

<b>Section:</b>	Academic/Student
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**APPROVED:** \_\_\_\_\_  
**President and CEO**

## POLICY

The policy of the Board of Governors is to establish and maintain clearly defined systems of grading and progression.

## PROCEDURE

### DEFINITIONS

<b>Academic Probation (AP)</b>	The status assigned to a student who did not meet the progression requirements for his/her program, or to a student who was academically withdrawn from his/her program and who has now returned to that same program or to another program at SAIT.
<b>Academic Withdrawal (AW)</b>	The status assigned to a student who has failed to achieve both the minimum Semester Program Grade Point Average (PGPA) and Cumulative Program Grade Point Average (CGPA) for two consecutive terms.
<b>Component grade</b>	A grade given for an individual assessment within a course.
<b>Course outline</b>	The official document that identifies a course's learning outcomes and how students will be assessed in that course.
<b>Credit course</b>	A course that is part of a program approved by the Government of Alberta, and that has a credit value associated with it.
<b>End of course</b>	The last day of the course as set out in SAIT Polytechnic'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:

- **Cumulative Program Grade Point Average (CGPA):** the overall cumulative weighted grade point average for all the courses that the student has completed and that are part of the program in which he/she is registered.
- **Semester Program Grade Point Average (PGPA):** the weighted grade point average for all the courses that a student has completed in a particular semester and that are part of the program in which he/she is registered.
- **Credential Grade Point Average:** the overall cumulative weighted grade point average for all the courses the student has completed and that are used in awarding the credential for the program that he/she has completed.
- **Semester Grade Point Average (SGPA):** the weighted grade point average for all the credit courses that a student has completed in a particular semester, regardless of whether or not those courses are part of the program in which he/she is registered.

**Program**

A prescribed curriculum leading to a SAIT credential. A program is divided into a number of courses.

**Progression**

A student’s advancement from semester to semester within a program.

**Returning student**

A student who has not been an active student in a program or a non-credit certificate for one or more semesters of study.

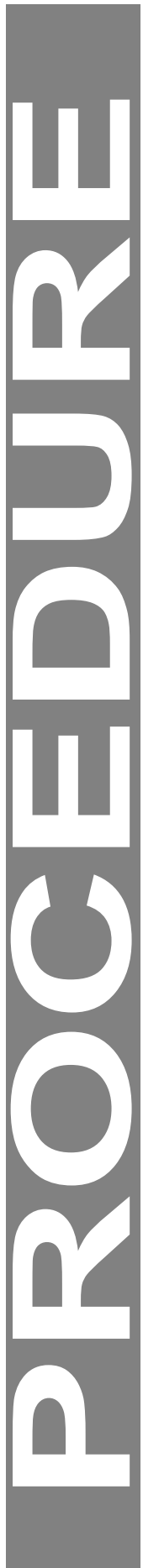
**PROCEDURE**

**A. Grading Systems**

1. This grading system applies to all SAIT courses.
2. A student's grade in a course is calculated as specified in the course outline.
3. A student’s grade in each course shall be denoted by a letter grade as follows:

Percentage Grade	Letter Grade	Grade Points
90-100	A+	4.0
85-89	A	4.0
80-84	A-	3.7

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77-79	B+	3.3	
73-76	B	3.0	
70-72	B-	2.7	
67-69	C+	2.3	
63-66	C	2.0	
60-62	C-	1.7	
55-59	D+	1.3	
50-54	D	1.0	Minimal Pass
0-49	F	0.0	

- A "D" grade is the minimal pass for a course.
- In addition to the grades described above, special grades may be assigned as follows. These special grades are not included in the calculation of grade point averages.

- AEG (Aegrotat Standing)**  
May be granted to a student who through serious illness or exceptional circumstances cannot complete the final evaluation in a course, in situations where a supplemental evaluation or course deficiency remedy is not possible. The Dean or designate must approve the grade.
- ATT/FA (Attended) / (Failed to Attend)**  
Is assigned to a student who is registered in a course for which no formal evaluation of the student's performance is provided, other than the student's attendance or failure to attend that course.
- AUD (Audit)**  
Is assigned to a student who is registered in a course for which no formal evaluation of the student's performance is provided. The student will pay the normal tuition for this course, but will not receive a mark in or credits for the course. The Academic Chair/Coordinator must approve a student's registration in the course as an auditing student.
- CR (Credit Rating)**  
Is assigned to a student who has received recognition of his/her prior learning based on transfer credit or based on non-formal and/or informal learning, in accordance with AC.3.18 Recognition of Prior Learning Policy and its accompanying procedures.
- I (Incomplete)**  
Is assigned to a student who has been granted an extension under extenuating circumstances to complete a course. The "I" grade is not a substitute for an "F" grade. It is not a permanent grade, and will become an F grade if it is not cleared within the deadline to do so, as set out further in B.4 of this procedure. If the course is a pre-requisite, the Academic Chair/Coordinator must, in consultation with the relevant instructor, approve the student's registration in the subsequent course(s).

