

## COVID-19 Temporary Adjustments to SAIT's Grading and Admissions Procedures

### Information Sheet

#### Academic Progression – AC.3.1.1 Grading and Progression procedure

Due to the COVID-19 pandemic and its impact on the Winter term 2020, Southern Alberta Institute of Technology (SAIT) students have the option of accepting the assigned letter grade, requesting a Credit "CR" grade or requesting a Withdrawal "W" grade for each of their Winter 2020 courses. The use of the "CR" and "W" grades in this situation has some minimal impact on SAIT's grading and admissions procedures, as follows.

#### Definitions:

"CR" - Completed Requirements. Carries no weight in calculating the grade point average (GPA). Credits will not be counted as an attempt for academic standing review. A transcript comment will be added to the student record for the Winter 2020 term.

"W" - Did not meet course requirements. Carries no weight in calculating the GPA. Credits will be counted as an attempt for academic standing review.

1. **Credits attempted:** While the "CR/W" grades do not carry weight, the credits attempted with a course graded using the "W" will still be considered when determining if an academic standing should be calculated. For example, if a student attempted 15 credits during the winter 2020 term and requested 6 credits be graded with "W", these 6 credits would still be captured in determining the credit threshold for an academic standing calculation.
2. **"W" Grades:** All "W" grades will be treated as weighted for the Winter 2020 term—i.e., a 'W' grade will be considered as an attempt, but it will not affect GPA.
3. **GPA calculation:** the GPA calculation will be based on all courses completed in the term that include a grade point value ("CR" and "W" are not included).
4. **Academic Standing Calculation:** The calculation will be triggered when the credits attempted meets the threshold of a minimum of 9 credits attempted since the last academic calculation. Once a student has attempted the minimum number of 9 credits to trigger the calculation, the academic standing is based on the GPA calculation, which is based on courses where a grade point value is provided.
5. **"W" Grades & Progression:** If a student receives a "W" grade, the student will not be permitted to progress in courses where this course is a pre-requisite requirement. A "W" grade is an attempt.
6. **Pre-requisites:** A student who presents a "CR" grade in a course will be permitted to progress in future courses where that course is a pre-requisite requirement.

#### Appeal of Final Grades:

Students can decide to either accept the grade assessed or to request the "CR" or "W" grade by the deadline set by the Office of the Registrar. No changes will be made after that deadline. A student cannot submit a grade appeal for a course where the student has selected the "CR/W" option.

#### Graduation:

1. **Graduation Compliance:** Students must meet all course and credit requirements required to graduate (weighted and non-weighted). "CR" grades will satisfy this requirement. The GPA will be calculated using courses with available grade point values.
2. **"With Honours":** Will comply with current requirements of less than 50% of courses with a "CR" grade and a GPA of 3.8 with a passing grade on the first attempt.

#### SAIT Official Transcripts:

SAIT graduates will be provided an ETranscript as the official transcript from [credentials.transcripts@sait.ca](mailto:credentials.transcripts@sait.ca), and this will be used in lieu of a printed transcript that would have been delivered via standard mail.

1. The **ETranscript** will have the same elements as the transcript on official paper stock, with a footer added indicating how the transcript is deemed official.
2. The reverse page of the transcript will have adjusted elements and will have added a COVID-19 statement as follows: ***In response to the global COVID-19 pandemic disruption, students enrolled in credit letter grade courses were granted the option to choose a Credit (CR) grade in lieu of the letter grade for the Winter 2020 term.***

### Admissions – AC.1.5.1 Admissions procedure

1. “CR”, Pass or Satisfactory grades issued for courses completed in Winter 2020 term will be accepted by SAIT at a 50%. A letter grade will be accepted at the minimum percent grade identified in SAIT’s procedure AC.3.1.1 Grading and Progression.
2. If the applicant does not meet the required Admission GPA and was enrolled in courses in Winter 2020 that were converted to a “CR” grade, the applicant may be admitted if they meet the minimum stated Admission GPA or higher and meet all other entrance requirements. Once admitted, the applicant may be required to meet specific conditions outlined in their offer letter, such as, for instance, completing a list of specific courses with a minimum GPA in their first term.

### English Language Proficiency

The Duolingo English Test has been added to SAIT’s list of acceptable options to demonstrate English Language Proficiency for Spring 2020, Summer 2020, Fall 2020, and Winter 2021 admission. SAIT has also extended the timeline during which it will accept existing ELP test scores, to two years. SAIT will advise international applicants that if they are unable to produce documentation to confirm their English language proficiency, they will be tested on campus when operations return to normal, and their program/academic completion date may be adjusted accordingly.

### Admission Deferrals

Students who encounter study permit restrictions or other significant barriers due to the pandemic should contact [inquiry@sait.ca](mailto:inquiry@sait.ca) to understand their options, including admission deferral. The email subject line should read "Request for Program Deferral" and the request must indicate the reasons for the deferral. With the exception of programs in the School of Health and Public Safety, we have removed selection processes for Fall 2020, Winter 2021, Spring and Summer 2021.

### Final Marks

SAIT will make admission decisions using Anticipated Final Grades that applicants submit.. As per existing processes, applicants must currently be taking a course in order to be able to submit an anticipated final grade. All applicants are required to meet SAIT’s admission requirements. SAIT reserves the right to request a final transcript.

### Official Transcripts and Documents

If an **applicant (domestic or international)** is unable to provide official documentation due to school closures or travel restrictions resulting from the COVID-19 pandemic, SAIT will accept electronic copies of documents sent to SAIT (transcripts.credentials@sait.ca) directly from the school. Documents that are not transcripts must be on the school’s letterhead.