

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 establish and maintain clearly defined systems of grading and progression.

PROCEDURE

DEFINITIONS

Academic Calendar

SAIT's official document that describes its approved academic, apprenticeship, and pre-employment programs. It includes information about admission, selection, tuition fees, important dates and deadlines, student services, international students, financial assistance and academic and institutional regulations. The online calendar is SAIT's official Academic Calendar.

Academic Probation (AP)

The status assigned to a student who did not meet the progression requirements for a program, or who was academically withdrawn from a program and who has now returned to that same program or to another program at SAIT.

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Academic Withdrawal (AW)	The status assigned to a student who has failed to achieve both the minimum Semester Program Grade Point Average (PGPA) and Cumulative Program Grade Point Average (CGPA) for two consecutive terms.
Component grade	A grade given for an individual assessment within a course.
Course outline	The official document that identifies a course's learning outcomes and how students will be assessed in that course.
Credit course	A course that is part of a program approved by the Government of Alberta, and that has a credit value associated with it. It may be offered in the daytime or evening, through face-to-face delivery, distance delivery or blended delivery. It is included in the calculation of a student's grade point average.
End of course	The last day of the course as set out in SAIT's official student database course registration information.
Grade Point Average	<p>The measure of a student's SAIT academic achievement. It can be calculated in four ways:</p> <ul style="list-style-type: none">• Cumulative Program Grade Point Average (CGPA): The overall cumulative weighted grade point average for all the courses that the student has completed and that are part of the program in which the student is registered.• Semester Program Grade Point Average (PGPA): The weighted grade point average for all the courses that a student has completed in a particular semester and that are part of the program in which the student is registered.• Credential Grade Point Average: The overall cumulative weighted grade point average for all the courses the student has completed and that are used in awarding the credential for the program that the student has completed.• Semester Grade Point Average (SGPA): The weighted grade point average for all the credit courses that a student has completed in a particular semester,

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regardless of whether or not those courses are part of the program in which the student is registered.

Major	A primary area of specialization and a first level of differentiation in a baccalaureate program. It must be approved by the Alberta government.
Program	A prescribed curriculum leading to a SAIT credential. A program is divided into a number of courses.
Progression	A student's advancement from term to term within a program.
Returning student	A student who has not been an active student in a program for one or more terms of study.
Semester	For the purpose of this procedure, "semester" is used interchangeably with "term".
Specialization	An area of differentiation within a SAIT credential other than a baccalaureate program, such as in a diploma.
Transcript	A complete and unabridged record of all courses that a student has taken at SAIT.

GOVERNING PRINCIPLES

1. SAIT is committed to maintaining high academic standards, promoting student success, and ensuring that students are aware when their success in a course or program is in jeopardy. SAIT is also committed to ensuring that grading practices are consistent and fairly assess students' learning and achievements
2. Students must have sufficient and timely feedback on their performance in their courses so they can make informed decisions about their progress and standing in their courses. Feedback can be formative and/or summative, and can include grades, instructor comments, etc.
3. Evaluations should be spread out during the length of a course so that students are able to effectively balance their academic workload.

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PROCEDURE

A. Grading Systems

1. This grading system applies to all SAIT courses.
2. A student's grade in a course is calculated as specified in the course outline.
3. A student's grade in each course shall be denoted by a letter grade as follows. Please note that a student's grade in an English Language Foundations or Academic Upgrading course shall be denoted by a percentage grade.

Percentage Grade	Letter Grade	Grade Points	
90-100	A+	4.0	
85-89	A	4.0	
80-84	A-	3.7	
77-79	B+	3.3	
73-76	B	3.0	
70-72	B-	2.7	
67-69	C+	2.3	
63-66	C	2.0	
60-62	C-	1.7	
55-59	D+	1.3	
50-54	D	1.0	Minimal Pass
0-49	F	0.0	

4. A "D" grade is the minimal pass for a course.
5. For new courses and for courses being redesigned as a result of SAIT's program review processes, an exam can be weighted at no more than 40% of the course's final grade, subject to the following exceptions:
 - a) The dean/associate dean, or director/associate director, responsible for the course may approve an exception whereby an exam in a course has a weighting of more than 40% of the course's final grade.
 - b) Accommodations for an individual student made in exceptional circumstances as approved by the program's academic chair/coordinator.
6. Instructors will provide component grades in a timely manner.