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PROCEEDURE



**P/NP**

**(Pass)/(No Pass)**

Is assigned to a student who is registered in a course where students are evaluated on a pass/no pass basis.

**W**

**(Withdrawal)**

Is assigned to a student who officially withdraws from a course or program.

6. Each course shall carry a course credit value as published in the Academic Calendar.
7. All grade point averages shall be calculated by:
  - a) Multiplying the grade point achieved by the credit value assigned for that course, excluding the special grades listed in paragraph 5 above;
  - b) Totaling the grade points from a) above; and
  - c) Dividing the total from b) above by the total of the course credit values.
8. Fail grades (“F”) will appear on the student’s transcript and are used in the calculation of grade point averages. In the case of subsequent repeat attempts of a failed course, the grades will be calculated in the student’s respective Semester Grade Point Average (SGPA), but only the higher grade will be calculated into the student’s Credential Grade Point Average).
9. When a deficiency is remedied by supplemental assignment or supplemental exam as described in AC.3.2.1 Course Deficiencies procedure, the “D” or “P” grade will replace the “F” grade and shall be calculated into the GPA for the academic semester in which the deficiency occurred.
10. Students are allowed a maximum of two attempts to successfully complete a course, subject to the following:
  - a) The Academic Chair/Coordinator and the Dean of the school responsible for delivering the course may, in significant extenuating circumstances, approve the student’s registration in a course for a third or fourth attempt, respectively. Such significant extenuating circumstances may include illness, court appearances, bereavement, or other personal circumstances.
  - b) A student’s registration in a course for a second or subsequent time is subject to space availability in that course.
  - c) A withdrawal from a course is not considered an attempt.
  - d) If the student fails all attempts in the course or its equivalent, a SAIT credential shall not be issued for any program in which that course is a requirement.

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## **B. Deadlines**

1. Students wishing to receive recognition of their prior learning should consult applicable SAIT prior learning recognition procedures for information about deadlines to do so.
2. Final marks must be submitted to the Office of the Registrar by the end of the third business day following the end of the course.
3. A student who wishes to change his/her registration by adding and/or dropping a course must do so within the designated add/drop period for that course.
4. An “I” grade must be cleared within 8 weeks from the end of the course, or it automatically reverts to “F”. The student is responsible for making arrangements to clear an I grade; the school is responsible for submitting a Change of Grade form to the Office of the Registrar either to verify that the I grade should indeed be an F or to clear the I grade. If the course is a pre-requisite, the Academic Chair/Coordinator must approve the student’s registration in the subsequent course(s).
5. Grade changes must be completed within 8 weeks from the end of the course.
6. To be assigned a “W” grade in a course, a student must withdraw from that course prior to completing 70% of that course. To be assigned a “W” grade in a program, a student must withdraw from that program prior to completing 70% of the program semester.

## **C. Progression**

1. The progression requirement for a program is a PGPA or CGPA of 2.0.
2. A student who fails to achieve a PGPA or CGPA of 2.0 at the end of a term will be placed on academic probation (AP). The Office of the Registrar will advise the student to meet with his/her Academic Chair/Coordinator to develop strategies to improve academic standing and to complete the program.
3. While the student is on academic probation, he/she may continue to register in courses for which he/she has completed the prerequisites.
4. If one of either the PGPA or CGPA of 2.0 is not met for a second time at the end of a term, the student will remain on academic probation.
5. A student who is on academic probation will be academically withdrawn (AW) from the institution if he or she fails to achieve both the PGPA and the CGPA of 2.0 at the end of a term.
6. If a student who is on academic probation subsequently achieves both a PGPA of 2.0 and a CGPA of 2.0 in the following term, he/she will return to good academic standing. Should the student subsequently fail to achieve a PGPA or CGPA of 2.0, paragraphs 2 through 4 above will apply.

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7. An academically withdrawn student must wait 8 calendar months before returning to SAIT. During this waiting period, the student cannot take any courses at SAIT.
8. An academically withdrawn student who wants to return to the program from which he/she was withdrawn should meet with his/her Academic Chair/Coordinator to determine if space is available in the program to accommodate his/her return, and to determine changes to graduation requirements.
9. A student who returns to SAIT after having been academically withdrawn will return on academic probation. If the student fails to achieve the minimum PGPA for a third time, he/she will be permanently withdrawn from the institution.

