

MEET JASMIN K. BHATTI, YOUR ACADEMIC ADVOCATE

Jasmin is your Saitsa Vice President Academic, think of her as your Academic Advocate. This guide provides a step-by-step process for dealing with academic concerns such as course deficiencies, grade appeals, academic misconduct and more.

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COVID-19 Update: With everyone working from home response times might be delayed, so please be patient when awaiting a response. If you haven't heard back within a week or so please contact me for further assistance.

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ACADEMIC CONCERNS STEP-BY-STEP GUIDE

INSTRUCTOR AND CLASSMATE CONCERNS

Do you have an instructor or classmate concern? Not sure how to deal with it?

Step 1 - First talk to your instructor and try to rectify the situation, if you do not reach a solution, then move onto step 2.

Step 2 - Book an appointment to see your student advisor for guidance and advice. If you do not have a student advisor, please refer to Step 3.

Step 3 - Book an appointment to see your Academic Chair to try and rectify the situation. If you do not reach some sort of a solution, then move onto step 4.

Step 4 - The student then has the option to reach out to the Saitsa VP Academic for support, guidance and next steps.

Step 5 - Depending on the situation, the Saitsa VP Academic may set up another meeting with the student and their Academic Chair and/or move the situation to the Dean.

TIPS

Give constructive and objective feedback. Do not be subjective.

Give recommendations and/or actionable bullet points to solve the problem.

COURSE DEFICIENCIES

A course deficiency is when a student fails a course within 5% of the passing final grade, which is 50%.

Step 1 - Make sure you are within the 30 day calendar mark, i.e. if you took your final exam on April 1st you have 30 days to remedy your course deficiency or apply for a formal grade appeal.

Step 2 - Once you have asked your school/department for a Remedy of a Deficiency form you must take the authorized form to the Office of the Registrar for processing and fee payment. The fee must be paid before any process can begin.

Step 3 - Your Academic Chair will consult with your instructor and determine the method of remedying your course deficiency. Methods include: supplementary assignment or exam.

TIPS

If you want to receive a higher grade, this may not be the best action for you to take. Please refer to the informal or formal grade appeal steps.

The highest grade you will receive if you go through this process is a P (pass) or at least 50%

To be an eligible student who wishes to remedy a course deficiency, you may only apply within 30 days of the end of your course, using a Remedy of a Deficiency form. This form can be obtained from your school/department.

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 a specific course.

An eligible student may remedy a maximum of two course deficiencies per semester, and is allowed one attempt to remedy a deficiency per course.

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FORMAL GRADE APPEALS

Formal Grade appeals are for final grades only. For component grades you'll need to go through an informal grade appeal process.

Step 1 - Submit a formal [grade appeal form](#) detailing the reason for your appeal, along with any supporting documents and the grade appeal fee of \$100 to the Office of Registrar (also known as Student Services).

Step 2 - Wait for the Dean to decide whether or not the appeal will be assessed through documentation and records and/or if it is necessary to hold a virtual meeting with you to discuss the details.

Please note that the Dean of your school and your Academic Chair will be notified of the formal grade appeal request.

Step 3 - The Dean will advise you in writing of the appeal decision, which can either be a) no change to the final grade, b) a higher final grade, or c) a lower final grade.

[How To Write a Letter Of Appeal Document](#)

[SAIT Formal Appeal process Document](#)

TIPS

Keep in mind that you are not guaranteed to receive a higher overall grade when making a formal appeal.

Budget to allocate \$100 for a formal grade appeal. If you receive a higher grade, you will get your money back; however, if your final grade is lower or it does not change, you will not get your money back.

You cannot appeal a final grade if you have already accepted a remedy to clear a course deficiency, such as a supplementary exam or assignment.

Do not submit two or more appeals within one formal grade appeal. Each appeal should be treated separately and a fee will be required for each grade appealed.

The Deans decision is final and binding, therefore you cannot appeal this decision.

