Saskatchewan Indian Institute of Technologies – Academic & Student Policies

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SASKATCHEWAN INDIAN INSTITUTE OF TECHNOLOGIES

Attendance

Policy Title: Attendance	**Related Policies:** 1. Appeals 2. Academic Progress 3. Academic Misconduct 4. Non-Academic Misconduct	**Scope:** This policy covers all SIIT students.
Authorities: Program Coordinators Program Deans	**Forms:** 1. Progressive Disciplinary Procedure 2. Student Program Requests	**Approval Date:** by the SIIT Board of Governers – 18 June 2014 **Effective –** 18 June 2014 **Revised** – 15 July 2016. 2018

1.0   Policy Statement

SIIT expects that each student 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   Guiding Principles

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

3.0   Processes & Responsibilities

Group/Individual	Responsibilities
Student	Respect and follow the academic policies and rules of SIIT and

| | adhere to program-specific guidelines.

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.

Aware that formal processes under the Progressive Disciplinary Procedure are recorded in their student records. |
|---|---|
| **Instructor** | Provide students with direct contact information on course syllabi.

Ensure any unauthorized absences are entered into the student's attendance reports.

Initiate the informal stage of the Progressive Disciplinary Procedure, as required, by meeting with students regarding any unauthorized student absences.

Inform program coordinator and Learning Services of unauthorized absences.

Note: In some programs the instructor may have additional responsibilities (as specified per program). |
| **Program Coordinator** | Ensure any reported unauthorized student absence is accurate.

Monitor students that have unauthorized absences and meet with students as deemed necessary.

If required, report in writing student attendance and/or unauthorized absences to designated funding agencies.

Initiate the formal stage of the Progressive Disciplinary Procedure, as required.

Refer students to Learning Services department. |
| **Learning Services** | Meet with students as required to provide early intervention.

Coordinate appropriate support. |
| **Registrar's Office** | Document in student records.

Provide notification to student loans. |
| **Program Dean** | Review student's unauthorized absences.

Review and approve/ disapprove any formal disciplinary action. |

	Review and approve any discontinuations.

4.0   Policy Specifics and Procedures

This Attendance Policy applies to all SIIT students attending courses, practicums or work placements. Students 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 student's immediate family, the student must consult with the Program Coordinator or designated person for leave.

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

2. **Bereavement Leave**

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

When taking compassionate leave the student 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 student 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 student 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 student 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 student 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 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. Learning Services will be notified.

Informal disciplinary action will consist of the instructor meeting with the student. 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 student disagrees that an offense was committed, or when either the instructor or student 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 student 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 student status and will not be eligible to apply for re-admission until the following academic term as determined by their department. Students may apply for an appeal if their appeal falls under the Grounds for Appeal. Please see the Appeals Procedure Policy on the SIIT website.

SASKATCHEWAN INDIAN INSTITUTE OF TECHNOLOGIES

Academic Progress

Policy Title: Academic Progress	**Related Policies:** 1. Appeals Procedure 2. Course Grade Appeals 3. Attendance	**Scope:** This policy covers all SIIT students.
Authorities: Program Deans	**Forms:** 1. Student Program Requests 2. Progressive Disciplinary Procedure 3. Discontinuation Form	**Approval Dates:** by the Board of Governers – 18th June 2014 **Effective –** 18th June 2014 **Revised** – 15 July 2016, 2018

1.0   Policy Statement

SIIT is committed to supporting our students achieve academic success. This policy outlines the processes that are to be taken if a student is unsuccessful in achieving the stated academic performance level or minimum semester grade point average of their program. Students who do not meet academic performance expectations will be placed under review. Students 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   Guiding Principles

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

3.0   Processes & Responsibilities

Group/Individual	Responsibilities
Student	Meet with instructor or Program Coordinator, as applicable, and/or Learning Services to develop a student success plan for improving academic performance. Respect and follow the academic policies and rules of SIIT and adhere to program-specific guidelines. Aware that formal processes under the progressive disciplinary procedure are recorded in their student records.
Instructor	Ensure documentation of student academic performance. Communicate any performance concerns to the Program Coordinator and/or Student Services. Discuss performance concerns with the student. Work with the student to develop a student success plan, as needed. Initiate the informal stage of the Progressive Disciplinary Procedure, as required, by meeting with the student regarding performance concerns. Record any incidences of formal Progressive Disciplinary Procedure. Offer tutorial time (refer to individual program).
Program Coordinator	Ensure paper work is completed in documenting student academic performance. Work with the student to develop a student success plan, as applicable. Initiate the formal stage of the Progressive Disciplinary Procedure, as required. Report to the respective Program Dean when initiating the formal disciplinary process. Record any incidences of formal Progressive Disciplinary Procedure Communicate with Learning Services and coordinate the development of a student success plan.
Learning Services	Provide resources and assistance to appropriate department as deemable for student success.

	Provide resources to the student and other services, as necessary.
Program Dean	Review any academic performance decision.

4.0   Policy Specifics and Procedures

Each student is expected to fulfill the stated academic performance level of their program. Students who do not meet academic performance expectations will be identified by the instructor or Program Coordinator. Corrective measures will be initiated to support the student in meeting the performance standards. Students 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 student identified as being unsuccessful in meeting academic performance standards will meet with the respective instructor to discuss concerns.

Students 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 Student Services to develop a student success plan to improve performance. This student 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 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.

Informal disciplinary action will consist of the instructor meeting with the student. 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 student disagrees that an offense was committed, or when either the instructor or student 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 student 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 student status and will not be eligible to apply for re-admission until the following academic term as determined by their department. Students may apply for an appeal if their appeal falls under the Grounds for Appeal. Please see the Appeals Procedure Policy on the SIIT website.

SASKATCHEWAN INDIAN INSTITUTE OF TECHNOLOGIES

Academic Misconduct		

Policy Title:	Related Policies:	Scope:
Academic Misconduct	1. Appeals Procedure 2. Course Grade Appeals 3. Academic Progress	This policy covers all SIIT students.
Authorities: Program Deans	Forms: 1. Student Program Requests 2. Progressive Disciplinary Procedure 3. Discontinuation Form	Approval Dates: by the SIIT Board of Governers – 18 June 2014 Effective – 18 June 2014 Revised – 15 July 2016, 2018

1.0   Policy Statement

SIIT is committed to academic integrity which SIIT defines as honesty and responsibility within academic study. Each student is expected to respect and exemplify SIIT's standards of academic integrity. SIIT takes reasonable measures to inform SIIT students 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 student found to be engaged in academic misconduct as specified in this policy will be subject to SIIT's Progressive Disciplinary Procedure.

2.0   Guiding Principles

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

3.0   Processes & Responsibilities

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

	action. Review and approve any discontinuations.

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:

(1) Altering or falsifying files, computer records, or any document relating to a student's academic performance;
(2) Conducting plagiarism, defined as the use of information, ideas or works of others and submitting it as one's own;
(3) Providing false or misleading information or documentation to gain admission to a SIIT program;
(4) Securing by theft, lecture notes, computer records or academic materials prepared by another student or an instructor;
(5) Altering answers on a returned examination;
(6) When prohibited, removing an examination from the examination room;
(7) Seeking to acquire or acquiring prior knowledge of the contents of any examination question or paper;
(8) Possessing or using notes or other sources of information or devices in an examination not permitted by the course instructor; and/or
(9) Assisting another person engaged in actions that amount to academic dishonesty.

Academic misconduct is unacceptable to SIIT and will not be tolerated. Any SIIT student 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 student. 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 student disagrees that an offense was committed, or when either the instructor or student 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 student 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 student status and will not be eligible to apply for re-admission until the following academic term as determined by their department. Students may apply for an appeal if their appeal falls under the Grounds for Appeal. Please see the Appeals Procedure Policy on the SIIT website.