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7. Special grades may be assigned as follows. These special grades are not included in the calculation of grade point averages.

AEG	(Aegrotat Standing) May be granted to a student who, through serious illness or exceptional circumstances, cannot complete the final evaluation in a course, in situations where a supplemental evaluation or course deficiency remedy is not possible. The dean/director or designate must approve the grade.
ATT/FA	(Attended)/(Failed to Attend) Is assigned to a student who is registered in a course for which no formal evaluation of the student's performance is provided, other than the student's attendance or failure to attend that course.
AUD	(Audit) Is assigned to a student who is registered in a course for which no formal evaluation of the student's performance is provided. The student will pay the normal tuition for this course, but will not receive a mark in or credits for the course. The academic chair/coordinator must approve a student's registration in the course as an auditing student.
CR	(Credit Rating) Is assigned to a student who has received recognition of prior learning based on transfer credit or based on non-formal and/or informal learning, in accordance with procedure AC.3.18.2 Transfer Credit or procedure AC.3.18.3 Recognition of Prior Non-Formal and Informal Learning .
I	(Incomplete) Is assigned to a student who has been granted an extension under extenuating circumstances to complete a course. The "I" grade is not a substitute for an "F" grade. It is not a permanent grade, and will become an F grade if it is not cleared within the deadline to do so, as set out further in B.4 of this procedure. If the course is a pre-requisite, the academic chair/coordinator must, in consultation with the relevant instructor, approve the student's registration in the subsequent course(s).

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- P/NP (Pass)/(No Pass)**
Is assigned to a student who is registered in a course where students are evaluated on a pass/no pass basis.
- W (Withdrawal)**
Is assigned to a student who officially withdraws from a course or program.

8. Each course shall carry a course credit value as published in the Academic Calendar.
9. All grade point averages shall be calculated by:
 - a) Multiplying the grade point achieved by the credit value assigned for that course, excluding the special grades listed in paragraph 7 above;
 - b) Totaling the grade points from a) above; and
 - c) Dividing the total from b) above by the total of the course credit values.
10. Fail grades ("F") will appear on the student's transcript and are used in the calculation of grade point averages.
11. In the case of subsequent repeat attempts of a course, the grades will be calculated in the student's respective Semester Grade Point Average (SGPA), but only the higher grade will be calculated into the student's Credential Grade Point Average.
12. When a deficiency is remedied by supplemental assignment or supplemental exam as described in procedure [AC.3.2.1 Course Deficiencies](#), the "D" or "P" grade will replace the "F" grade and shall be calculated into the GPA for the term in which the deficiency occurred.
13. Students are allowed a maximum of two attempts to successfully complete a course. If significant extenuating circumstances exist, such as illness, court appearances, bereavement, or other personal circumstances, a student may be permitted to attempt a course for a third or fourth time, subject to the following:
 - a) Before the student is able to register in the course for a third time,
 - i) The student must meet with the academic chair/coordinator responsible for the course;

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- ii) The academic chair/coordinator must be satisfied that significant extenuating circumstances warrant the student attempting the course for a third time;
 - iii) The student must submit a student success plan to the academic chair/coordinator; and
 - iv) The student and academic chair/coordinator must review and agree upon the plan.
- b) Before the student is able to register in the course for a fourth time,
- i) The student must meet with the dean/associate dean responsible for the course;
 - ii) The dean/associate dean must be satisfied that significant extenuating circumstances warrant the student attempting the course for a fourth time;
 - iii) The student must submit a student success plan to the dean/associate dean; and
 - iv) The student and dean/associate dean must review and agree upon the plan.
- c) A student's registration in a course for a second or subsequent time is subject to space availability in that course.
- d) A withdrawal (W) from a course is considered an attempt.
- e) If the student fails all attempts in the course or its equivalent, a SAIT credential shall not be issued for any program, or for any major or specialization in that program, in which that course is a requirement unless the timelines have passed for completion of that credential, as set out in paragraph D.2 of this procedure.

