

<b>Section:</b>	Academic/Student (AC)
<b>Subject:</b>	Student Performance and Behaviour

<b>Legislation:</b>	
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**APPROVED:** \_\_\_\_\_**President and CEO**

## **POLICY**

The policy of the Board of Governors is to permit an eligible student to remedy a failing grade in eligible courses by successfully completing a supplemental evaluation, as determined and conducted in the manner deemed most appropriate by the applicable school/department.

## **PROCEDURE**

### **DEFINITIONS**

- |                         |   |
|-------------------------|---|
| <b>Eligible course</b>  | A credit or non-credit course which the school/department delivering the course has determined is suitable for a supplemental evaluation.   |
| <b>Eligible student</b> | A student who has received an F, NP or less than 50% in a course, where the student's final grade for that course is 45% to 49% and whose grade is not the result of academic misconduct. |
| <b>End of course</b>    | The last day of the course as set out in SAIT's official student database course registration information.  |
| <b>Failing grade</b>    | An F, NP or less than a 50% final grade.  |

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<b>Grade point average</b>	The measure of a student's SAIT academic achievement. It can be calculated in three ways, as set out in procedure <a href="#">AC.3.1.1 Grading and Progression – Credit Courses</a> .
<b>NP grade (no pass)</b>	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.
<b>Student</b>	A person currently enrolled in a SAIT program or course.
<b>Supplemental evaluation</b>	A method whereby an eligible student may remedy a failing grade in an eligible course by successfully completing an additional examination, assignment, project, or other assessment, as determined by the academic chair/coordinator responsible for that course. Supplemental evaluations are intended to provide a comprehensive assessment of the student's understanding of the overall course outcomes.

## GOVERNING PRINCIPLES

1. The intent of this procedure is to offer an eligible student a supplemental evaluation method by which they may remedy a failing grade in an eligible course, as determined by their academic chair/coordinator as outlined in this procedure, without having to repeat the course or take an equivalent course.
2. An eligible student is permitted a maximum of two supplemental evaluations per term, and one supplemental evaluation per course.
3. Not all courses are eligible for a supplemental evaluation; course eligibility is determined in advance by the school or department delivering the course. For instance, supplemental evaluations are generally not available for skills-based or lab-based courses, capstone courses or work-integrated learning (WIL) experiences. Additionally, apprenticeship courses or programs under the jurisdiction of Apprenticeship and Industry Training (AIT) are ineligible for supplemental evaluations.
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.

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5. A student is eligible to complete a supplemental evaluation if all of the following conditions are met. Note that these are the only conditions that must be met in order for a student to be considered an eligible student.
  - a) The student's final grade in the course falls between 45-49%;
  - b) The student's final grade in the course is not due to academic misconduct;
  - c) The student has not reached the maximum supplemental evaluation attempts allowed within the relevant term or for the course; and
  - d) The school/department delivering the course has determined that the course is eligible for a supplemental evaluation.

## PROCEDURE

1. An eligible student seeking to remedy a failing grade in an eligible course is responsible for submitting the request for a supplemental evaluation within the specified processes and deadlines outlined below, for credit courses and non-credit courses.
2. A student who fails a supplemental evaluation cannot appeal the original course grade, as per procedures [AC.3.1.1 Grading and Progression – Credit Courses](#) and [AC.3.1.3 Grading and Progression – Non-Credit Courses](#).
3. Credit Course Supplemental Evaluation Process:
  - a) When a student receives a final grade between 45% and 49% in an eligible credit course they are entitled to request a supplemental evaluation. Students may verify their final grade percentage within Brightspace and credit courses which are eligible will be indicated within the Supplemental Evaluation Request form (available on [MySAIT.ca](#)).
  - b) The student must submit a Supplemental Evaluation Request form to their academic chair/coordinator within fifteen business days from the end of the course.
    - i) 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.
    - ii) 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

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final registration status in the subsequent course determined by the outcome of the supplemental evaluation process.