SASKATCHEWAN INDIAN INSTITUTE OF TECHNOLOGIES

Non-Academic Misconduct

Policy Title:	Related Policies:	Scope:
Non-Academic Misconduct	1. Appeals Procedure 2. Course Grade Appeals 3. Academic Progress 4. Privacy Policy	This policy covers all SIIT students.
Authorities: Program Deans	**Forms:** 1. Progressive Disciplinary Procedure	**Approval Dates:** SIIT Board of Governors – 18 June 2014 **Effective –** 18 June 2014 **Revised** – 20 July 2016, 15 July 2018, Oct 2018

1.0   Policy Statement

SIIT expects all SIIT students to act as positive roles models and maintain a professional image on and off SIIT campuses. Any SIIT student 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   Guiding Principles

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

3.0   Processes & Responsibilities

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

4.0   Policy Specifics and Procedures

Non-Academic Misconduct

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

(1) Disrupting or threatening to disrupt any of the activities of SIIT;

(2) Harming or threatening to harm members of the SIIT community, including students, faculty, or other staff of SIIT;

(3) Harassing or bullying either verbally, non-verbally or through social media network;

(4) Sexual Harassment. Please refer to SIIT's Policies and Procedures Manual Section (4) Anti-Harassment for further information.

(5) Obstructing instructor and class productivity;

(6) Using force against any member of the SIIT community or student body;

(7) Sexual Assault. Please refer to SIIT's Sexual Violence Policy for further information.

(8) Taking, occupying, using, destroying, or damaging the property of SIIT or the property of any member of the SIIT community/student body;

(9) Engaging in unprofessional conduct or behaviour that is unbecoming of a student and occurs in the student's academic setting, practicum placements, or other setting related to the student's area of professional practice;

(10) Use, possession or distribution of any illegal substance, recreational marijuana or alcohol on any SIIT campus, facilities or sites, within the student's academic setting, practicum placements, or other setting related to the student's area of professional practice;

(11) 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

(12) 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 student 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 students 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 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 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 student. 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 student disagrees that an offense was committed, or when either the instructor or student 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 student 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 student status and will not be eligible to apply for re-admission until the following academic term as determined by their department. Students may apply for an appeal if their appeal falls under the Grounds for Appeal. Please see the Appeals Procedure Policy on the SIIT website.

SASKATCHEWAN INDIAN INSTITUTE OF TECHNOLOGIES

Assessment of Student Learning

Policy Title:	Related Policies:	Scope:
Assessment of Student Learning	1. Attendance 2. Academic Progress 3. Course Grade Appeal 4. Academic Misconduct 5. Non-Academic Misconduct 6. Deferred Examinations	This policy covers all SIIT students.
Authorities: Program Deans Program Coordinators	Forms:	Approval Dates: by the SIIT Board of Governors - 21 Oct 2014 Effective – 20 May 2015 Revised – 15 July 2016, 2018

1.0 Policy Statement

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 Guiding Principles

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

3.0   **Processes & Responsibilities**

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

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 student performance. Assessment processes provide information to employers, transfer institutions and future instructors. Grades provide information for decisions of student eligibility for financial aid, scholarships, and continued studies within SIIT. A student'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. Students 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 students being discontinued from the program.

4.2 Progress Review

Each student's learning performance is assessed at a progress review. The information considered during these reviews includes students' 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 student. Feedback will generally be provided in writing in a progress report; a meeting with the student may be held.

In cases of students 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 student in the progress report.

If the student does not meet the criteria stated in the progress report, progress may be deemed unsatisfactory. He/she 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

SASKATCHEWAN INDIAN INSTITUTE OF TECHNOLOGIES

Supplementary Assessment Process	

Policy Title:	Related Policies:	Scope:
Supplementary Assessment Process	1. Attendance 2. Assessment of Student Learning	This policy covers all SIIT students.
Authorities: Program Deans Program Coordinators	**Forms:** 1. Change of Grade	**Approval Dates** by the SIIT Board of Governors – 21 Oct 2014 **Effective –** 20 May 2015 **Revisions** – 20 July 2016, 2018

1.0   Policy
**   Statement**

Students 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   Guiding Principles

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

3.0 **Processes & Responsibilities**

Individual or Group	Responsibilities
Student	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 student with the option to bring a grade to the passing mark of the program. To qualify for this option:

i.   The student 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 student must meet any program-specific requirements. For example, for some programs, a student 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 student.

If approval is granted, the instructor will provide the student 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 student their final grade.

Deferred Examinations

Policy Title:	Related Policies:	Scope:
Deferred Examination	1. Attendance 2. Academic Progress 3. Course Grade Appeal 4. Academic Misconduct 5. Non-Academic Misconduct	This policy covers all SIIT students.
Authorities: Program Deans Program Coordinators	**Forms:** 1. Student Program Requests	**Approval Dates:** by the SIIT Board of Governors – 21 Oct 2014 **Effective –** 21 Oct 2014 **Revised** – 17 July 2016, 2018

1.0 Policy Statement

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

2.0 Guiding Principles

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

3.0   Processes & Responsibilities

Individual or Department	Responsibilities
Student	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 student meets the eligibility criteria above the student may request a deferred examination by following the approved application process:

    a.   Submit a Student Program Requests Form to the program coordinator within two (2) business days of the missed examination.

b. Attach supporting documentation to the application.
c. If the deferred examination is approved, confirm the next examination date with the program coordinator.
d. If a deferred examination is not approved, the student is responsible to attend the scheduled exam.

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

a. Provide notification by telephone or e-mail to the designated individual (instructor or coordinator) within one (1) day of the examination.
b. Submit a Student Program Requests Form to the program coordinator within two (2) business days of the missed examination.
c. Attach supporting documentation to the application.
d. If the deferred examination is approved, confirm the next examination date with the program coordinator.
e. If a deferred examination is not approved, the student 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 student by letter of the decision.

All students who are granted a deferred examination will write that exam on the scheduled deferred day. If a student 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. Students are eligible for only one such appeal during their program, pending exceptional circumstances.

SASKATCHEWAN INDIAN INSTITUTE OF TECHNOLOGIES

Transfer Credit

Policy Title:	Related Policies:	Scope:
Transfer Credit Policy	Assessment of Student Learning Tuition and Fees	This policy covers all SIIT students.
Authorities: Academics	**Forms:** Transfer Credit Evaluation Request Form	**Approval Dates:** April 25, 2023

1.0 Policy Statement

The Saskatchewan Indian Institute of Technologies (SIIT) supports the mobility of students from institution to institution through course credit transfer when eligibility and requirements are satisfied. Transfer credit creates accelerated opportunities for program completion by alleviating course duplication and may reduce unnecessary time or cost for the student. Transfer credit may be granted based on the evaluation of several types of transfer credit including course-to-course, series of courses, block of courses, and Prior Learning Assessment Recognition. This policy outlines the processes and guidelines for transfer credit of eligible post-secondary level courses. This policy excludes transfer credit for formal work integrated learning such as practicums, clinicals, or work experiences previously completed, and courses assessed with a pass/fail.

2.0 Guiding Principles

The purpose of the Transfer Credit Policy is to provide overall transfer credit processes, responsibilities, and guidelines for transfer credit to, within, and from SIIT.

3.0 Definitions
Applied Certificate: Credential awarded upon the completion of a program between 9-23 weeks.

Articulation Agreement: A signed agreement between SIIT and another institution(s) that specifies the amount of credits granted for studies at the partner institution(s) and the number of credit hours required to complete an SIIT or partner institution credential.

Block Transfer Credit: is awarded based on total hours or credits completed and not on individual courses. A block transfer arrangement is in place between various institutes through an Articulation Agreement.

Certificate Credential: awarded upon the completion of a program in one academic year.

Course Syllabus: The course syllabus is a detailed description of a program of study and its courses. The syllabus provides a breakdown of hours for theoretical and labs/shop/placement activities, evaluation practices, and instructional strategies. The course syllabus articulates the entry to practice requirements taught in a course and is essential to credit transfer evaluation.

Course-to-Course Transfer Credit: Direct transfer credit for individual courses deemed equivalent or a close match to an SIIT course.

Credit: The credit value of a course is based on the number of hours. At SIIT, credits are calculated in 15-hour increments. For example, a 45-hour course = 3 credits.

Diploma: Credential awarded upon the completion of a program in two academic years.

Grade Point Average or GPA: A grade point average is a number representing the average value of the accumulated final grades earned in courses over time. GPA at SIIT is expressed in percentages.

Learner Pathway System: The Learner Pathway System (LPS) is an online platform used to share transfer decisions a post-secondary institution has made for courses and programs taken at another institution. Students may enter a course they have taken in the LPS to determine if the course transfers to another institution. SIIT along with the University of Regina and Saskatchewan Polytechnic has partnered with Transfer Alberta (2023) in this endeavor. The link to access the LPS is provided on the SIIT website.