You can only formally appeal your final grade within 30 days of the end of your course.

INFORMAL GRADE APPEALS

Informal Grade appeals are for **component grades** only. For final grades you'll need to go through a formal grade appeal process.

Step 1 - Talk to your instructor about a component grade that you wish to change.

Step 2 - If you're not satisfied with the outcome of the discussion with your instructor and/or cannot contact your instructor, then you may discuss the component grade with your Academic Chair.

Step 3 - If you are not satisfied with the outcome of the discussion with your Academic Chair, you can request a formal grade appeal.

TIP

Informal Grade Appeals must be completed within 20 calendar days of the end of the course.

ACADEMIC CONCERNS - Step By Step Guide

ACADEMIC PROBATION

Academic probation occurs when a student's Semester Grade Point Average (SGPA) OR Cumulative Grade Point Average (CGPA) is below the progression requirement of 2.0. If the student does not raise their grades to meet the 2.0 requirement by the end of their next semester, they will be required to withdraw.

Step 1 - If you receive an email that states you are now on academic probation, book an appointment with your Academic Chair to discuss next steps.

Step 2 - Your Academic Chair will likely tell you about all the helpful resources you can access. These include:

- [The Lamb Learner Success Centre](#)
- [Student Development and Counselling](#)
- [Accessibility Services](#)
- [Tutoring Services](#)

Step 3 - Make sure to access these resources to help you successfully finish your program and get your SGPA and CGPA above a 2.0. If you fail to raise your grades, by the end of the next semester you will be academically withdrawn for 8 months.

Step 4 - If you are up for being academically withdrawn, there are several remedies that could possibly stop this from happening, which include: a formal grade appeal OR course deficiency (refer to steps above for carrying out those remedies).

Step 5 - If you have tried either a formal grade appeal or course deficiency and that didn't end up raising your SGPA and CGPA above a 2.0 then you will be withdrawn from SAIT for 8 months.

Step 6 - If you come back to the same program, book an appointment with the Academic Chair. Your seat is dependent on space availability. However, if you want to register in a new program, contact the Office of the Registrar.

Step 7 - When you come back to SAIT, you will remain on academic probation. If you are still on academic probation by the end of the semester, you will be permanently academically withdrawn from SAIT.

Step 8 - If you want to appeal being permanently academically withdrawn from SAIT, your appeal must go through the Academic Continuance Committee and demonstrate how you have remedied previous barriers to success.

- Prepare supporting documentation
- Outline what barriers you faced and how you overcame them
- Make sure you back up each point with rationale

TIPS

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.

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.

[SAIT Academic Policies and Procedures Document](#)

ACADEMIC CONCERNS STEP-BY-STEP GUIDE

ATTENDANCE

Attendance policies are dependent on the program you're in.

Step 1 - If you disagree with your instructor's decision on whether your absences were excused or not, meet with them within 5 business days of the disagreement.

Step 2 - If there was no resolution from the informal discussion, then you can meet with your academic chair within 5 business days of meeting with your instructor.

Step 3 - If you cannot come up with a resolution with your academic chair, you can formally bring forth this disagreement to the Dean of your school within 5 business days of meeting with your academic chair. The Dean's decision is final and binding.

TIPS

As an apprentice, you have strict attendance policies to adhere by.

As an apprentice, if you have 18 hours of unexcused absences and/or 30 hours of excused absences, you can be removed from the program.

ACCOMMODATIONS

Step 1 - you must provide documentation of your disability or health condition to an Accessibility Advisor

For information on what is proper documentation please refer to this link: sait.ca/student-life/academic-support/accessibility-services

Step 2 - Discuss your needs with an Accessibility Advisor. This is recommended to be done before the semester starts. Arranging accommodations takes time; please contact SAIT Accessibility Services at a minimum of 6 months prior to your program start date.

Step 3 - If you require a classroom or examination accommodation, i.e. more time during tests, your Accessibility Advisor will make recommendations in a memo to your instructors. You are responsible for giving your instructors a copy of the memo at the beginning of each semester.