B. Deadlines

1. Students wishing to receive recognition of their prior learning should consult applicable SAIT prior learning recognition procedures for information about deadlines to do so.
2. Final marks must be submitted to the Office of the Registrar by the end of the third business day following the end of the course, subject to the following exceptions:

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- a) In the case of a distance education course where assessments are physically mailed or delivered to the instructor, final grades must be submitted by the end of the third day after the instructor receives the assessments;
 - b) It may not be possible for this deadline to be met where a third party organization marks the assessments.
3. A student who wishes to add and/or drop a course must do so within the designated add/drop period for that course.
 4. An "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).
 5. Grade changes must be completed within eight weeks from the end of the course.
 6. To be assigned a "W" grade in a course, a student must withdraw from that course prior to completing 70% of that course. To be assigned a "W" grade in a program, a student must withdraw from that program prior to completing 70% of the program term. If a student believes that there are exceptional circumstances supporting the student's withdrawal from a course or program after this deadline, the student must contact the Office of the Registrar, which manages the process in collaboration with the school/department.

C. Progression

1. The progression requirement for a program is a PGPA or CGPA of 2.0, with the exception of English Language Foundations and Academic Upgrading programs.
2. A student who fails to achieve a PGPA or CGPA of 2.0 at the end of a term will be placed on academic probation (AP). The Office of the Registrar will advise the student to meet with the academic chair/coordinator to develop strategies to improve academic standing and to complete the program.
3. While the student is on academic probation, the student may continue to register in courses for which the student has completed the prerequisites.

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4. If one of either the PGPA or CGPA of 2.0 is not met for a second time at the end of a term, the student will remain on academic probation.
5. A student who is on academic probation will be academically withdrawn (AW) from the institution if the student fails to achieve both the PGPA and the CGPA of 2.0 at the end of a term.
6. If a student who is on academic probation subsequently achieves both a PGPA of 2.0 and a CGPA of 2.0 in the following term, the student will return to good academic standing. Should the student subsequently fail to achieve a PGPA or CGPA of 2.0, paragraphs 2 through 4 above will apply.
7. An academically withdrawn student must wait eight calendar months before returning to SAIT. During this waiting period, the student cannot take any courses at SAIT. In some limited situations, an academically withdrawn student who has paid for and who is at least 30% of the way through courses in the next term may be permitted to continue with those courses; a subsequent academic withdrawal will result in permanent withdrawal from SAIT.
8. An academically withdrawn student who wants to return to the same program from which the student was withdrawn must meet with the academic chair/coordinator to determine if space is available in the program to accommodate the student's return, and to determine changes to graduation requirements. An academically withdrawn student who wants to return to SAIT into a different program from which the student was withdrawn must apply to and be accepted into the program.
9. A student who returns to SAIT after having been academically withdrawn will return on academic probation. If the student fails to achieve the minimum PGPA for a third time, the student will be permanently withdrawn from the institution.
10. A student who wishes to appeal the results of an academic withdrawal standing may do so through the Academic Continuance Committee. The student will be required to demonstrate to the Committee that the student has remedied the previous barriers to success. Please see Schedule A, an Associated Document to this procedure, for further information on this process.
11. A student may be withdrawn from a program if the student does not meet the program's specific attendance policies: refer to procedure [AC3.8.1 Attendance](#).