Learning Outcomes: The knowledge, skills, competencies, and abilities that a student has attained and is able to demonstrate by successfully completing a particular set of educational courses comprised of theory and practical experiences.

Program: An established set of courses and other completion requirements that lead to the award of a credential. At SIIT, programs can take the form of credit and non-credit, secondary, and post-secondary.

Receiving Institution: SIIT

Recognized Institution: A recognized Canadian post-secondary institution is a public or private institution that belongs to CICan (https://www.collegesinstitutes.ca/) or Universities Canada (https://www.univcan.ca/)

Registered Institution: A registered post-secondary institution offers adult learning programming. Most registered institutions are private. Only select courses may be considered for transfer credit. To find the registration status of an institution, see The Canadian Information Centre for International Credentials to search the Directory of Educational Institutions of Canada (https://www.cicic.ca/868/search_the_directory_of_educational_institutions_in_canada.canada)

Series of courses: A combination of two or more courses approved for transfer credit to a course at SIIT.

Sending Institution: Other post-secondary institutions where the course(s) was previously taken.

Transfer Credit: Transfer credit applies when courses or programs completed at one post-secondary institution (the sending institution) are accepted for credit in a program at another recognized institution (the receiving institution).

4.0 Responsibilities

Student	• Apply to SIIT and be admitted/ accepted to a program. • Inquire with an Admissions Advisor about transfer credit possibilities. • Adhere to the timelines for applying for transfer credit. • Request a transfer credit evaluation with the Admissions Advisor and submit all required documentation, as required. • Request that the previous institution send the official transcript directly to Admissions and pay the document fee as required by the sending institution. • Request the course outline from the previous post-secondary institution. • Consult with the Program Coordinator or funder to address the potential impact that a reduced course load may have on funding, student loans, scholarship, or other financial aid sources. • Attend the course and pay the tuition fee for the course or program until a decision has been made. • Withdraw from the course for which transfer credit has been approved.
Admissions	• Determine program eligibility and admissions of students requesting a credit transfer. • Explain to the student the transfer credit process and requirements including where documents are to be sent. • Coordinate the transfer credit evaluation request including the collection of student official transcript and course information, following up with the student as necessary reminding the student of deadlines. • Approve the submission of an electronic transcript as official, or not. • Forward transfer credit evaluation request form and supporting documentation to the appropriate department. • Maintain catalogue of transfer credit previously awarded or not awarded.
Curriculum & Learning	• Conduct course equivalency reviews for transfer credit. • Request additional information from the student to support the review, as needed. • Forward the results of the review to the Program Dean for final approval. • Participate in the review of incoming and outgoing proposals for block transfers and articulation agreements. • Monitor, record, and communicate curriculum changes to support transfer credit reviews. • Participate in the review of appeals, as needed.
Academic Department	Program Dean: • Review and approve the transfer credit following a review or for previously approved or declined transfer credit. • Forward documentation to the Registrar's Office for processing. • Initiate and participate in the review of incoming and outgoing proposals for block transfers and articulation agreements. • Maintain relationship with the Institution with whom the articulation agreement exists. • Consult with Curriculum & Learning on curricular changes to ensure ongoing

	alignment with existing block transfer agreements. • Coordinate the transfer credit appeal process. Program Coordinator: • Meet with the student to review and adjust the student's class schedule. • Communicate with the student and funder of any funding requirements and impacts. • Communicate course schedule changes to the instructor and student.
Registrar's Office	• Maintain transfer credit policies, procedures, and processes. • Communicate approved/not approved transfer decision to student, admissions, finance, and Program Coordinator. • Process the withdrawal from the course. • Maintain course information and data for the online Learner Pathway System • Communicate and promote the use of the online Learner Pathway System for SIIT students exploring transfer credit to and from another member institution. • Maintain a record of transfer credit decisions and store articulation agreements.

5.0 Policy Specifics and Guidelines

a. Transfer Credit Eligibility

- **Application for Transfer Credit**
  Only students admitted/ accepted to an SIIT program or formally registered in an SIIT program may request a transfer credit evaluation with an Admissions Advisor. Individuals not admitted to an SIIT program but inquiring whether a transfer credit is possible may consult with an Admissions Advisor about transfer credit possibilities, but a transfer credit review may *not* be initiated. Individuals not admitted to an SIIT program may also be redirected to use the online Learner Pathway System to determine if courses previously completed at SIIT or another institution have an existing transfer decision.

- **Fee**
  There is no fee required for a transfer credit request.

- **Application Timeframe**
  A transfer credit evaluation request must be initiated with the Admissions department. It is advisable that transfer requests be made before a course is scheduled to start or within two weeks of the course's start date. This includes the submission of required documents to support the review. A transfer credit request evaluation must be completed 30 days from the course start date. Transfer credit evaluation requests beyond 30 days of the course starting will not be considered. The student must attend the class in which they are seeking transfer credit until a decision has been made.

- **Recognized Institution**
  - For a course(s) to be eligible for transfer credit consideration, coursework must be taken at a *recognized* Canadian post-secondary institution that is a member of Colleges and Institutes Canada (CICan) or Universities Canada.
  - Other transfer credit considerations may include eligible courses taken at a *registered*

post-secondary institution. Most registered institutions are *private*.

- **Official Transcript**
  - o Students must request an official transcript from the sending/ previous institution to be sent directly to the receiving institution (SIIT). The student is responsible for making the request and paying the fees required by the sending institution. If the course taken is an SIIT course, the official SIIT transcript or course outline is not required. The review team will collate the information required for the evaluation.

- **Transfer Credit Review**
  - o A course(s) submitted for transfer credit will most likely not be identical to the course being offered at SIIT. Transfer credit requests will undergo a transfer credit review for course equivalency. The course will be evaluated with a set of qualifying conditions or established standards including but not limited to the date the course was taken (see Stale Dating), minimum grade, course description, credit hours, learning outcomes, program/credential equivalence, and timeframe.

- **Minimum Course Grade Expectation**
  - o Applicants must meet the transfer course(s) minimum grade requirement of the SIIT program. Most SIIT programs have the minimum course grade requirement. Other programs may have a different minimum grade and will be determined at the time of the review.

- **Course Syllabus**
  - o The course syllabus, also known as a course outline, is required for a course that has not previously been evaluated for transfer credit by SIIT. SIIT courses that have undergone significant changes since last being evaluated may require reevaluation. It is the student's responsibility to have the appropriate course outline(s) submitted to SIIT within the required timeframe. A course cannot not be evaluated until a course outline is provided and includes the following:
    - Course title
    - Course number
    - Course description
    - Credit hours
    - Course dates or academic year
    - Learning outcomes

  - o The student will be informed if additional information is required. Course outlines in a language other than English, must be translated by a certified translator into English at the student's expense and submitted to SIIT.

b. Types of Transfer Credit

- **Course-to-Course Transfers**
  - o Also known as direct or specified transfer credit, credit may be granted for individual courses in course- to-course transfers. The recognition of credit course hours should be equivalent to the credit hours being transferred and close match in content and learning outcomes.

- o In some instances, an unspecified transfer credit may be granted. This credit may be used as an elective towards your credential, if offered in the program.

- ▪ **Block Transfers/ Articulation Agreements**
  - o Some SIIT programs have a block transfer arrangement with another post-secondary institution. Block transfers are formalized through a memorandum of understanding or articulation agreement. Block transfer agreements recognize a program-to-program transfer allowing SIIT students to be admitted to a specific point in the other institution's program. For example: A 2+2 articulation agreement exists for the SIIT Business Administration Diploma Program to University of Saskatchewan/ Edwards School of Business Commerce Bachelor's Degree Program.

- • **Series of Courses**
  - o Post-secondary institutions differ in the way courses are instructed and/or assigned credit value. When direct or course-to-course equivalencies cannot be established, two or more courses may be combined to cover credit hours, course content and learning outcomes in a satisfactory way. For example: SKPOLY HUMR 186 & COMM 105 = SIIT COMM 131

- • **Prior Learning Assessment Recognition (PLAR)**
  - o The PLAR process is available for students requesting academic credit for lifelong learning and experience that is vocational, informal, and formal. Prior learning is evaluated against established standards and processes. Depending on a program's requirements, course, and availability of resources or curriculum material, students will be advised if a PLAR challenge is possible.