#### **D. Graduation Requirements**

1. A student must achieve the required minimum Credential Grade Point Average for all courses used to meet the student's credential requirements, in order to graduate.
2. A student is expected to complete the graduation requirements of a program within 5 years for a Certificate or Certificate of Achievement, within 7 years for a Diploma or Applied Degree, and within ten years for a Baccalaureate. This time limitation begins on the date that the student started the first course in the credential.
3. The longer a student takes to complete a program, the more likely it is that the curricula and completion requirements will change, and this may make graduation more complicated. A student should consult with the program's Academic Chair/Coordinator if he/she plans to complete the program on a part-time basis.
4. Under significant extenuating circumstances, the Vice President Academic, in consultation with the Dean and the Registrar, may approve a student's request to extend the program completion time.
5. A student is required to meet the graduation requirements as they existed for the program at the time the student registered in the program's first course, provided the student's study is continuous.
6. A student who is admitted to a full-time program and who takes a semester or longer break from his/her program is classified as a returning student. He/she should consult with the program's Academic Chair/Coordinator to identify changes to graduation requirements and to determine if space is available in the program to accommodate his/her return. If the student is able to return to his/her program, he/she must submit a completed Intent to Return form to his/her Academic Chair/Coordinator; the timeline to do so starts no more than 30 calendar days before the start of the semester and ends when the add/drop period is over.
7. Course and program changes can occur during the time a student is completing the program. A student who has completed a course that is subsequently revised is not required to re-take the course, as long as the student completes the program within the completion time limit for that program and as long as the student's study is continuous.

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8. Academic Chairs/Coordinators and the Registrar's Office will develop a plan to manage changing program requirements for students. This plan may include recognizing prior learning through transfer credits or challenge exams, creating bridging requirements between old and new courses/programs, and determining transfer eligibility to alternative programs.
9. A student must meet the 50% residency requirement. This means that:
  - a) to obtain a SAIT credential, a student must complete at least 50% of the credential's courses through SAIT, and;
  - b) the student may use no more than a maximum of 50% transfer credit and/or challenge exams and/or prior informal or non-formal learning, as defined in accordance with AC.3.18 Recognition of Prior Learning Policy and its accompanying procedures, towards that SAIT credential.

#### **E. Honours Designation**

1. A student may be awarded a SAIT credential stating "with honours" if:
  - a) The program in which the student is enrolled is approved by the Government of Alberta;
  - b) The student achieved a Credential Grade Point Average of at least 3.8;
  - c) The student passed all courses on the first attempt;
  - d) The student completed the graduation requirements for the program within the applicable time limit for that program; and
  - e) The student has met the 50% residency requirement as described above.

#### **F. Transcripts**

1. A transcript is a complete and unabridged record of all courses that a student has taken at SAIT.
2. Official transcripts will be issued at the written request of the student. In the case of a student who is under legal age, an official transcript can be issued at the request of the student's parent/legal guardian.

#### **G. Appeal of Grades**

1. Component Grades
  - a) A student who disputes a component grade shall first discuss that grade with his/her instructor.

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- b) If the student is not satisfied with the outcome of that discussion, or is unable to contact his/her instructor, he/she shall discuss the grade with the Academic Chair/Coordinator responsible for delivering the course. The decision of the Academic Chair/Coordinator responsible for delivering the course is final and binding.
- c) Formal grade appeals are reserved for final grades only.

2. Final Grades

- a) A student may choose to formally appeal his/her final grade in a course. See Schedule A, an Associated Document to this procedure, for the grade appeal process.
- b) A student who accepts a method to remedy a course deficiency pursuant to AC.3.2.1 Course Deficiencies Procedure and who is not successful is not eligible to appeal the original grade.
- c) Students are allowed to register in a subsequent course pending the outcome of the formal grade appeal.

**ASSOCIATED DOCUMENTS**

Schedule A Formal Grade Appeal Process

**POLICY/PROCEDURE REFERENCE**

- AC.2.17 Credential Policy
- AC.3.1 Grading and Progression Policy
- AC.3.2.1 Course Deficiencies Procedure
- AC.3.8.1 Attendance Requirements Procedure
- AC.3.8.2 Attendance Requirements – Apprentices Procedure
- AC.3.18 Recognition of Prior Learning Policy

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**PROCEDURE**