular sex, creed or religion exclusively, or is conducted by a religious order or society, or where it enrolls persons who are disabled.

Disabilities are a recognized prohibited ground under the Code.

Pursuant to s. 2(1)(q) of the Code, undue hardship may include intolerable financial cost or disruption to business having regard to the effect on:

- (i) the financial stability and profitability of the business undertaking;
- (ii) the value of existing amenities, structures and premises as compared to the cost of providing proper amenities or physical access;
- (iii) the essence or purpose of the business undertaking; and
- (iv) the employees, customers or clients of the business undertaking, disregarding personal preferences;

but does not include the cost or business inconvenience of providing washroom facilities, living quarters or other facilities for persons with physical disabilities where those facilities must be provided by law.

SIIT learners who require accommodation(s) have the option to voluntarily declare their disability and consent to participating in the process of developing a learning plan.

2.0 Guiding Principles

SIIT is committed to promoting inclusive education and academic excellence. SIIT treats all learners with respect and dignity and strives to provide a positive learning environment for all. Learners are considered full and equal partners in the development of and responsibility for their learning and accommodation(s).

3.0 Policy Specifics and Procedures

The purpose of this policy is to address our legal obligations to ensure learners who experience a disability receive equitable services and can fully enjoy their rights and freedoms and participate in their learning environments on an equal basis with others. Specifically:

- SIIT is committed to maintaining the value of respect for all learners, employees and visitors.
- SIIT may provide academic accommodation(s) to fulfill the academic requirements of learners without altering academic standards or learning outcomes.

- SIIT is committed to educating faculty, staff and learners on the requirements needed to accommodate learners experiencing a disability.

Group/Individual	Responsibility
Learner	<p>Once accepted into an SIIT program, voluntarily disclose the disability for which they need accommodation(s) to their instructor, coordinator or Learning Services.</p> <p>Provide reasonable notice of the requirements for accommodations.</p> <p>If available, provide relevant and current documentation such as medical reports or psycho-educational assessments to verify and identify the need for accommodation(s).</p> <p>Complete all documentation. If required documents are not provided, accommodations may not be provided.</p> <p>Provide reasonable notice of any change in personal circumstance including medical prognosis which removes the need for accommodation or requires a variation to the accommodation being provided.</p> <p>Waiving the provision of accommodations must be submitted in writing to Learning Services within two (2) days prior to exams.</p>
Instructor/Program Coordinator	<p>Inform yourself, learners, staff and instructors of the provisions of this policy and its related procedures.</p> <p>Communicate policy and services within the written course syllabus.</p> <p>If there is reason to believe a learner is experiencing a disability but no information regarding additional supports has been disclosed, privately inform the learner of this policy and invite them to speak to and/or self-declare to the appropriate professionals.</p> <p>Report concerns of learner's performance to Program Dean.</p>

<p>Deans</p>	<p>Ensure staff members under their department are aware of and comply with this policy.</p> <p>Consult with Coordinators and Instructors about learner’s needs.</p> <p>Ensure that instructor’s practice, evaluation methods and learning environment aligns with this policy.</p> <p>Provide a background of the areas of concern and collaborate with Learning Services.</p>
<p>Learning Services</p>	<p>Gather and review all documentation on learner’s disability/disorder/diagnosis.</p> <p>Respond promptly to accommodation concerns raised by the Program Coordinators or learner.</p> <p>Collaborate with relevant stakeholders (ie: learner, faculty, Coordinator, external agencies and professionals).</p> <p>Communicate services available for learners.</p> <p>Develop an informal academic action plan or Individualized Education Plan (IEP)</p> <p>When warranted, refer and administer a formal assessment.</p> <p>Review psycho-educational assessments.</p> <p>Debrief results of assessments with learner and provide a copy to them.</p> <p>Collaborate with learner, instructor, program coordinator, Dean and external agencies/professionals.</p> <p>Facilitate availability of required accommodation(s) services/requirements.</p> <p>Support instructors to ensure the accommodation(s) are delivered in a timely and appropriate manner.</p> <p>Support and monitor learners throughout the process of referral, assessment, diagnosis, and accommodation(s).</p>

	<p>Establish partnerships with Service Agencies that can benefit SIIT Learning Services.</p> <p>Provide annual professional development for faculty and department staff pertaining to this policy.</p>
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5.0 Procedures

In establishing a process for reasonable accommodation(s) that will provide learners who experience disability an equal opportunity, the following procedures are outlined as follows:

5.1 SIIT may limit accommodation(s) if it would result in undue hardship. Each case must be assessed individually.

5.2 Confidentiality

In accordance with the Health Information Protection Act (HIPA), confidentiality refers to the right of the individual to maintain privacy of personal information, and the responsibility of SIIT to ensure that all personal information is managed in a strictly confidential manner. This includes, but is not limited to, personal information that may involve medical or psycho-educational reports submitted as part of a request for accommodation(s).

5.3 SIIT Learner Support and Disability Referral Process

The declaration of a learner's request for accommodation(s) is voluntary. Early declaration is strongly advised as significant time may be required to complete the process for accommodation(s) requests. Assessment and accommodation(s) under the SIIT Disability Accommodations Policy may occur anytime during the academic year in accordance with program requirements.