- • **Credit for Training or Certifications**
  - o Credit for training may be awarded for training from a certified source that matches the SIIT training required. For example, if First Aid and CPR is valid, a student may be excused from taking that training as part of their academic requirements. Proof will be required.

c. **Limitations**

- • **Stale dating/ Shelf Life**
  - o A course may not be considered for transfer credit if the course is deemed out of date by the review team and/or academic department. For previously approved transfer credits, a reevaluation may be required if there have been significant changes to a course's content or academic requirements. Depending on the program or industry requirements, some courses may have a shorter shelf life, and this will be determined at the time of application. PLAR may be a consideration for students whose courses may be stale dated or have been employed in the field related to their studies. The PLAR team will be consulted to determine if PLAR is an option.

- • **Transfer credit to SIIT**
  - o Where a block transfer agreement or partnership with a sending institution does not exist, a student can transfer up to 50% of their courses to SIIT in an academic year. This requirement will vary with accelerated or short programs that have a limited number of credit-bearing courses and the 50% requirement is unclear. For example: 3 courses/ ECE Level 1 Program. A student may not transfer all their courses to SIIT for a credential.

- **Transfer credit within SIIT**
  - o For a student requesting transfer credit(s) from one SIIT program to another SIIT program, credit may be granted for identical or similar courses. Credit for courses that fulfill a prerequisite requirement in another program may also be considered. As programs vary in academic or industry requirements, transferring credits may not be possible. The academic department offering the program will be consulted to determine if transfer credit request is possible. The official SIIT transcript or course outline is not required from the student.

d. Recognition of Transfer Credit

- **Credit Granted**
  - o When approved, transfer credits will appear on the official SIIT transcript as a "CG" for credit granted. Transfer credit courses are not included as part of the student's Grade Point Average (GPA).

- **Transfer Credit Catalogue/ Database**
  - o Once a particular course(s) has been deemed equivalent to an SIIT course(s), the course will be added to the SIIT transfer credit catalogue and entered in the online learner pathway system for future reference by staff and students. Approved courses will remain in the catalogue/ database.

  - o If a course has been retired and no longer part of the program's academic requirements, previously awarded transfer credit may be ended, and no new transfer credit requests will be accepted. If courses in the transfer credit catalogue are older or courses at SIIT have changed significantly, courses from the sending institute shall undergo a review to determine equivalency and relevancy to SIIT's courses and program.

- **Transfer Credit for Brokered Programs**
  - o SIIT may enter into a brokerage agreement with another institution. SIIT, as the credentialing institution, is responsible for awarding the credential upon the student's successful completion of the program. The institution that offers the program is considered the host institution. The host institution is responsible for ensuring their applicants meet the admission requirements. If transfer credit is requested, the host institution is responsible for conducting a transfer credit review based on their established policy and procedures. The host institution must provide evidence to SIIT that a formal review was completed, and the final grade earned documentation and transfer credit granted "CG" will be included in the student's record and transcript.

- **Transfer Credit to Other Post Secondary Institutions**
  - o SIIT offers courses that are transferable to other post-secondary institutions such as colleges, polytechnics, and universities, private or public. Each receiving institution determines which credits will transfer into a student's program of study based on the academic requirements of the chosen program or discipline. It is advisable that the student consult with the institution being applied to regarding their transfer credit policy and procedures. At SIIT, students or prospective applicants can consult with the Academic Department Coordinator or an Admissions Advisor about possible transfer pathways that may exist. Students may also be

redirected to the online Learner Pathway System to determine if courses previously completed at SIIT have an existing transfer decision to another institution.

e. Appeals
- Students may appeal a transfer credit decision with the Program Dean within two (2) business days of the decision received via email from the Registrar's Office. Appeals based on a course that does not meet the minimum academic requirement such as minimum passing grade will not be considered as grounds for appeal. An appeal must be made in writing via an email to the Program Dean outlining the reason why the transfer credit should be reconsidered. The student may be required to submit any other pertinent information that the student believes will impact a change of decision for transfer credit. The Program Dean will review the appeal and take the following actions:
    - Request additional information from the student, as needed.
    - A committee comprised of the Dean or Designate (e.g., subject matter expert or instructor), and representative from Curriculum & Learning will re-evaluate the transfer request.
    - Communicate in writing the final decision to the student and Registrar's Office.

Appeals Procedure

Policy Title:	Related Policies:	Scope:
Appeals Procedure	1. Attendance 2. Academic Progress 3. Academic Misconduct 4. Non-Academic Misconduct	This policy covers all SIIT students.
Authorities: Program Deans Vice-President, Academics	**Forms:** 1. Progressive Disciplinary Procedure 2. Discontinuation	**Approval Dates** by the SIIT Board of Governors – 18 June 2014 **Effective –** 18 June 2014 **Revised** – 15 August 2016, 2018

1.0   Policy Statement

SIIT is committed to ensuring any student-related disputes are managed fairly and expeditiously. Students 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   Guiding Principles

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

3.0   Processes & Responsibilities

Group/Individual	Responsibilities
Student	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 student and ensure students 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 student and ensure students are aware that they are to continue attending classes. Communicate in writing with the student's funding agency, as applicable.
Learning Services	Where appropriate, provide the student 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 student.
Vice-President, Student Services & 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 student, program dean, Registrar and Learning Services.

4.0   Policy Specifics

If the student 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:

   a. That the original authority did not have authority or jurisdiction to reach the decision or impose the sanction(s) it did;
   b. Failure to follow procedural regulations of the relevant program dealing with assessment of academic work or performance that seriously affected the outcome;
   c. That there was bias on the part of a member or members of the original authority; and/or
   d. 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:

   a. The student requests and completes a Discontinuation Form. Forms may be found on the SIIT website under Academics: Student Policies. The student 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.
   b. Dependent on circumstances and subject to such considerations as safety, a student may continue to attend classes until a decision has been made; the appropriate department will be consulted.
   c. The student's funding agency, as applicable, will be notified in writing by the Program Coordinator or designated person about the Appeals Procedure that is undergoing.
   d. 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.

e. The Vice-President, Academics will determine if there are Grounds for Appeal.

f. 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.

g. The student may expect to receive written notification of the Committee's decision within three (3) business days of the decision being made.

h. The decision of the Appeals Committee is final.

SASKATCHEWAN INDIAN INSTITUTE OF TECHNOLOGIES

Course Grade Appeals

Policy Title:	Related Policies:	Scope:
Course Grade Appeals	1. Appeals Procedure 2. Academic Progress 3. Academic Misconduct 4. Non-Academic Misconduct	This policy covers all SIIT Students.
Authorities: Program Deans	**Forms:** 1. Student Program Requests 2. Course Grade Appeals Form 3. Change of Grade	**Approval Dates** by the SIIT Board of Governors – 18 June 2014 **Effective –** 18 June 2014 **Revised –** 20 July 2016, 2018

1.0   Policy Statement

SIIT is committed to high standards of fairness in evaluating the academic performance and work of our Students. Students 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   Guiding Principles

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

3.0 Processes & Responsibilities

Group/Individual	Responsibilities
Student	Informally consult with the instructor to review the course grade in question. If unsatisfied with the informal consultation with the instructor, the student 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.
Instructor	Consult with the student regarding the grade in question. If the process moves into the formal review process, submit documentation and academic records including the course expectations, exams, assignments and samples of other student course work to the Program Coordinator, as applicable, or Program Dean.
Program Coordinator	Ensure paper work documents the student's course work. If the process moves into the formal review process, ensure relevant documentation and academic records are submitted to the Program Dean.
Learning Services	Provide support to students as required.
Registrar's Office	Maintain communication between the student and appropriate departments, as necessary. Record grade in student records.
Program Deans	Communicate with the instructor and the Student. Review all relevant documentation. Appoint a re-assessor, as required. Communicate in writing the outcome of the formal review process. Copy of letter forwarded to Registrar's office.

4.0 Policy Specifics and Procedures

If a student 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 student 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 student 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:

a. The student 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.

b. The Program Coordinator, as applicable, or Program Dean will request any relevant documentation that may include assignments, exams and papers to be re-evaluated.

c. If the Program Dean deems it necessary, a re-assessor will be appointed to review the course work.

d. The Program Dean will communicate with both the instructor and student for any additional information required related to the final course grade.

e. The re-assessor will submit the re-read documentation and final mark to the Program Dean.

f. The student 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.

g. The final course grade mark submitted by the re-assessor and approved by the Program Dean will be final.

