

Section: Academic / Student (AC)**Subject:** Student Military Support**Legislation:****Effective:** June 1, 2010**Revision:** March 11, 2015; September 1, 2016 (reformatted)**APPROVED:** _____
President and CEO

POLICY

The policy of the Board of Governors is to provide support to current students who are members of the Canadian Forces, when absence from studies is necessary for their participation in military training or operational missions.

PROCEDURE

PHILOSOPHY

SAIT recognizes that students who are members of the Canadian Forces may acquire work and life experiences that will enhance their self-discipline and their time management, stress management, and organizational and leadership skills, thereby making them better students at SAIT and better employees in the workplace. SAIT also recognizes that students who are members of the Canadian Forces may receive valuable experience related to their field of study.

DEFINITIONS

Accommodation

The process of making alterations to the delivery of services so that students are able to meet their military obligations. Accommodation does not require SAIT to lower its academic standards: a student asking for an accommodation to meet the student's military obligations has the responsibility to

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acquire and develop the essential skills and competencies expected of all students.

End of course

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

GOVERNING PRINCIPLES

1. In recognition of the benefits that students may gain from military service and in recognition of their contribution to Canada, SAIT may make accommodations to enable students to meet their military service obligations.
2. This procedure applies to students who are members of the Canadian Forces, whether on a full-time basis or as reservists, and who are seeking accommodations in order to meet their military service obligations.

PROCEDURE

1. A student who wishes to request an accommodation must give at least ten business days prior written notice to the student's academic chair/coordinator, although a shorter notice period may be allowed in extenuating circumstances. In situations where instruction is provided by a program or school/department other than the student's program, the academic chair/coordinator shall consult with the academic chair/coordinator responsible for delivering that course. See Schedule A, Application for Accommodations – Student Military Leave, an Associated Document to this procedure.
2. A student may be required to submit documents or other evidence that corroborates the student's request for accommodations. This may include documentation from the student's direct superior officer.
3. Following consultation with the student as to the impact that accommodations may have upon the student's studies and future success in the workplace, the student's academic chair/coordinator may consider one or more of the following accommodations:
 - a) Deferring scheduled exams, assignments or other assessments that conflict with the student's military obligations. These assessments may be deferred for no longer than eight weeks after the end of the course.

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- b) Allowing a student to complete a deferred assessment under proctor at a military establishment, provided that the academic chair/coordinator has approved this as an appropriate way of completing that deferred assessment.
- c) Allowing a student to take an extended leave of absence (one or more terms) from the student's program in order to perform military service, with no effect on the student's admission status in that program. In this situation:
 - i) The student will not be required to pay Intent to Return fees upon the student's return to the program;
 - ii) The student is expected to complete the graduation requirements of a program within the timelines for that program, as per procedure [AC.3.1.1 Grading and Progression](#); and
 - iii) The student should be aware that the longer the 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. The student should consult with the program's academic chair/coordinator.
- d) Allowing a student to fulfill workplace experiential learning requirements through military service, where appropriate.
- e) Allowing a student who, due to military obligations, requests permission to end studies in the course before its completion, to:
 - i) Receive an "Incomplete" ("I") grade for that course, with the grade needing to be cleared within eight weeks from the end of that course as per procedure [AC.3.1.1 Grading and Progression](#);
 - ii) Withdraw from the course and receive a "W" in that course, as per procedure [AC.3.1.1 Grading and Progression](#) and receive a full refund of tuition for that course;
 - iii) Transfer registration in that course to the same or an equivalent course offered through distance delivery, if available, at no additional cost to the student; or
 - iv) Receive a grade based on the course work completed to date in that course, if the student has completed at least 70% of the course and if the student's instructor believes that there is sufficient evidence of academic achievement to merit the awarding of that grade.

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4. It is the student's responsibility to work with the academic chair/coordinator and instructor to find an effective and reasonable way to complete the work or assessments missed due to the student's absence. SAIT will use reasonable efforts working with the student to enable the student to complete the missed work or assessment. However, in some situations, depending on the nature and/or amount of the work or assessment that has been missed, completion of the missed work or assessment may not be possible, and this may affect the student's final grade in that course.
5. Instructors and academic chairs/coordinators have the right to ensure that accommodations for students do not detrimentally affect established competencies and requirements for SAIT's programs and courses.
6. A student who has obtained military experience relevant to the student's SAIT program may apply for prior learning recognition of this training, as per policy [AC.3.18 Recognition of Prior Learning](#) and its accompanying procedures. The student shall not be charged fees for this prior learning recognition assessment.
7. A student who disagrees with the decision of the academic chair/coordinator or with the instructor's decision pursuant to paragraphs 3, 4 or 5 of this procedure may choose to appeal this decision. See Schedule B, an Associated Document to this procedure, for the appeal process.

ASSOCIATED DOCUMENTS

- Schedule A Application for Accommodations – Student Military Leave
Schedule B Student Military Leave Appeal Process

POLICY/PROCEDURE REFERENCE

- AC.3.17 Student Military Leave policy

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