Disclaimer

Please note that SIIT programs vary in requirements and guidelines. SIIT programs that are accredited by other organizations, institutions or Ministries may follow additional guidelines that supersede SIIT policies. Please refer to individual programs for policies and guidelines.

APPENDIX 1

Definitions

Bona Fide Educational Requirement: Is defined as the admission, progression and graduation requirements that are essential to maintain the academic integrity of a course, course of study or program, including the requirements for learners to acquire and demonstrate essential skills and knowledge related to course objectives and learning outcomes and, if applicable, any professional licensing requirements.

Disability: Disability as referred to in this policy is based on the definition provided by the World Health Organization's International Classification of Functioning, Disability and Health (ICF),

Disability is a limitation in functioning that is the result of a dynamic interaction between an individual's health condition(s) and personal and environmental factors.

Whereas, health conditions refer to physical, psychiatric, cognitive, neurological, intellectual and sensory conditions.

Duty to Accommodate: An educator has a legal duty to make reasonable efforts to accommodate learners experiencing a disability. This includes individuals who have been adversely affected by a seemingly neutral rule or practice. The duty to accommodate only extends up to the point of undue hardship.

Learner: For the purpose of this policy refers to students, clients and applicants.

SASKATCHEWAN INDIAN INSTITUTE OF TECHNOLOGIES



Non-Academic Misconduct

Policy Title: Non-Academic Misconduct	Related Policies: <ol style="list-style-type: none"> 1. Appeals Procedure 2. Course Grade Appeals 3. Academic Progress 4. Privacy Policy 	Scope: This policy covers all SIIT learners.
Authorities: Program Deans	Forms: <ol style="list-style-type: none"> 1. Progressive Disciplinary Procedure 	Dates: Approval by the SIIT Board of Directors – 18 th June 2014 Effective – 18 th June 2014 Revised – 20 th July 2016, 15 th July 2018

1.0 Policy

SIIT expects all SIIT learners to act as positive roles models and maintain a professional image on and off SIIT campuses. Any SIIT learner found to be engaged in an act of non-academic misconduct as specified in this policy will be subject to SIIT’s Progressive Disciplinary Procedure or may be discontinued from their program.

2.0 Purpose and Guiding Principles

The purpose of this policy is to support learners in achieving employability skills and academic success by establishing high standards for non-academic performance.

3.0 Processes & Responsibilities

Group/Individual	Responsibilities
Learner	Respect and follow the academic policies and rules of SIIT. Adhere to program guidelines and fulfill program expectations. Aware that formal processes under the Progressive Disciplinary Procedure are recorded in their student records.

Instructor	<p>Ensure non-academic student misconduct is accurately recorded and reported to the Program Coordinator, as applicable, or Program Dean.</p> <p>If immediate action is required due to misconduct, call facilities.</p> <p>If appropriate, refer the learner to Learning Services.</p> <p>Initiate the informal stage of the Progressive Disciplinary Procedure, as required, by meeting with the learner regarding any non-academic misconduct.</p>
Program Coordinator	<p>Ensure non-academic misconduct is accurately recorded.</p> <p>Initiate the formal stage of the Progressive Disciplinary Procedure, as required. Report to the respective Program Dean when initiating the formal disciplinary process.</p> <p>In the event of the formal process being implemented, report in writing any suspensions or discontinuations to the appropriate funding agencies.</p>
Student Services	<p>Maintain communication between the learner and SIIT representatives.</p> <p>Provide support where they are deemed reasonable.</p>
Registrar's Office	<p>Record in student records.</p>
Program Dean	<p>Review and approve/ disapprove any formal disciplinary action.</p>

4.0 Policy Specifics and Procedures

Non-Academic Misconduct

SIIT's standard for learner conduct in non-academic matters is breached when a learner behaves in the following manner:

- (i) Disrupting or threatening to disrupt any of the activities of SIIT;
- (ii) Harming or threatening to harm members of the SIIT community, including learners, faculty, or other staff of SIIT;
- (iii) Harassing or bullying either verbally, non-verbally or through social media network;

- (iv) Sexual Harassment. Please refer to SIIT's Policies and Procedures Manual Section (4) Anti-Harassment for further information.
- (v) Obstructing instructor and class productivity;
- (vi) Using force against any member of the SIIT community or student body;
- (vii) Sexual Assault. Please refer to SIIT's Sexual Violence Policy for further information.
- (viii) Taking, occupying, using, destroying, or damaging the property of SIIT or the property of any member of the SIIT community/student body;
- (ix) Engaging in unprofessional conduct or behaviour that is unbecoming of a learner and occurs in the learner's academic setting, practicum placements, or other setting related to the learner's area of professional practice;
- (x) Use, possession or distribution of any illegal substance or alcohol on any SIIT campus, facilities or sites, within the learner's academic setting, practicum placements, or other setting related to the learner's area of professional practice;
- (xi) Students who are impaired or otherwise unfit for duty by the influence of alcohol, cannabis/marijuana, controlled substances or other intoxicants including prescription or over the counter drugs. Fit for duty in the context of this policy means being able to safely perform assigned program tasks, assignments and duties without any limitations due to the after-effects of alcohol and substances; and/or
- (xii) Other similar conduct that disrupts or endangers the academic environment.