SASKATCHEWAN INDIAN INSTITUTE OF TECHNOLOGIES

Program Advisory Committee

Policy Title: Program Advisory Committee	**Related Policies:**	**Scope:** Academic Programs
Authorities: VP Academics	**Forms:**	**Approval Dates:** April 25, 2023

1.0 Policy Statement

The purpose of this policy is to provide guidance on the formation and administration of Program Advisory Committees for SIIT Academic certificate and diploma programs. While certificate and diploma programs are required to have Program Advisory Committees, other programs undergoing development and review should also use this policy as the guide.

2.0 Guiding Principles

The following principles guide the Program Advisory Committee:
- All SIIT programs are rooted in Indigenous ways of knowing.
- SIIT is dedicated to ongoing collaboration with First Nation communities, employers, industry, regulatory bodies, and post-secondary partners, to create and sustain market relevant programs to best meet the needs of SIIT students now and in the future.
- SIIT values external expertise and insight by formalizing our consulting process through Program Advisory Committees. Regular consultations will prepare SIIT to adapt and respond to changes in the economic landscape.
- Participation on Program Advisory Committees is volunteer based, except for Traditional Knowledge Keepers. The benefits to SIIT and to Program Advisory Committee participants are reciprocal.
- Recommendations made by the committee are advisory in nature.

3.0 Roles and Responsibilities

Group/Individual Roles	Responsibilities
Dean	• Approval of membership.
Dean or designate	• Overall effectiveness of the committee. • Call meeting and set the agenda. • Chair the meeting.
Registrar or designate	• Ensure curriculum quality assurance and alignment with SIIT framework and policy. • Retain copies of Program Advisory Committee meeting minutes.
Committee	• Make recommendations regarding industry training needs for present and emerging occupations; • Share industry changes, developments and emerging trends; • Provide strategic advice; • Provide advice, recommendations and guidance to assist for program quality of new and existing programs; • Make recommendations regarding program outcomes, course learning outcomes, learning activities such as experiential learning, texts and otherresource materials; • Suggest specialized equipment for labs and shops, and other capital improvements to reflect current industry practice; • Provide feedback on significant program changes; • Suggest potential Work Integrated Learning opportunities (WIL) for students and job placements; • Understand SIIT's mandate, vision and mission.

4.0 Policy Specifics and Procedures

a. Membership

- The Program Advisory Committee will be composed of 6 - 10 appointed members who are selected for their experience in the field and their knowledge of the market and/or community needs. The committee will strive to have more external membership representation.
- External representation may include current and potential employers, relevant sector leaders, business leaders, representatives from professional and accrediting bodies, regulatory bodies, representatives from relevant government departments as appropriate, and graduates of the program working in the industry. Representation from other Indigenous organizations and professionals is important. The inclusion of Traditional Knowledge Keepers is essential.
- Internal representation may include the Dean, Program Coordinator, program faculty, Registrar or designate, and other SIIT staff as appropriate. A current student may also be appointed by the Dean or designate.

b. **Membership Appointment/Removal**

- Nominations can come from a variety of sources and be directed to the Dean. Deans will approve the membership.
- Appointments will be for a term up to three years, with a provision for reappointment for an additional one-year term. Student appointment will be for a one-year term.
- The membership may be updated as required to fill vacancies on the committee.
- Absence from two meetings may result in removal from the Program Advisory Committee.

a. **Meetings**

- The Dean or designate will be responsible for the overall effectiveness of the committee.
- The Dean or designate will call meetings and set the agenda. The agenda will be provided in advance.
- The department will ensure that administrative support services are provided as necessary, to prepare and distribute agendas, meeting information and minutes.
- Minutes will be circulated to all Program Advisory Committee members.
- Approved meeting minutes are stored by the Office of the Registrar.
- Any distribution, or request for minutes outside of the Program Advisory Committee members or SIIT, will be coordinated and completed by the Dean or designate.
- The Dean or designate will chair the meeting. The role of the chairperson will include:

    o Confirming agenda and approving meeting minutes;
    o Chairing the Program Advisory Committee meetings;
    o Ensuring all Program Advisory Committee members have opportunities to share during the meetings;
    o Acknowledging committee members participation and sharing next steps;
    o Reporting back to the committee on what actions were taken based on the recommendations.
    o Provide necessary information to committee members.
    o Ensure the flow of the meeting and monitor the time set for the meeting.

- With the exception of Traditional Knowledge Keepers, a Program Advisory Committee member may be reimbursed for travel expenses not covered by their employer and will remain at the discretion and pre-approval of the Dean. While Program Advisory Committee membership is voluntary, the decision to reimburse will be determined on a case by case basis.

    o A Traditional Knowledge Keeper will be compensated in alignment with SIIT policy.
    o Program Advisory Committee meetings can be face to face or using an online platform.
    o Appointed members will seek consensus regarding recommendations.
    o Program Advisory Committees must meet at least once per year; however, some Program Advisory Committees may be called to meet more frequently dependent on program needs or industry

requirements.

  o A Program Advisory Committee may advise multiple related programs. For example, Power Engineering and Process Operator Technician could be represented by one Program Advisory Committee.

5.0 Appendices

  a. Sample Agenda

Appendix A
Sample Agenda

Saskatchewan Indian Institute of Technologies *Program Name, Cluster of, or Apprenticeship* Program Advisory Committee Meeting

Date:
Time:
Location:
Online Meeting Link if applicable:

First meeting: Optional Tour of the Facility

Sample Agenda

Introductions	Dean or Program Coordinator
Review of Agenda	Committee
Approval/Minutes	Committee

Discussion Topics:
- Student Program Evaluations summary   Program Coordinator
- Student enrollment   Program Coordinator
- Curriculum   Program Coordinator
- Program effectiveness and efficiency   Program Coordinator
- Work integrated learning   Program Coordinator

Division and SIIT Updates   Dean

Discussion of emerging trends (local, provincial, technology, legislation etc.) Committee

Action Items/Next Steps   Dean or Program

Coordinator

Disability Accommodations

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

1.0   Policy Statement

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 students 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 enrols persons of a particular sex, creed or religion exclusively, or is conducted by a religious order or society, or where it enrols 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 students 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 students with respect and dignity and strives to provide a positive learning environment for all. Students are considered full and equal partners in the development of and responsibility for their learning and accommodation(s).

3.0 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 students 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 students 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.

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

4.0 Policy Specifics and Procedures

The purpose of this policy is to address our legal obligations to ensure students 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 students, employees and visitors.

- SIIT may provide academic accommodation(s) to fulfill the academic requirements of students without altering academic standards or learning outcomes.

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

Group/Individual	Responsibility
Student	Once accepted into an SIIT program, voluntarily disclose the disability for which they need accommodation(s) to their instructor, coordinator or Learning Services. Provide reasonable notice of the requirements for accommodations. If available, provide relevant and current documentation such as medical reports or psycho-educational assessments to verify and identify the need for accommodation(s). Complete all documentation. If required documents are not provided, accommodations may not be provided.

	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. Waiving the provision of accommodations must be submitted in writing to Learning Services within two (2) days prior to exams.
Instructor/Program Coordinator	Inform yourself, students, staff and instructors of the provisions of this policy and its related procedures. Communicate policy and services within the written course syllabus. If there is reason to believe a student is experiencing a disability but no information regarding additional supports has been disclosed, privately inform the student of this policy and invite them to speak to and/or self-declare to the appropriate professionals. Report concerns of student's performance to Program Dean.

Deans	Ensure staff members under their department are aware of and comply with this policy. Consult with Coordinators and Instructors about student's needs. Ensure that instructor's practice, evaluation methods and learning environment aligns with this policy. Provide a background of the areas of concern and collaborate with Learning Services.
Learning Services	Gather and review all documentation on student's disability/disorder/diagnosis. Respond promptly to accommodation concerns raised by the Program Coordinators or student. Collaborate with relevant stakeholders (ie: student, faculty, Coordinator, external agencies and professionals).

