

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 permit an eligible student to remedy course deficiencies in eligible courses, as determined and in the manner deemed most appropriate by the applicable school/department.

PROCEDURE

DEFINITIONS

- Course deficiency** F or NP grade.
- Eligible course** A course for which a course deficiency remedy is available, as determined by the school/department delivering that course.
- Eligible student** A student who has received an F or NP in a course where the final mark for that course is within 5% of the passing grade for that course and where the failure is not due to the student's academic dishonesty.
- End of course** The last day of the course as set out in SAIT's official student database course registration information.

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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](#).

NP grade (no pass)

A grade that may be assigned to a student who is registered in a course where students are evaluated on a pass/no pass basis.

GOVERNING PRINCIPLES

1. The intent of this procedure is to offer to eligible students a method to remedy a course deficiency in an eligible course, without having to repeat the course or without having to take an equivalent course.

PROCEDURE

1. An eligible student may remedy a maximum of two course deficiencies per semester, and is permitted one attempt to remedy a deficiency per course.
2. A student who accepts a method to remedy a course deficiency and who is not successful is not eligible to appeal the original grade, as per procedure [AC.3.1.1 Grading and Progression](#).
3. An eligible student wishing to remedy a course deficiency in an eligible course shall apply to the academic chair/coordinator within 30 calendar days of the end of the course, using the Remedy of a Deficiency form. This form can be obtained from the school/department. Where the eligible course is a service course, the academic chair/coordinator will direct the student to the academic chair /coordinator responsible for delivering that course.
4. The eligible student shall take the authorized form to the Office of the Registrar for processing and fee payment, and must present the fee payment receipt to the school/department before beginning the deficiency remedy.
5. Fees payable for remedying a course deficiency are specified in SAIT’s Fee Schedule.
6. The academic chair/coordinator responsible for delivering the eligible course shall, in consultation with the instructor, determine the method of remedying the course deficiency. Methods may include:
 - a) Completion of a supplemental assignment; or

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- b) Writing of a supplemental examination.
7. The remedy must be completed and the school/department must submit the Change of Grade form to the Office of the Registrar within ten business days of the academic chair/coordinator having authorized the student to attempt the clearance of deficiency, as per paragraph 3 of this procedure. Eligible students are encouraged to attend classes in a subsequent course pending the outcome of the remedy.
 8. The maximum grade that can be achieved is a D or a P grade, or the minimum passing grade for the course. This grade will replace the F or NP grade. Grades other than P or NP shall be calculated into the Grade Point Average (GPA) for the term in which the deficiency occurred.
 9. If a student wishes to achieve a grade higher than a D or the minimum passing grade for the course, the student must re-take the course. A student's registration in a course for a second or subsequent time is subject to space availability in that course. In this case, the student's transcript will indicate both the original and the new course grade. Both the original and the new grades will be calculated in the student's Semester Program Grade Point Average (PGPA), but only the higher grade will be calculated into the student's Cumulative Program Grade Point Average (CPGA) in a subsequent term.
 10. The school/department shall use the Change of Grade form to submit the grade achieved on the course deficiency remedy, including an F or NP grade, to the Office of the Registrar. This is necessary for tracking purposes, as a student is permitted only one attempt to remedy a deficiency per course.

POLICY/PROCEDURE REFERENCE

AC.3.2 Course Deficiencies policy

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