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D. Graduation Requirements

1. A student must achieve the required minimum Credential Grade Point Average for all courses used to meet the student's credential requirements, in order to graduate.
2. A student is expected to complete the graduation requirements of a program within five years for a certificate, graduate certificate, post-diploma certificate or certificate of achievement, within seven years for a diploma or applied degree, and within ten years for a baccalaureate. This time limitation begins on the date that the student started the first course in the credential. Under significant extenuating circumstances, the vice president, academic, in consultation with the dean and the registrar, may approve a student's request to extend the program completion time.
3. The longer a student takes to complete a program, the more likely it is that the curricula and completion requirements will change, and this may make graduation more complicated. A student should consult with the program's academic chair/coordinator if the student plans to complete the program on a part-time basis.
4. A student is required to meet the graduation requirements that existed for the program at the time the student started in the program's first course.
5. Course and program changes can occur during the time a student is completing the program. A student who has completed a course that is subsequently revised is not required to re-take the course, as long as the student completes the program within the completion time limit for that program.
6. A student who is admitted to a full-time program and who takes a term or longer break from the program is classified as a returning student. The student should consult with the program's academic chair/coordinator to identify changes to graduation requirements and to determine if space is available in the program to accommodate the student's return. If the student is able to return to the program, the student must submit a completed Intent to Return form to the academic chair/coordinator; the timeline to do so starts no more than 30 calendar days before the start of the semester and ends when the add/drop period is over. The student is, however, strongly encouraged to discuss the situation with the academic chair/coordinator earlier than 30 days before the start of the term.
7. Academic chairs/coordinators and the Office of the Registrar will develop a plan to manage changing program requirements for students. This plan may include recognizing prior learning, creating bridging requirements between old and new courses/programs, and determining transfer eligibility to alternative programs.

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8. A student must meet the 50% residency requirement. This means that:
 - a) To obtain a SAIT credential, a student must complete at least 50% of the credential's courses through SAIT; and
 - b) The student may use no more than a maximum of 50% transfer credit and/or challenge exams and/or course equivalency and/or prior informal or non-formal learning, as defined in accordance with policy and its accompanying procedures, towards that SAIT credential.
9. After being awarded a credential, a student may apply to retake the same program only after the credential timelines set out in paragraph D.2 of this procedure have passed.

E. Honours Designation

1. A student may be awarded a SAIT credential stating "with honours" if:
 - a) The program in which the student is enrolled is approved by the Government of Alberta;
 - b) The student achieved a Credential Grade Point Average of at least 3.8;
 - c) The student passed all courses on the first attempt;
 - d) The student completed the graduation requirements for the program within the applicable time limit for that program; and
 - e) The student has met the 50% residency requirement as described in paragraph D.8 of this procedure.

F. Transcripts

1. Official transcripts will be issued at the student's written request. In the case of a student who is under legal age, an official transcript can be issued at the request of the student's parent/legal guardian.

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G. Appeal of Grades

1. Component Grades

- a) A student who disputes a component grade shall first discuss that grade with the instructor.
- b) If the student is not satisfied with the outcome of that discussion, or is unable to contact the instructor, the student shall discuss the grade with the academic chair/coordinator responsible for delivering the course, and whose decision is final and binding.
- c) Formal grade appeals are reserved for final grades only.

2. Final Grades

- a) A student may choose to formally appeal a final grade in a course. See Schedule B, an Associated Document to this procedure, for further information on this process.
- b) A student who accepts a method to remedy a course deficiency pursuant to procedure [AC.3.2.1 Course Deficiencies](#) and who is not successful is not eligible to appeal the original grade.
- c) A student is allowed to register in a subsequent course pending the outcome of the formal grade appeal.

ASSOCIATED DOCUMENTS

- Schedule A Academic Continuance Committee Process
Schedule B Formal Grade Appeal Process

POLICY/PROCEDURE REFERENCE

- AC.3.1 Grading and Progression policy

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