	Communicate services available for students.
	Develop an informal academic action plan or Individualized Education Plan (IEP)
	When warranted, refer and administer a formal assessment.
	Review psycho-educational assessments.
	Debrief results of assessments with student and provide a copy to them.
	Collaborate with student, instructor, program coordinator, Dean and external agencies/professionals.
	Facilitate availability of required accommodation(s) services/ requirements.
	Support instructors to ensure the accommodation(s) are delivered in a timely and appropriate manner.
	Support and monitor students throughout the process of referral, assessment, diagnosis, and accommodation(s).
	Establish partnerships with Service Agencies that can benefit SIIT Learning Services.
	Provide annual professional development for faculty and department staff pertaining to this policy.

5.0   Procedures

In establishing a process for reasonable accommodation(s) that will provide students 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 Student Support and Disability Referral Process

The declaration of a student'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.

Accommodation of Legally Controlled Substances

Policy Title: Accommodation of Legally Controlled Substances	Related Policies:	Scope: This policy covers all SIIT Students.
Authorities: Academics Student Services	Forms:	Approval Dates: 2018

1.0 Policy Statement

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), cannabidol, 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 Programing/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 practice 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.

Privacy		

Policy Title:	Related Policies:	Scope:
Privacy		All SIIT employees, clients, stakeholders and students.
Authorities:	**Forms:**	**Approval Date:**
All		October 2015

1.0 Policy Statement

The Saskatchewan Indian Institute of Technologies (SIIT) assumes full accountability for the personal information of its employees, clients, stakeholders and students in accordance with OCAP™ and privacy legislation. Each staff member must abide by SIIT's procedures and practices when handling any type of personal information.

2.0 Definitions

OCAP™ – OCAP™ represents First Nations principles that protect individual privacy rights and the collective community. The principles of OCAP™ originated with the First Nations Information Governance Centre (FNIGC) and represent: Ownership, Control, Access and Possession. (http://fnigc.ca/ocap.html)

Personal Information Protection and Electronic Document Act (PIPEDA) – Establishes rules to govern the collection, use and disclosure of personal information in a manner that recognizes the right of privacy of individuals with respect to their personal information and the need of organizations to collect, use or disclose personal information for purposes that a reasonable person would consider appropriate in the circumstances. PIPEDA applies to federally regulated organizations, undertakings, or businesses and it came into effect January 1, 2004. Additionally, PIPEDA applies to customers, clients, stakeholders, suppliers and students of provincially regulated organizations with respect to personal information that is collected, used or disclosed in the course of "commercial activities".

Personal Information - According to PIPEDA, personal information is information about an identifiable individual that includes any personal information, recorded or not, in any form, including digital or paper format and includes:

- Name, address, telephone number, race, ethnic origin, religion, marital status or educational level (but see exception below regarding employees)
- Age, height, weight, medical records, blood type, DNA code, fingerprints, voiceprint

- Identification numbers such as social insurance numbers
- Credit records, loan records, existence of a dispute between a consumer and a merchant, and intentions to acquire goods or services

Under PIPEDA, personal information does not include the name, business title, business address or business telephone number of any <u>employee</u> (e.g. information found on a business card).

<u>Real Risk:</u> Requires consideration of the sensitivity of the information, the probability of misuse, and any other prescribed factor.

<u>Significant Harm:</u> PIPEDA defines significant harm as including, among other harms, humiliation, damage to reputation or relationships and identity theft.

<u>Stakeholder</u> – Refers to business partners, The SIIT Board of Directors, customers, vendors and applicable entities involved in any dealings with SIIT.

3.0 Policy Specifics

a. Guidelines:

Guiding Principle: The Saskatchewan Indian Institute of Technologies (SIIT) is committed to respecting and protecting the privacy of the personal information it obtains about its students, clients, employees and stakeholders in the course of their employment, studies and business at SIIT.

The personal information of SIIT employees, clients, stakeholders and students must be managed so as to meet OCAP™ and legislative requirements. SIIT commits to the following statements:

- All personal information in SIIT possession or custody is protected as per the SIIT Document Retention and Destruction Policy;
- The forms of personal information being collected and the rationale for the collection of these forms of personal information will be identified and communicated to the individual;
- In obtaining consent, SIIT will ensure that the individual is advised of the identified purpose for which the personal information will be used:
  - o Consent occurs and is obtained when an individual signs an application form which requests the release of personal information, or other form containing personal information thereby authorizing SIIT to collect, use, and disclose the individual's personal information for the purposes stated on the form;
  - o Implied consent is granted by the individual when he/she signs the application or form. This allows SIIT to obtain or verify information from third parties (such as banks, lenders, or insurance companies) in the process of assessing the eligibility of an individual, client, customer, student, job applicant or business partner;
- Written consent must be obtained prior to the collection of personal information; individuals have the right to withdraw their consent by submitting a written request to withdraw to the appropriate unit that was requesting consent to collect the information;
- The personal information collected is only collected for reasonable purposes as outlined on consent forms;
- Personal information is used only for the purposes for which it was collected;

- Personal information is retained only for the period of time that it is reasonably required as outlined in the SIIT Document Retention and Destruction Policy;
- Personal information is destroyed that is no longer required using a safe, secure and effective manner (e.g. shredding) as outlined in the SIIT Document Retention and Destruction Policy;
- All personal information collected is accurate as represented on the consent form;

- Individuals are permitted to gain access to their personal information through written requests, and to make corrections as appropriate;
- Appropriate security and safeguards are employed for the protection of personal information;
- Access to personal information is limited to authorized personnel that have a legitimate need to access the information;
- Written consent must be obtained from the employee, client, stakeholder, or student prior to the release of information to any third party;
- Individuals will be notified and consent will be obtained prior to the use of personal information for any reason(s) other than those provided at the time of collection; and
- Exceptions to any of the above will be limited to those set out in PIPEDA or as otherwise required by law.

SIIT protects the privacy and confidentiality of personal information by maintaining and storing it in secure locations that are not accessible to others without the express permission of the Director of Human Resources.

As required by federal legislation under Section 10.1 of PIPEDA, SIIT will notify individuals and report all data breaches where it is believed that the data breach creates a real risk of "significance harm" to the individual.

b. Employees:

The personal information of SIIT employees includes information found in employee personnel files such as dates of birth and home addresses, employee phone numbers, salary and benefits information, performance ratings and appraisals, internal investigation files, medical diagnoses or assessments, and complaints filed against an employee.

SIIT shall use some or all of the personal information obtained from employees for the purpose of interviewing applicants and offering employment, maintaining personnel files, providing benefits to employees, assisting employees in obtaining other forms of benefits or compensation, conducting performance evaluations, determining compensation in compliance with other policies, investigating potential policy violations, determining discipline and conducting or participating in any processes or procedures relating to employee issues.

With prior consent, SIIT may disclose employee personal information to outside third parties. SIIT shall ensure that all third-party providers employ a comparable level of protection for personal information as SIIT except where disclosure by SIIT or the third party provider is required by law. Where possible, SIIT will utilize privacy agreements/contracts with third party providers to protect the confidentiality and security of personal information.

c. Students

The personal information of students at SIIT includes all information found in student record

files including student names, dates of birth and home addresses, student numbers, financial records, disciplinary matters, CPICS (where applicable) and medical diagnoses and assessments.

With prior consent, SIIT may disclose the personal information of students to outside third parties. SIIT shall ensure that all third party providers employ a comparable level of protection of personal information as SIIT except where disclosure by SIIT or the third party provider is required by law. Where possible, SIIT will utilize privacy agreements/contracts with third party providers to protect the confidentiality and security of personal information.

A student at SIIT who would like to know what personal information SIIT has collected about him/her should direct the inquiry to the Registrar's Office who will respond to the inquiry as quickly as possible and, in any event, not later than thirty (30) days after receiving the request. If the thirty day timeframe cannot be made and an extension is required, written notice will be provided to the individual outlining the expected date of response.

Any student who has a question or complaint about the content, administration or application of this policy should direct the inquiry to the Registrar's Office. The Registrar's Office will investigate the complaint and notify the student of the outcome of the investigation, including any action(s) taken as a result.

   d.   Administration

SIIT has appointed a privacy working group to be responsible for the administration of this privacy policy and compliance with OCAP™ principles and privacy legislation. If there is a conflict between OCAP™ and privacy legislation, OCAP™ will be the governing principles. SIIT's Privacy Policy shall be reviewed annually.

