

Section:	Academic/Student (AC)
Subject:	Student Performance and Behaviour
Legislation:	
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APPROVED: _____
President and CEO

POLICY

The policy of the Board of Governors is to recognize the importance of student learning pathways. This includes recognizing a student’s prior learning, knowledge and current competence where appropriate and possible, and pursuing articulation opportunities both for SAIT graduates and for students coming to SAIT.

PROCEDURE

DEFINITIONS

- Challenge examination** A comprehensive examination that encompasses the major components or learning outcomes of a course.
- Grade point average** The measure of a student’s SAIT academic achievement. It can be calculated in four ways, as set out in procedure [AC.3.1.1 Grading and Progression](#).
- Student** A person who has a SAIT ID number and a student record.
- Student record** A record created for a person who has confirmed that person’s intention to attend SAIT, and which allows that person to be eligible to register for SAIT courses.

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PROCEDURE

A. Eligibility of Students and Courses

1. Any student as defined in this procedure is eligible to apply, provided that the student is pursuing a SAIT credential.
2. The decision to create a challenge examination for a course is at the discretion of the school/department delivering that course.
3. Apprenticeship courses are not subject to this policy and procedure, and cannot be challenged at SAIT.

B. Limitations

1. A student must satisfy all course pre-requisites before taking a challenge examination for that course.
2. Challenge examinations cannot be used to administer partial credits for a SAIT course.
3. A student cannot write a challenge examination for a course that the student has already failed.
4. A student cannot write a challenge examination for a course that the student has already passed, unless the student passed that course:
 - a) More than 5 years ago, in the case of a course that is part of a Certificate program, or
 - b) More than 7 years ago, in the case of a course that is part of a Diploma or an Applied Degree program, or
 - c) More than 10 years ago, in the case of a course that is part of a Baccalaureate program.
5. A student may attempt only one challenge examination per course.
6. Challenge examinations are subject to the 50 percent residency requirement as set out in procedure [AC.3.1.1 Grading and Progression](#).

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C. Procedure

1. A student wishing to attempt a challenge examination shall apply to the academic chair/coordinator responsible for delivering that course, using the Challenge Examination Request form.
2. If the academic chair/coordinator authorizes the student to attempt the challenge examination, the academic chair/coordinator or designate shall:
 - a) Ensure the Challenge Examination Request form is completed and the student has signed it;
 - b) Set the time and location of the challenge examination;
 - c) Advise the student of the fee for the challenge examination;
 - d) Direct the student to the Office of the Registrar for registration and fee payment; and
 - e) Provide the student with the course outline for the course that the student wishes to challenge, either at this point in the process or at any time earlier at the student's request.
3. The student shall take the completed and signed Challenge Examination Request form to the Office of the Registrar for processing and proof of payment.
4. The student shall present the proof of registration to the school before attempting the challenge examination.
5. A student may register in a challenge examination at any time before the midpoint of that course. However, if the student is registered in the course which the student is challenging and wishes to receive a tuition refund if the challenge examination is successful, the student must register for the challenge examination before the end of the drop/add period for that course (or the cancellation deadline, in the case of a continuing education course).
6. The challenge examination must be completed within ten business days of registering in the examination, or an "F" or "NP" grade will be entered for the examination.
7. A student should register in, continue attending, and not drop or withdraw from the course until the student has been advised on the results of the challenge examination.

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8. A student who successfully completes a challenge exam for a course in which the student is registered and who is eligible to drop or withdraw from the course is responsible for ensuring that the student has been dropped from or has withdrawn from the course.
9. A student who misses a scheduled challenge exam will not be eligible for a refund or for rescheduling of the examination, unless the student's absence is excused as per procedure [AC.3.8.1 Attendance Requirements](#). A student may be required to submit corroborating documents to the academic chair/coordinator to substantiate the reason for the absence.
10. Procedure [AC.3.4.1 SAIT Student Code of Conduct](#) applies to students completing a challenge examination.
11. A summary of the procedure is set out in Schedule A, an Associated Document to this procedure.

D. Testing/Grading

1. The school/department that creates the challenge examination is responsible for storing the examination and for arranging for its invigilation and marking.
2. The student must submit all portions of the challenge examination when the student takes the examination. Challenge examinations will not be returned to students.
3. The school/department shall mark the challenge examination and enter the student's grade for the examination within ten business days of the student attempting the examination.
4. Challenge examinations conform to the SAIT grading scale, as set out in procedure [AC.3.1.1 Grading and Progression](#). The minimum grade required to pass a challenge examination for a course is the minimum grade required to pass the course itself.
5. The student's grade on a challenge examination, including an "F" or "NP" grade, will be recorded on the student's academic record and will be included in the calculation of the student's grade point average (GPA), as per procedure [AC.3.1.1 Grading and Progression](#).

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E. Appeals

1. Challenge examinations may be appealed within 30 calendar days of receipt of the grade, as per procedure [AC.3.1.1 Grading and Progression](#).

F. Fees

1. Fees payable for a challenge examination are specified in SAIT's Fee Schedule. A student should consult with the academic chair/coordinator or designate for information on the fee. Fees are non-refundable and must be paid at the time the student registers for the challenge examination.

ASSOCIATED DOCUMENTS

Schedule A Procedure Summary

POLICY/PROCEDURE REFERENCE

AC.3.18	Recognition of Prior Learning policy
AC.3.18.2	Transfer Credit procedure
AC.3.18.3	Recognition of Prior Non-formal and Informal Learning procedure
AC.3.18.4	Course Equivalency Recognition procedure
AC.3.18.5	Articulation procedure

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