Non-Academic misconduct will not be tolerated and will result in disciplinary action. Any SIIT learner found to be in an act of non-academic misconduct as specified in this policy will be subject to SIIT's Progressive Disciplinary Procedure. Disciplinary action for non-academic misconduct is based upon the severity of the action(s). Please refer to SIIT's Code of Conduct. SIIT learners are bound by the provincial and federal laws and legislation.

Students who have a medically approved prescription need to confidentially disclose to their instructor, coordinator or Learning Services any prescribed medications that may cause impairment in the event of operating any equipment, machines or safety sensitive activities. Refer to Accommodation for Controlled Substances Policy.

Progressive Disciplinary Procedure

SIIT's Progressive Disciplinary Procedure includes informal and formal procedures. Discipline will reflect the seriousness of the infraction; the informal procedure does not necessarily precede formal sanctions.

Informal procedure – Procedures for dealing with minor infractions will be informal. Minor infractions are single, largely unintentional breaches of SIIT policy that generally do not result in harm to individuals and/or SIIT.

For this specific policy, the informal procedure will be used if the non-academic misconduct is the result of carelessness, misunderstanding of the rules or miscommunication.

Informal disciplinary action will consist of the instructor meeting with the learner. Learning Services will be notified. Please refer to individual program guidelines for further detail.

Formal procedure – Procedures for dealing with major infractions will be formal. Major infractions are either single breaches of significance or multiple breaches of SIIT policy that result or have the potential to bring harm to individuals and/or SIIT.

For more serious misconduct, or in cases where the learner disagrees that an offense was committed, or when either the instructor or learner deems the informal procedure has been ineffective in reconciling the issue, the formal procedure will be implemented.

Formal disciplinary actions may include the following:

1. Written warning
2. Second and final written warning
3. Discontinuation leading to either a suspension or expulsion

Discontinuation is generally the final step in the formal procedure; however, dependent upon circumstances and severity of the infraction, the Progressive Disciplinary Procedure may move directly to discontinuation. A learner facing discontinuation will be given written notice by letter identifying the reasons for discontinuation. A copy of the letter will be placed in their student file. Under these circumstances, the individual no longer has learner status and will not be eligible to apply for re-admission until the following academic term as determined by their department. Learners may apply for an appeal if their appeal falls under the Grounds for Appeal. Please see the Appeals Procedure Policy on the SIIT website.

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Supplementary Assessment Process

<p>Policy Title: Supplementary Assessment Process</p>	<p>Related Policies:</p> <ol style="list-style-type: none"> 1. Attendance 2. Assessment of Student Learning 	<p>Scope: This policy covers all SIIT learners.</p>
<p>Authorities: Program Deans Program Coordinators</p>	<p>Forms:</p> <ol style="list-style-type: none"> 1. Change of Grade 	<p>Dates: Approval by the SIIT Board of Directors – 21 Oct 2014 Effective – 20 May 2015 Revisions – 20 July 2016, 2018</p>

1.0 Policy

Learners with a failing grade in a course may be eligible to apply for a supplementary assessment in order to bring a course grade to the passing mark for the program. Eligibility criteria will be established by each program. Each program will determine the method of demonstrating satisfactory competency of the course content including an exam, project or other activity.

2.0 Purpose and Guiding Principles

This policy shall support all employees and learners in assuring a fair, effective and just process in assessing student learning.

3.0 Processes & Responsibilities

Individual or Group	Responsibilities
Learner	Successfully complete supplementary work or examination.
Instructor	Prepare supplementary course work or examination. Assume role as invigilator, as required.
Program Coordinator	Ensure Change of Grade form is submitted correctly. Review documentation.
Registrar's Office	Record in transcripts.
Program Dean	Consult with the instructor/coordinator regarding the supplementary process and the decision to allow a supplementary exam or course. Communicate in writing the decision.

4.0 Policy Specifics and Procedures

Supplementary Assessment

A supplementary exam or course works provides a learner with the option to bring a grade to the passing mark of the program. To qualify for this option:

- i. The learner must be passing at least 50% of his/her course load in the semester.
- ii. The former grade must be within a 10 mark range of the passing mark.
- iii. The learner must meet any program-specific requirements. For example, for some programs, a learner may be required to have a GPA of 60% or higher.

As noted above, the final decision is subject to approval by the program dean. The program dean will communicate the final decision by letter to the learner.

If approval is granted, the instructor will provide the learner with the supplementary course work or examination. The instructor will assume role as invigilator, assess the supplementary course work and submit assessment to the program coordinator. The program dean will communicate by letter to the learner their final grade.

Disclaimer: Please note that SIIT programs vary in requirements and guidelines. SIIT programs that are accredited by other organizations, institutions or Ministries may follow additional guidelines that supersede SIIT policies. Please refer to individual programs for policies and guidelines.