The privacy working group shall be responsible for:

- Developing and implementing policies and practices under SIIT's Privacy Policy including:
  o Procedures that address the collection, use, retention, destruction and management of personal information
  o Procedures for protecting personal information, complaints and inquiries
  o Staff training on privacy obligations
  o Procedures for establishing Privacy Policy committee members
- Reviewing policies, practices and procedures on an annual basis, or as needed, making appropriate revisions
- Ensuring appropriate measures are taken for breach of confidentiality regarding student, employee and stakeholder's personal information. Please refer to the SIIT Human Resource Policy Manual Section B for further information.

   e.   Requests and Complaints

An employee, client, or stakeholder of SIIT who would like to know what personal information SIIT has collected about him/her should direct the inquiry to the Vice President of Human Resources & Operations who will respond to the inquiry as quickly as possible and, in any event, not later than thirty
(30) days after receiving the request. If the thirty-day timeframe cannot be made and an extension is required, written notice will be provided to the individual outlining the expected date of

response.

In accordance with PIPEDA, SIIT also reserves the right to deny an employee, client, stakeholder or student access to personal information if the record would reveal personal information about another individual.

Any employee, client or stakeholder who has a question or complaint about the content, administration or application of this policy should direct the inquiry to the Vice President of Human Resources & Operations. The Vice President of Human Resources & Operations will investigate the complaint and notify the employee of the outcome of the investigation, including any action(s) taken as a result.

	Sexual Violence

Policy Title:	Related Policies:	Scope:
Sexual Violence	Anti-Harassment Code of Conduct Code of Ethics	All Personnel, Students, and SIIT Stakeholders
Authorities: This policy is the responsibility of the Academics Department and the Human Resources Department and will be reviewed annually	**Forms:** Internal Incident	**Approval Date:** Board of Governors January 2016

1.0 Policy

Statement

The Saskatchewan Indian Institute of Technologies (SIIT) is committed to providing an environment in which sexual violence is not tolerated. SIIT is expected to be a safe and positive space where members of the SIIT community feel able to work, learn and express themselves in an environment free from sexual violence. This commitment applies to all members of the SIIT community in their interaction with other members of the SIIT community.

Persons who violate this policy are subject to disciplinary and/or corrective action up to and including termination of employment or suspension and/or expulsion from studies at SIIT. This policy is not intended to supersede or interfere with prevailing provincial or federal legislation.

2.0 Guiding Principles

SIIT is committed to building and preserving a safe working and learning environment for its staff, students, clients, and stakeholders.

3.0 Definitions

Age of consent for sexual activity: The age at which a person can legally consent to sexual activity. In Canada, children under 12 can never legally consent to sexual acts. Sixteen is the legal age of consent for sexual acts.

Coercion: In the context of sexual assault and sexual misconduct, coercion is unreasonable and

persistent pressure for sexual activity. Coercion is the use of emotional manipulation, blackmail, threats to family or friends, or the promise of rewards or special treatment, to persuade someone to do something they do not wish to do, such as being sexual or performing particular sexual acts.

Consent: As defined by *The Criminal Code of Canada*, consent is the voluntary agreement to engage in the sexual activity in question.

It is the responsibility of the person initiating or engaging in a sexual activity to obtain clear and affirmative responses at all stages of sexual engagement.

No consent is obtained or implied, where:

a) the agreement is expressed by the words or conduct of a person other than the specific individuals who are involved in the sexual activity;
b) an individual is incapable of consenting to the activity;
c) an individual induces another individual to engage in the activity by abusing a position of trust, power or authority;
d) an individual expresses, by words or conduct, a lack of agreement to engage in the sexual activity; or
e) an individual, having consented to engage in sexual activity, expresses, by words or conduct, a lack of agreement to continue to engage in the activity.

Consent requires that a person is able to freely choose between two options: yes and no. This means that there must be an understandable exchange of affirmative words which indicates a willingness to participate in a mutually agreed upon sexual activity. It is also imperative to understand the following: Silence or non-communication must never be interpreted as consent and a person in a state of diminished judgment cannot consent. Specifically,

- A person is incapable of giving consent if they are asleep, unconscious or otherwise unable to communicate.
- A person who has been threatened or coerced (i.e., is not agreeing voluntarily) into engaging in the sexual activity is not consenting to it.
- A person who is drugged is unable to consent.
- A person is usually unable to give consent when they are under the influence of alcohol and/or drugs.
- A person may be unable to give consent if they have a mental disability.
- The fact that consent was given in the past to a sexual or dating relationship does not mean that consent is deemed to exist for all future sexual activity.

Individual: Means a member of the SIIT community who is or has been subjected to the alleged sexual violence incident. Although there are other words used to describe an individual in these circumstances, including 'survivor', 'victim', 'target', and 'complainant', this policy uses the word 'individual'.
Reprisal: Any retaliatory act, either direct or indirect.

Respondent: Means a person whose alleged conduct is the subject of a complaint.

Retaliatory Acts: Means any retaliation, retribution, or reprisal by a Respondent against any Individual who reports an incident of alleged sexual violence, or against an individual who testifies or otherwise participates in an investigation or hearing relating to the allegation of sexual

violence.

Sexual Assault: A criminal offence under the *Criminal Code of Canada*. Sexual assault includes any non-consensual physical contact of a sexual nature whether by an acquaintance or stranger. This may include groping, kissing, fondling and forced intercourse.

Sexual Violence: Is any violence, physical or psychological, carried out through sexual means or by targeting sexuality. This includes sexual abuse, sexual assault or rape. It also includes sexual harassment, stalking, indecent or sexualized exposure, degrading sexual imagery, voyeurism, cyber harassment, trafficking and sexual exploitation.

Sexual Violence Response Team: A team of SIIT employees that brings together the skills required to lead the institute's efforts to prevent and respond to sexual violence. The team approach engages the SIIT community to develop procedures that are relevant and accessible and provides individuals linkage to resources.

SIIT Community: The SIIT community includes students, employees, clients, stakeholders, and others who study, work or carry on the business of the Institute.

4.0 Policy Guidelines

SIIT will not tolerate any form of sexual violence and will take all reasonable and practical measures to ensure that no employee, student, client, or stakeholder is subjected to an act of sexual violence or related misbehavior.

All members of the SIIT community play a role in building a safe environment free from sexual violence and related misbehaviors by:

- Exhibiting healthy and respectful behaviors in personal and professional relationships;
- Reporting behaviour that may encourage sexual violence;
- Intervening in situations that may lead to sexual violence and related misbehavior; and
- Interrupting an occurrence of sexual violence if it is safe to do so or calling the police, RCMP or facility staff if it is not safe to do so.

5.0 Application of this Policy

This policy applies to all students, clients, and stakeholders of the SIIT community. This policy also applies to all employees of SIIT as well as contract service providers, contractors and the Board of Governors.

For the purposes of this policy, sexual violence is an incident that can occur:

- On SIIT facilities, campuses, training sites; or
- Off site, if:
    - In connection with a SIIT program or activity.

6.0 Preventative Measures

SIIT takes a proactive approach to sexual violence ensuring that prevention and education efforts are in place to reduce, eliminate, and address the effects of sexual violence. These preventive

measures include:

- A sexual violence response protocol;
- A sexual violence response team that is comprised, based on the circumstances, of the Vice President of Human Resources & Operations, the Vice President of Academics and other appointed individuals. In the event that the individual or respondent is either the Vice President of Human Resources & Operations or the Vice President of Academics, the President will replace the individual or respondent.
- Alignment of current policies and procedures to determine SIIT's capacity to respond to incidents of sexual violence;

- Training for SIIT employees on how to properly deal with reports of sexual violence;
- Leveraging local resources such as sexual assault centers, police forces, violence against women support agencies, and hospital-based sexual assault treatment centers;
- Sexual violence education during student orientation; and
- Engagement activities including institute-wide campaigns and social media initiatives.

7.0 General Reporting Procedures

SIIT strongly encourages persons who have been victims of sexual violence to report the incident, to seek assistance, and to pursue judicial action. Anyone who has been a victim of sexual violence may choose to pursue both criminal prosecution and SIIT's disciplinary process.

SIIT supports and encourages any individual who has been a victim of sexual violence to report the incident to the reporting sources of their choice. Individuals who believe they have been victimized by an act or acts of sexual violence, or those who believe they were witness to a violation of this policy, should report the incident(s) immediately. Any delays in reporting acts of sexual violence can make the case against the respondent more difficult to establish; however, SIIT is aware that timely reporting may not always be possible. Prompt reporting is best; however, a person may report the incident at any time.

