

AC.3.2.1 COURSE DEFICIENCIES	
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

Apprenticeship	A post-secondary training program consisting of on-the-job training provided by an employer and technical training provided by an approved technical training provider. The student is usually referred to as an “apprentice”. For the purpose of this procedure, apprenticeship refers specifically to programs falling under the jurisdiction of Apprenticeship and Industry Training (“AIT”).
Course deficiency	F or NP or less than a 50% grade.
Course deficiency remedy	Completion of a supplemental assignment or a supplemental examination.
Eligible course	A course for which a course deficiency remedy is available, as determined by the school/department/centre delivering that course.
Eligible student	A student who has received an F or NP or less than 50% in a course and where the student’s final mark for that course is 45% to 49% and is not due to the student’s academic misconduct.
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 three ways, as set out in procedure AC.3.1.1 Grading and Progression – Credit Courses .
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.
Period	The compilation of the technical training requirement for an apprentice's specific year of training.
Section	A component of an apprentice's period of technical training. For the purpose of this procedure, the term "course" is used interchangeably with "section".
Student	A person currently enrolled in a SAIT program or course. For the purpose of this procedure, the term "student" is used interchangeably with "apprentice".

GOVERNING PRINCIPLES

1. The intent of this procedure is to offer eligible students a method to remedy a course deficiency in an eligible course, as determined by the academic chair/coordinator as per procedure 5 below, without having to repeat the course or taking an equivalent course.
2. An eligible student may remedy a maximum of two credit course deficiencies per term, and is permitted one attempt to remedy a deficiency per course.
3. An eligible apprentice may remedy a maximum of one section deficiency per period of apprenticeship training.
4. External regulatory bodies may require a higher passing grade in specific courses in order for students to attain recognition or certification from those bodies; students who have passed a SAIT course but who have not met the grade required by those external regulatory bodies must retake the SAIT course, and cannot use the processes in this procedure.

PROCEDURE

1. 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 procedures [AC.3.1.1 Grading and Progression – Credit Courses](#) and [AC.3.1.3 Grading and Progression – Non-Credit Courses](#).
2. Remedy of a credit course deficiency:
 - a) An eligible student wishing to remedy a course deficiency in an eligible credit course shall apply to the academic chair/coordinator, using the Remedy (Clearance) of

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Deficiency form that 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. The student must apply within 10 business days from the end of the course. If the course is a prerequisite course for another course that the student wishes to take, the student will be re-registered into the next course, with the student's final status in the subsequent course determined by the outcome of the clearance of deficiency process.

- b) The academic chair/coordinator shall review the student's application to remedy the course deficiency within three business days of receiving the Remedy (Clearance) of Deficiency form, to ensure that both the student and the course are eligible, as defined above.
 - c) If both the student and the course are eligible as defined above, the academic chair/coordinator shall approve the student's application and the student shall submit the authorized form to the Office of the Registrar for processing and fee payment. The school/department shall check on the official student database to ensure that the student has paid the fee before the student can begin the deficiency remedy.
3. Remedy of a non-credit course deficiency:
- a) An eligible student wishing to remedy a course deficiency in an eligible non-credit course shall apply to the Centre for Continuing Education and Professional Studies (CEPS), at ConEdadvising@sait.ca, within 10 business days from the end of the course. If the course is a prerequisite course for another course that the student wishes to take, the student will be re-registered into the next course, with the student's final status in the subsequent course determined by the outcome of the clearance of deficiency process.
 - b) CEPS shall review the student's application to remedy the course deficiency within three business days of receiving it.
 - c) If CEPS approves the student's application, CEPS will contact the student for payment and will send the form to the Office of the Registrar for processing.
4. Fees payable for remedying a course deficiency are specified in SAIT's Fee Schedule.
5. The academic chair/coordinator responsible for delivering the eligible course (for a credit course) or CEPS (for a non-credit 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
 - b) Writing of a supplemental examination.
6. The remedy must be completed and the school/department/CEPS must submit the Change of Grade form to the Office of the Registrar within ten business days of having authorized the student to attempt the clearance of deficiency. Use of the Change of Grade form is

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required for tracking purposes, as a student is allowed only one attempt to remedy a deficiency per course. Note that this timeline may be extended in situations where a student is alleged to have committed academic misconduct on a course deficiency remedy, to allow sufficient time for the processes to be followed as per procedure [AC.3.4.3 Student Academic Conduct](#).

7. Eligible students are encouraged to attend classes in courses in which they are registered, pending the outcome of the remedy.
8. If the student successfully completes the remedy, the maximum grade that can be achieved is a D, P or 50% grade. This grade will replace the F, NP or less than 50% grade. In the case of a credit course, 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 50% 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. In the case of a credit course, both the original and the new grades will be calculated in the student's Term GPA and Total Institutional GPA, where applicable, but only the higher grade will be calculated into the student's Credential Grade Point Average at graduation.
10. There is no appeal of an unsuccessful attempt to remedy a course deficiency.

POLICY/PROCEDURE REFERENCE

AC.3.2 Course Deficiencies policy

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