

SUPPLEMENTAL EVALUATIONS

Section:	Academic/Student (AC)
Subject:	Student Performance and Behaviour
Legislation:	
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APPROVED: _____
Chair, on Behalf of SAIT's Board of Governors

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.

DEFINITIONS

Eligible course	A credit or non-credit course which the school/department delivering the course has determined is suitable for a supplemental evaluation.
Eligible student	A student who has received an F or NP or less than 50% in a course and where the student's final grade for that course is 45% to 49% and is not due to the student's academic misconduct.
Failing grade	An F, NP or less than a 50% final grade.
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.
Student	A person currently enrolled in a SAIT program or course.

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**Supplemental
evaluation**

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 purpose of this policy 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 policy, without having to repeat the course or take an equivalent course.
2. Not all SAIT courses are eligible for a supplemental evaluation. Course eligibility is determined in advance by the school or department delivering the course.
3. A student is eligible to complete a supplemental evaluation if all of the following conditions are met:
 - 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 of two 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. The processes and timelines for students to submit a request for a supplemental evaluation to their academic chair/coordinator, and for academic chairs/coordinators to manage those requests, are set out in procedure [AC.3.2.1 Supplemental Evaluations](#).

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2. A student who fails a supplemental evaluation cannot appeal either the original grade in the course (as per procedures [AC.3.1.1 Grading and Progression – Credit Courses](#) and [AC.3.1.3 Grading and Progression – Non-Credit Courses](#)) or the supplemental evaluation itself.
3. A student who successfully completes a supplemental evaluation will receive a maximum grade of a D, P or 50% grade. If the student wishes to achieve a grade higher than a D or 50% grade for the course, the student must re-take the course.

POLICY/PROCEDURE REFERENCE

AC.3.2.1 [Supplemental Evaluations procedure](#)

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