To report an incident of sexual violence, the SIIT Sexual Violence Protocol is outlined in Appendix A.

All reports will be taken seriously, and investigated appropriately by SIIT and reported to the appropriate local law enforcement authority. It is a violation of SIIT's Sexual Violence Policy for persons to knowingly make a false report of an incident of sexual violence or to provide false information about a report. Persons who make a false report or provide false information about a report are subject to disciplinary and/or corrective action through SIIT but may also be subject to legal ramifications.

SIIT will do everything it can to protect the privacy of the individuals involved and to ensure that the individual and the respondent are treated fairly and respectfully. SIIT will protect this privacy so long as doing so remains consistent with the enforcement of this policy and adherence to the law. All records of sexual violence reports and subsequent investigations are considered confidential and will not be disclosed to anyone except to the extent required by law.

This policy prohibits reprisals against individuals, acting in good faith, who report incidents of sexual violence or act as witnesses. SIIT will take all reasonable and practical measures to prevent reprisals, threats of reprisal, or further violence.

Appendix A: SIIT Sexual Violence Protocol

1.0 Reporting Procedure

Circumstance:	Report to:
1. If an SIIT student chooses to report an alleged incident of sexual violence by a SIIT student	The student or their initial person of contact would report the alleged incident to the Vice President of Academics in order to commence the investigation process.
2. If an SIIT student chooses to report an alleged incident of sexual violence by a SIIT employee	The student or their initial person of contact would report the alleged incident to the Vice President of Academics in order to commence the investigation process.
3. If an SIIT student chooses to report an alleged incident of sexual violence by a SIIT stakeholder	The student or their initial person of contact would report the alleged incident to the Vice President of Academics in order to commence the investigation process.
4. If an SIIT employee chooses to report an alleged incident of sexual violence by a SIIT student	The employee or their initial person of contact would report the alleged incident to the Vice President of Human Resources & Operations in order to commence the investigation process (in conjunction with the Vice President of Academics).
5. If an SIIT employee chooses to report an alleged incident of sexual violence by a SIIT employee	The employee or their initial person of contact would report the alleged incident to the Vice President of Human Resources & Operations in order to commence the investigation process.
6. If an SIIT employee chooses to report an alleged incident of sexual violence by a SIIT stakeholder	The employee or their initial person of contact would report the alleged incident to the Vice President of Human Resources & Operations in order to commence the investigation process.

2.0 Procedure

Step 1. The individual will provide a statement to the Vice President of Human Resources & Operations or Vice President of Academics. The Vice President will transfer this information to a confidential dated SIIT internal incident form.

Step 2. SIIT will ensure that:

   (i)   The individual:

- is treated with respect;
- is informed of available resources available at the campus, facility or program site;
- is provided with support;

- is encouraged to seek medical attention immediately;
- has the right to decide whether to report the incident to legal authorities.

(ii)   All reports are handled in confidence.

(iii)   Reasonable and essential measures are taken to prevent further unwanted contact with the alleged respondent.

Step 3. The Vice President of Human Resources & Operations, Vice President of Academics or other designated individual will assess the situation and if required, initiate the sexual violence response team.

Step 4. If required, the sexual violence response team will review the information and determine the disciplinary course of action.

Step 5. The sexual violence response team will submit a confidential report to SIIT's senior leadership.

3.0 Facility Warnings

Upon being notified of a potential sexual violence or other form of sexual misconduct that may also constitute a crime, SIIT will ensure the appropriate distribution of facility-wide warnings in an effort to protect other individuals.

SASKATCHEWAN INDIAN INSTITUTE OF TECHNOLOGIES

<div style="border:1px solid">

Tuition and Fees Policy

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Policy Title:	Related Policies:	Scope:
Tuition and Fees Policy	Attendance Academic Misconduct Non-Academic Misconduct	This policy covers all current SIIT Learners and SIIT applicants.
Authorities: VP of Academics	**Forms:** 1.Discontinuation 2.Document Request	**Approval Date:** May 2, 2019 Board of Governors

1.0   Policy Statement

In accordance with *The Saskatchewan Indian Institute of Technologies (SIIT) Act*, SIIT is authorized to determine fee structures for its programs, services and related resources. SIIT sets tuition and fees annually and communicates this information to applicants, learners and stakeholders.

2.0   Guiding Principles

Tuition and fees are set taking into account affordability and accessibility for learners, transparency, and sustaining and maintaining quality in SIIT programs and services.

3.0   Tuition and Fees

SIIT sets tuition and fees as follows for learners enrolled in SIIT programs:

Tuition Fees are charged for providing credit and non-credit instruction and credentialing of a program. Tuition rates are established annually, come into effect July 1st and are available on the SIIT website.

Textbook Fees are charged in accordance with program requirements, for textbooks and e-texts purchased by SIIT on behalf of the learner.

Compulsory Fees cover a portion of costs of providing services including student identification (ID) cards, student internet accounts, convocation, lockers/locks and the City of Saskatoon U-pass (transit passes). Compulsory fees may also cover a portion of program-specific costs such as shop supplies, resource materials, personal protective gear, equipment tool kits, technology, printing and lab fees.

Miscellaneous Service Fees may be applied to miscellaneous items not covered by compulsory fees and are charged for such items including but not limited to: issuing duplicate certificates or diploma, issuing official transcripts and processing withdrawals and discontinuations.

3.1   Refunds

Learners who withdraw or are required to discontinue from a program may be entitled to a refund of tuition and

compulsory fees. For purpose of determining effective discontinuation date, non-attendance is not considered a notification of intention to withdraw from a course or program; the program coordinator or dean must be notified in writing or email. Please refer to the related policies for information on discontinuations.

In the event of a program or course cancellation by SIIT, a full refund of paid tuition or fees will be issued to the individual or sponsor organization responsible for fee payment.

Tuition and compulsory fees are refundable as determined by the learner's discontinuation date and prorated accordingly. In most instances textbook and/or e-texts fees are non-refundable.

Please refer to Schedule A for refund details.

3.2   Outstanding Fees

Learners are responsible for ensuring that they are in good financial standing at all times. The payment of all tuition and fees is a requirement for program continuation, access to SIIT services and equipment, release of marks, certificates, and diplomas.

A learner who has not paid their tuition or fees or has not made alternate arrangements may not be allowed to continue in their program or admitted to future SIIT programming until their accounts are in good financial standing. Failure to make payment of outstanding fees will also result in academic hold by the withholding of grades, transcripts, and completion documents until all outstanding accounts have been cleared.

4.0   Income Tax Statements

An official receipt for income tax purposes (T2202A) will be provided to the learner for each taxation year if the learner's tuition has been paid for that calendar year.

Schedule A   Tuition, Textbook and Compulsory Fees Refunds

Program	Effective Date of Discontinuation	Refund of Tuition and Compulsory Fees
Semester-based*	30 calendar days from the start of the semester	100%
	31 – 59 calendar days from the start of the semester	50%
	60 plus calendar days from the start of the semester	No Refund
Non Semester**	30 calendar days from the start of the program	100%
	31 – 59 calendar days from the start of the program	75%
	60 – 69 calendar days from the start of the program	50%
	70 plus calendar days from the start of the program	No Refund
Programs up to 20 weeks**	Up to 10% of time spent in program	100% of tuition and compulsory fees
	10% to 50% of time spent in program	50% of tuition and compulsory fees
	Over 50% of time spent in program	No refund
Summer Classes 9 Weeks	Within 2 weeks of the start date	100%
	After 2 weeks	No refund
Summer Classes 4 -5 Weeks	Within 1 week of the start date	100%
	After 1 week	No refund

Textbook Refunds

Textbook fees are non-refundable except where textbooks are returned in new/unused condition within 30 days of program start date.

E-Texts Refunds

E-texts fees are non-refundable.

Note: All refunds are less a $100 administration fee. Any portion of the compulsory fees related to protective gear, tool kits, computing devices are not refundable unless the items are returned in new/unused conditions within 30 days or 10% of program length as determined by the program dean.

The UPass fee per semester is non-refundable.

* Where a student withdraws from a course in a semester-based program, tuition will be refundable as outlined

above, pro-rated based on the number of courses dropped compared to a full course load for that semester.

** Non semester, modular based and other programs over 20 weeks (140 calendar days)

*** Tuition and compulsory fee - refunds will be based on percentage of time spent in the program.