

## Updates to SAIT Policies and Procedures 2022-23

The following changes to SAIT’s policies/procedures were made during 2022-23. 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	Admissions	Revised
Procedure	AC.2.24.1	Curriculum Review (immaterial edit)	Revised
Procedure	AC.3.1.1	Grading and Progression – Credit Courses	Revised
Procedure	AC.3.2.1	Course Deficiencies	Revised
Procedure	AC.3.3.1	Invigilation of Exams	Revised
Procedure	AC.3.3.2	Invigilation of Exams – Distance Education	Deleted
Policy	AC.3.4	Student Code of Conduct	Revised
Procedure	AC.3.4.3	Student Academic Conduct: Schedule E Use of Text-Matching Software	New
Procedure	AC.3.8.1	Attendance	Revised
Procedure	AC.3.8.2	Attendance – Apprentices	Revised
Procedure	AC.3.15.1	Death of a Student	Revised
Procedure	AC.3.16.1	Accommodations	Revised
Policy	AC.3.18	Recognition of Prior Learning (immaterial edit)	Revised

### Administration (AD)

Procedure	AD.2.9.1	Lost and Found	Revised
Procedure	AD.3.3.1	Data Governance	Revised
Procedure	AD.3.3.2	Research Data Management	New

Policy Procedure	AD.4.6 AD.4.6.1	SAIT's Use of Remotely Piloted Aerial Systems (immaterial edit) SAIT's Use of Remotely Piloted Aerial Systems	Revised Revised
Procedure	AD.4.7.2	Filming	New

## Finance (FN)

Procedure	FN.7.1.3	Procurement (immaterial edit)	Revised
Procedure	FN.7.1.4	Credit Card	Revised
Procedure	FN.9.1.1	Investment of Funds	Revised
Procedure	FN.11.1.1	Expenses	Revised
Procedure	FN.11.1.5	Petty Cash	Revised
Procedure	FN.14.1.1	Acquisition of Capital Assets	Revised
Procedure	FN.14.1.2	Management of Capital Assets	Revised
Procedure	FN.17.1.2	Personal Vehicles	Revised

## Human Resources (HR)

Procedure	HR.1.2.1	Acting Incumbency (immaterial edit)	Revised
Procedure	HR.1.2.2	Overtime Authorization (immaterial edit)	Revised
Procedure	HR.1.2.4	Over and Under Payment of Salary (immaterial edit)	Revised
Procedure	HR.3.1.1	Vacation	Revised
Procedure	HR.3.10.1	Flex Day	Revised
Policy	HR.4.10	Respectful Workplace and Learning Environment	Revised
Policy	HR.4.11	Conflict of Interest	Revised
Policy	HR.4.12	Wrongdoing Disclosure	Revised
Procedure	HR.5.1.5	Identification Credentials	New

## Health, Safety and Environment (HSE)

Procedure	HS.1.1.1	HSE Systems	Revised
Policy	HS.1.2	Prevention of Violence	Revised
Procedure	HS.1.5.1	Animals on Campus	Revised

June 30, 2023