

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.

- 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 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.

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End of course	The last day of the course as set out in SAIT’s official student database course registration information.
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	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 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.
2. An eligible student may remedy a maximum of two course deficiencies per semester, 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.

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 procedure [AC.3.1.1 Grading and Progression – Credit Courses](#).
2. An eligible student wishing to remedy a course deficiency in an eligible course shall apply:

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- a) In the case of a course not offered through Distance Education, to the academic chair/coordinator, using the Remedy (Clearance) of 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:
 - i) 30 calendar days of the end of the course, if the course is not a prerequisite course for another course(s) that the student wishes to take; or
 - ii) 30 calendar days of the end of the course or by the end of the add/drop period in the subsequent term, whichever is sooner, if the course is a prerequisite course for another course that the student wishes to take. In that situation, the student will be re-registered into the next course(s), with the student's final status in the subsequent course(s) determined by the outcome of the clearance of deficiency process.
 - b) In the case of a course offered through Distance Education, to the Distance Education unit of the Learner and Academic Services department. The student must apply within 30 days from when the student's final grade is entered into SAIT's official student database, using the Remedy (Clearance) of Deficiency form. This form and the Clearance of Deficiency process for distance education courses can be found in the resources for every online course.
3. The academic chair/coordinator or Distance Education shall review the student's application to remedy the course deficiency within three business days of receiving the Remedy (Clearance) of Deficiency form.
 4. If the academic chair/coordinator or Distance Education approves the student's application, 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.
 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.
8. Eligible students are encouraged to attend classes in a subsequent course(s) pending the outcome of the remedy, as long as they have been registered in the course(s) through the add/drop process.
9. 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. Grades other than P or NP shall be calculated into the Grade Point Average (GPA) for the term in which the deficiency occurred.
10. 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. Both the original and the new grades will be calculated in the student's Semester Grade Point Average (SGPA) and Cumulative Grade Point Average (CGPA), where applicable, but only the higher grade will be calculated into the student's Credential Grade Point Average at graduation.
11. 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 or 50% 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.
12. 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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