



Remedy (Clearance) of a Course Deficiency

Policy Reference: [AC.3.2](#)

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Please complete sections A to C.

A) Personal Information

Date		Student ID Number		
Last Name		First Name		Middle Name
Address		City		Province
Preferred Phone Number	Home Cellular Business	Alternate Phone Number	Home Cellular Business	Postal Code
Email Address		Student Signature		

B) Current Program and Major

Program	Term Fall (Sept - Dec) Winter (Jan-Apr) Spring (May-June) Summer (July-Aug)			
Major	Course Completion Date/Exam Date*			
Course Title (ex. Introduction to Accounting)	Course Code (ex. ACCT215)	5-digit Course Reference Number (CRN)		

* Eligible students must apply within 10 business days from the end of the course to remedy the deficiency. Student acknowledgment required.

C) Academic Approval Required

Remedy Method Supplemental examination Special assignment		
Academic Chair (or Earned Revenue Coordinator, Distance Education Office Manager)**	Signature	Date

** The Academic Chair/Earned Revenue Coordinator/Distance Education Office Manager in the School that delivers the course must complete the Academic Approval portion.

Example: MATH 235 is an Academic Services course taught in several programs. Therefore, approval must come from the Academic Services Academic Chair or Earned Revenue Coordinator.

Students eligible to remedy a course deficiency are those who:

- have a deficient grade that is within 5 per cent of the passing grade;
- have not failed due to academic dishonesty.

An eligible student may remedy a maximum of two course deficiencies per semester, and is permitted one attempt to remedy a deficiency per course.

Notes about remedying (clearing a deficient grade)

The maximum grade that can be achieved is a D or a P grade. This grade will replace the F or NP grade. Grades other than P or NP shall be calculated into the GPA for the academic semester in which the deficiency occurred.

A student who accepts a method to remedy a course deficiency, and who is not successful, is not eligible to appeal the original grade. Likewise, a student who is unsuccessful in appealing a grade will be unable to request a remedy of course deficiency.

Students wishing to achieve a grade higher than a D (or the minimum passing grade for the course) must retake the course.

Upon completion (whether successful or unsuccessful) of the Supplemental Exam or Special Assignment, the Academic School is to submit a Change of Grade form to Office of the Registrar - Learner Records.

D) Payment Information

<p>Fee: \$105</p> <p>The fee will be added to your mySAIT.ca account when your request is processed. Once the fee has been added to your account, you will have two business days to make your payment through mySAIT.ca or one of our approved online payment options. Failure to pay will result in the request being cancelled. We are unable to accept payments in person, over the phone or by email. Review payment options (https://www.sait.ca/tuition-and-financialaid/payment-options) to find our acceptable online payment methods. Do not include your credit card information in the email you will send to the Office of the Registrar.</p>

FOIP Notification

The personal information you provide on this form is collected under the authority of the [Freedom of Information and Protection of Privacy Act](#) of the Province of Alberta, Section 33(c). This information will be used to process your request for a remedy/clearance of a course deficiency. If you have any questions about the collection or use of this information, contact the FOIP Coordinator at foip.coordinator@sait.ca.