- c) The academic chair/coordinator shall review the student's application within three business days of receiving the Supplemental Evaluation Request form, to ensure that the requirements of Governing Principle 5 have been met.
- d) If the requirements of Governing Principle 5 have been met, the academic chair/coordinator shall authorize the student's application, forward the form to the Office of the Registrar for processing and fee payment, and notify the instructor.
- e) The Office of the Registrar will review the fees previously applied to the student's account, within two business days of receiving the application, to determine if the student has reached the maximum of two supplemental evaluation attempts in that relevant term or one supplemental evaluation for the same eligible course in a prior term:
  - i) If the Office of the Registrar determines that the student is ineligible to complete a supplemental evaluation in that term or course, as applicable, the Office of the Registrar will inform the academic chair/coordinator, who will in turn notify the student and the instructor that the supplemental evaluation cannot proceed.
  - ii) If the Office of the Registrar determines that the supplemental evaluation can proceed, the Office of the Registrar will inform the academic chair/coordinator, who will in turn notify the student and the instructor; The Office of the Registrar will contact the student to arrange for the required fee payment, as specified in SAIT's Fee Schedule, within two business days.
- f) The student must complete the fee payment before the supplemental evaluation can be completed. The school/department will confirm through the official student database that the student has paid the required fee prior to scheduling the supplemental evaluation. Note that, if immediate confirmation of payment is not available through the official student database, the student may be asked to provide proof of payment to facilitate the scheduling of the supplemental evaluation.
- g) Upon confirmation of the fee payment, the school/department will arrange the method, date and time of the supplemental evaluation. These details will then be communicated to the student to ensure that the timeline outlined in paragraph 6 of this procedure is met.

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4. Non-Credit Course Supplemental Evaluation Process:
  - a) When a student receives a final grade between 45% and 49% in an eligible non-credit course, they are entitled to request a supplemental evaluation. Students may verify their final grade percentage within Brightspace and non-credit courses which are eligible will be indicated as such within the course outline.
  - b) The student must submit a request for a supplemental evaluation in writing to Continuing Education and Professional Studies (CEPS), at [ConEdadvising@sait.ca](mailto:ConEdadvising@sait.ca), within fifteen 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 registration status in the subsequent course determined by the outcome of the supplemental evaluation process.
  - c) CEPS shall review the student's request for a supplemental evaluation within three business days of receiving it, to ensure that the requirements of Governing Principle 5 have been met.
  - d) If CEPS approves the student's request, CEPS will contact the student for fee payment as specified in SAIT's Fee Schedule and will arrange for the method, date and time of supplemental evaluation, ensuring that the timeline outlined in paragraph 6 of this procedure is adhered to.
  - e) The student must complete the fee payment before the supplemental evaluation can proceed.
5. The academic chair 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 supplemental evaluation. Methods may include:
  - a) Completion of a supplemental assignment, project or other assessment; or
  - b) Writing of a supplemental examination.
6. The supplemental evaluation must be completed, and the school/department must submit the Change of Grade form to the Office of the Registrar, within fifteen business days of having authorized the student to complete the supplemental evaluation. Note that this timeline may be extended in situations where a student is alleged to have committed academic misconduct on a supplemental evaluation, to allow sufficient time for the processes to be followed as per procedure [AC.3.4.3 Student Academic Conduct](#).

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7. Supplemental evaluations are generally arranged on an individual basis. However, when multiple students are eligible to request a supplemental evaluation, schools or departments have the discretion to schedule a group session, with all eligible students completing the evaluation at the same date and time. In such cases, students are still required to complete the fee payment prior to completion of the supplemental evaluation.
8. Use of the Change of Grade form is mandatory for tracking purposes, regardless of whether the grade has changed, as a student is only allowed two supplemental evaluation attempts in that relevant term or for the same eligible course in a prior term.
9. Eligible students are encouraged to attend classes in courses in which they are registered, pending the outcome of the supplemental evaluation.
10. If the student successfully completes the supplemental evaluation, 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 original failing grade was assigned.
11. 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.
12. A student may not appeal an unsuccessful supplemental evaluation attempt.

## **POLICY/PROCEDURE REFERENCE**

AC.3.2      [Supplemental Evaluations policy](#)

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