

Section:	Academic / Student (AC)
Subject:	Programs and Curriculum
Legislation:	
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APPROVED: \_\_\_\_\_

President and CEO

## POLICY

The policy of the Board of Governors is to meet the needs of SAIT students taking distance education courses by providing a consistent framework for their interactions with SAIT.

## PROCEDURE

### DEFINITIONS

**Course time**

The time as set out in SAIT's official student database course registration information between and including the course's start and end dates.

**Distance education course**

A course primarily delivered off-campus and managed either by the Distance Education unit of the Learner and Academic Services department or by individual school/department distance education units.

**End of course**

The last day of the course as set out in SAIT's official student database.

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## PROCEDURE

### A. Changes to Registration and Student Refunds

1. A student who wishes to cancel registration in a distance education course and receive a refund of the course tuition must provide either written or verbal notice of cancellation to the Office of the Registrar before 25% of the original course time has elapsed. SAIT will retain an administration fee.
2. If a student cancels registration as set out in paragraph A.1 of this procedure, the student may be able to receive a refund for the course materials if those materials are returned unopened to the SAIT Bookstore. Contact the Bookstore for information.
3. A student who withdraws after 25% of the course time has elapsed will not receive a refund of the tuition.
4. A student who wishes to withdraw from a course and to be assigned a "W" grade in that course must submit either written or verbal notification to the Office of the Registrar before 70% of the course time has expired.
5. A student who does not withdraw from the course before 70% of the course time has expired will be assigned the grade that the student has earned in that course as per the course requirements set out in the course outline.

### B. Deadlines and Time Extensions

1. All course evaluation components must be completed and submitted before the end of the course if the student wishes to receive a grade for those evaluation components, unless the student has purchased a time extension as set out in paragraphs B.2 through B.6 of this procedure.
2. For some courses, one extension of time may be purchased from the Office of the Registrar, at least two business days before the end of the course, for an additional fee. To determine if a particular course qualifies for a time extension, please refer contact the school/department delivering the course.
3. A time extension increases the course's duration by half of the original time allowed.
4. A student is allowed only one time extension per eligible course.

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5. A time extension does not change the withdrawal deadline for that course, as set out in procedure [AC.3.1.1 Grading and Progression](#).
6. If a student believes that there are exceptional circumstances supporting the student's withdrawal from a course or program after the withdrawal deadline, the student must contact the Office of the Registrar, which manages the process in collaboration with the school/department.
7. As per the provisions of procedure [AC.3.1.1 Grading and Progression](#), if a student receives an "I" grade, the "I" grade must be cleared within eight 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 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).
8. Extension fees are non-refundable.

### **C. Grading and Progression**

1. Procedure [AC.3.1.1 Grading and Progression](#) applies to distance education courses, subject to paragraph C.2 of this procedure.
2. A student's final grade must be submitted to the Office of the Registrar by the end of the third business day following the submission of the student's last assessment, subject to the following exceptions:
  - a) In the case where an assessment is physically mailed or delivered to the instructor, the final grade must be submitted by the end of the third day after the instructor receives the assessment.
  - b) It may not be possible for this deadline to be met where a third party organization marks the assessments.

### **D. Examination Invigilation for Distance Education Students**

1. Examination invigilation procedures for distance education courses are set out in procedure [AC.3.3.2 Distance Education Invigilation and Security of Examinations](#).

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## POLICY/PROCEDURE REFERENCE

AC.2.10 Distance Education Courses policy

**PROCEDURE**

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