

Saitsa Checklist Support Academic Probation

Saitsa understands that students have many obligations outside of school, and sometimes unforeseeable things happen resulting in your Grade Point Average (GPA) to go below a 2.0. This can be overwhelming but fear not – Saitsa is here to support you! *** This does not apply to ELF, AU Students, and Pre-Employment Apprentices.**

This checklist has been designed to support you through the process of **Academic Probation and How to Appeal**. Please review carefully prior to contacting the Saitsa VP Academic, Jasmin K Bhatti. After reviewing this document, contact Jasmin for further support at saitsa.vpacademic@edu.sait.ca.

Academic Probation			
	Step: Academic Probation	Tips & Advice	Done
1.	Review A.C. 3.1.1 Grading and Progression and A.C.3.1.1 Schedule A	Schedule A is how you would appeal your academic withdraw from SAIT, whether that be for 8 months, or permanently. <i>*You're only allowed to appeal an academic withdraw once.</i>	<input type="checkbox"/>
2.	Once you receive an email stating you're now on academic probation, book an appointment with your Academic Chair to discuss the next steps.	Your Academic Chair will likely tell you about all the helpful resources you can access during this time. <i>*If you have any questions about the process, now is the time to ask your Academic Chair.</i>	<input type="checkbox"/>
3.	Attended the next Back on Track Workshop at the Lamb Learner Success Centre (MC221).	It is important that you make sure to attend the Back on Track Workshop. If you're unsure about the date, time, and location visit this link: https://www.sait.ca/student-life/academic-support/academic-coaching	<input type="checkbox"/>
4.	If your SGPA and CGPA is not above a 2.0 by the end of the semester, you will be academically withdrawn from SAIT for 8 months. <i>*You have a choice to appeal this if you so choose. Please refer to A.C.3.1.1 Schedule A.</i>	You have two other options you can choose from, which are: Formal grade appeal or a remedy of a course deficiency. <i>*If you're unsuccessful with either a formal grade appeal, appealing to the academic continuance committee, or a remedy of a course deficiency then you will be withdrawn for 8 months.</i>	<input type="checkbox"/>



5.	If you come back to the same program, book an appointment with the Academic Chair.	<p><i>*Your seat is dependent on space availability in the program. However, if you want to register in a new program contact the Office of the Registrar.</i></p> <p><i>*When you come back to SAIT you will remain on academic probation. If you're still on academic probation by the end of the semester you will be permanently academically withdrawn from SAIT.</i></p>	<input type="checkbox"/>
6.	If you're still on academic probation by the end of the semester and are up for being permanently academically withdrawn from SAIT and did not appeal to the Academic Continuance Committee yet, then you may choose to do so.	<p><i>*If you already appealed to the Academic Continuance Committee, then you can either refer to a formal grade appeal or remedy of a course deficiency process.</i></p> <p><i>*If you have any extenuating circumstances that caused you to not reach a GPA above 2.0, then include that in your appeal. Make sure you have supporting evidence and documents to support your rationale of why you should not be permanently academically withdrawn from SAIT.</i></p>	<input type="checkbox"/>

Tips and Tricks

If you are a part of Academic Upgrading OR English Language Foundations, then achieving a minimum progression GPA requirement of 2.0 does not apply to you.

If you are a part-time student taking 1-2 courses that do not equal or exceed 9 credits, then Academic Probation does not apply to you.

Sometimes it may be beneficial to withdraw from a course rather than fail the course, if failing would bring your SGPA OR CGPA below a 2.0.

If you receive an academic probation email at the end of a semester, it means that either your SGPA OR CGPA is below a 2.0. To check:

- go to mysait.ca
- click mystudent tab
- click student records;
- then click unofficial transcript and click submit.

International Students

Saitsa appreciates that academic standards vary from country to country, culture to culture. It is **very important** that you speak to your international advisor in advance of your hearing, so you fully understand what the implications of a charge of academic misconduct may have in relation to your study VISA/permit.

- **International Centre – AA206 – Heritage Hall**
 - **Phone:** 403-284-8852
 - **Email:** international@sait.ca

Additional Support Services at SAIT:

SAIT has a variety of excellent support services, be sure to utilize them – they're there to support you through your ups and downs.

- **Student Development and Counselling – AA205 – Heritage Hall**
 - Provides personal support services to help you manage stress and navigate difficult conversations.
- **Lamb Learner Success Centre – MC221 – Stan Grad**
 - Provide academic coaching, student health and learning accommodations, and workshops, such as 'back on track' for those on academic probation.
- **Reg Erhardt Library – MC111 – Stan Grad**
 - Staff in the library can provide referencing/citing support and other academic supports.

Saitsa is student-owned and operated.

We exist to enhance the student experience at every opportunity.

Reach out to your Saitsa VP Academic for support – Saitsa is here for you!

- Saitsa.vpacademic@edu.sait.ca
- www.saitsa.com

