

Updates to SAIT Policies and Procedures 2023-24

The following changes to SAIT’s policies/procedures were made during 2023-24. Note that changes listed as “immaterial edits” are spelling/grammar corrections, minor wordsmithing for clarity, updates to names of other procedures referenced in the policy/procedure, updates to position titles etc., and do not change the content.

Academic (AC)

Procedure	AC.1.5.1	Admission	Revised
Procedure	AC.2.1.1	Academic Year	Revised
Procedure	AC.2.13.2	Study Abroad	Revised
Procedure	AC.2.13.3	Study Canada	New
Procedure	AC.2.17.1	Credentials	Revised
Policy	AC.2.22	Academic Scheduling	New
Procedure	AC.2.22.1	Academic Scheduling	New
Procedure	AC.3.1.1	Grading and Progression – Credit Courses	Revised
Procedure	AC.3.3.1	Invigilation and Security of Examinations	Revised
Procedure	AC.3.4.3	Student Academic Conduct	Revised
Procedure	AC.3.4.4	Student Non-Academic Conduct (immaterial edits)	Revised
Procedure	AC.3.8.2	Attendance Requirements – Apprentices	Revised
Procedure	AC.3.18.1	Recognition of Prior Learning	Revised
Procedure	AC.3.18.3	Articulation	Revised
Procedure	AC.3.19.1	Student Leaves	Revised
Procedure	AC.6.3.1	Co-Curricular Recognition	Revised

Administration (AD)

Procedure	AD.1.1.1	Personal Information – General Guidelines	Revised
Procedure	AD.1.1.2	Confidentiality of Student Information	Revised
Procedure	AD.1.1.3	Confidentiality of Employee Information	Revised
Procedure	AD.1.1.4	Formal Access to Information	New
Procedure	AD.1.1.5	Privacy Complaints	New
Procedure	AD.1.11.1	Enterprise Risk Management	Revised
Policy	AD.2.8	Student Locker Use	Revised
Procedure	AD.2.8.1	Student Locker Use	Revised
Procedure	AD.2.10.1	Password Guidance	Revised
Policy	AD.2.13	Sexual Assault and Sexual Violence	Deleted
Procedure	AD.2.13.1	Sexual Assault and Sexual Violence	Deleted
Procedure	AD.2.14.2	Foodstuffs	Revised
Procedure	AD.2.15.1	Acceptable Use of Computing and IT Resources	Revised
Procedure	AD.2.15.2	Student Digital Identity Management	New

External Relations (ER)

Procedure	ER.1.2.1	Social Media Use	Revised
Procedure	ER.3.1.1	Gift Acceptance	Revised
Procedure	ER.3.1.2	Naming and Renaming of Buildings and Facilities (immaterial edits)	Revised

Facilities Management (FM)

Policy	FM.1.2	Capital Project Governance	New
Procedure	FM.1.2.1	Capital Project Governance	New

Finance (FN)

Procedure	FN.12.1.1	Signing Authority – Revenue Generating, Expenditure and Other Contracts/Agreements	Revised
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Policy	FN.14.1	Capital Assets and Purchased Intangible Assets	Revised
Procedure	FN.14.1.1	Acquisition of Capital Assets and Purchased Intangible Assets	Revised
Procedure	FN.14.1.2	Management of Capital Assets and Purchased Intangible Assets	Revised
Procedure	FN.14.1.3	Disposal of Capital Assets and Purchased Intangible Assets	Revised

Human Resources (HR)

Procedure	HR.1.5.3	Employee Gifts	New
Policy	HR.4.10	Respectful Workplace and Learning Environment	Revised
Procedure	HR.4.10.1	Respectful Workplace and Learning Environment	Revised

Health, Safety and Environment (HSE)

Procedure	HS.1.5.1	Animals on Campus	Revised
Policy	HS.1.6	Preventing and Responding to Sexual Assault, Sexual Violence and Gender-based Violence	New
Procedure	HS.1.6.1	Sexual Assault, Sexual Violence and Gender-based Violence – Principles and Support	New
Procedure	HS.1.6.2	Sexual Assault, Sexual Violence and Gender-based Violence – Disclosures	New
Procedure	HS.1.6.3	Sexual Assault, Sexual Violence and Gender-based Violence – Reporting	New

January 17, 2025