

Saitsa Checklist Support Course Deficiency

Saitsa understands that it can be overwhelming and stressful when you fail a course within 45% - 49% range but fear not – Saitsa is here to support you!

This checklist has been designed to support you through the process of a **Remedy of a Course Deficiency**. 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.

Course Deficiency			
	Step	Tips & Advice	Done
1.	Reviewed AC.3.2.1 Course Deficiencies policy and procedure before proceeding.	<p><i>*If you want to receive a higher grade, this may not be the best action for you. Please refer to AC.3.1.1 Schedule A for the informal and formal grade appeal process.</i></p> <p><i>*The highest grade you will receive through a remedy of a course deficiency is a P (pass) or at least a 50%.</i></p>	<input type="checkbox"/>
2.	Make sure you're within the 30-day calendar mark , i.e. if you took your final exam on December 18 th , you have calendar 30 days to remedy your course deficiency or apply for a formal grade appeal.		<input type="checkbox"/>
3.	Ask your school/department for a Remedy of a Deficiency form.		<input type="checkbox"/>
4.	Take the authorized Remedy of a Deficiency form to the Office of the Registrar for processing and a fee payment of \$110.	<i>*The fee must be paid before any process can begin.</i>	<input type="checkbox"/>
5.	Wait for your Academic Chair to consult with your Instructor to determine the method of remedying your course deficiency. Methods include: <ul style="list-style-type: none"> - Supplementary Assignment - Supplementary Exam 		<input type="checkbox"/>



Things to keep in mind:

- To be an eligible student who wishes to remedy a course deficiency, you may only apply within 30 calendar days of the end of your course, using a remedy of a deficiency form.
- You must choose whether you want to remedy a course deficiency or appeal your final grade. You cannot remedy a course deficiency if you were unsuccessful in appealing a grade for the same course.
- An eligible student may remedy a maximum of two courses deficiencies per semester, and is allowed one attempt to remedy a deficiency per course.

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 you 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