Step 4 - If you are in need of funding, you must apply to offset the cost of some accommodations and services. For more information e-mail funding@sait.ca and ask for a financial advisor.

TIPS

If you know you have an accessibility need or health condition such as:

- Mobility
- Sensory (vision or hearing)
- Learning disability and ADD/ADHD
- Neurological
- Psychological
- Chronic health conditions
- Temporary disabling conditions i.e broken wrist

Or if you are unsure if you have a condition that is affecting your learning, but have not been formally diagnosed, you should contact Accessibility Services at accessibility.services@sait.ca

Internal screening and assessment costs are often covered, but double check with Accessibility Services to make sure.

ACADEMIC MISCONDUCT

What constitutes as academic misconduct? Cheating, collusion, and plagiarism.

What is cheating? Cheating is an act of dishonesty or unfairness with the intention of gaining an advantage. Cheating is academic misconduct that usually (but not always) arises during the course of assignments, quizzes, examinations or other evaluative processes.

What is collusion? Collusion occurs when two or more students act together to engage in academic misconduct or encourage others to engage in academic misconduct.

What is plagiarism? Plagiarism occurs when a student takes ideas or words from another source and presents them as their own ideas or words without proper acknowledgement and citations.

ACADEMIC MISCONDUCT: 1ST OFFENSE

Step 1 - Instructor identifies your misconduct and may choose to meet with you one on one. Keep in mind that it doesn't always have to be your instructor who identifies an act of academic misconduct. It can be your peers.

Step 2 - Your Academic Chair will check with the Office of the Registrar if you have a previous academic misconduct offense on your record. If a first offense exists this may be your second offense. If a second offense exists, this may be your third offense.

Step 3 - If there is sufficient evidence of misconduct, you will receive an email from your Academic Chair outlining the offense, date, location, and time of the hearing. If there is not adequate evidence, they will not continue with the allegation. According to your student rights, you're allowed to bring the Saitsa VP Academic with you for advice and support. The first academic misconduct hearing is to determine if the allegation of academic misconduct actually did happen. This is an opportunity for the student's side to be heard.

Step 4 - Prepare for your hearing. Submit any supporting documentation that you may have within 5 business days of receiving the written notice of a hearing to your Academic Chair. You can bring witnesses if you want to help support your case, as well as the Saitsa VP Academic for support. If you want assistance or advice from the Saitsa VP Academic, make sure you book an appointment with them at least 24 hours in advance using this URL: saitsavpacademic.youcanbook.me

Step 5 - The Academic Chair will decide whether or not the allegation of academic misconduct actually happened from hearing both the instructor's and student's side during the hearing. The Academic Chair should remain unbiased and neutral.

Step 6 - The Academic Chair will identify which sanction will appropriately reflect the nature of a particular act of academic misconduct.

TIPS

Understand your student rights and responsibilities. You are in charge of your own education; therefore, you must take the initiative to read and understand SAIT policies and procedures and ask questions whenever in doubt.

If you're unsure about something, ask, and if you think you know, but are not completely sure, ask anyways because it is better to be safe than sorry.

Never share your work with anyone, even your close friends.

If a classmate or friend needs help or misses instructions during class, tell them to consult with the instructor, instead of giving them hard copies of your work.

Make sure your paper or assignments are below the 10% plagiarism mark when handing your work in.

Make sure you lock your computer at all times.

If you don't know how to properly cite, refer to this guide on the [SAIT Library website](#).

If you are wrongly accused of academic misconduct, make sure you outline any extenuating circumstances (bereavement, illness, court appearances or other personal circumstances) that contributed to your allegation, if necessary. Make sure to back that up with supporting documents.

Avoid self-plagiarism. If you're retaking a course and using your own previous work, make sure you receive consent from your instructors to do so and make sure to cite yourself. The same rules apply for copying and pasting previous work you have done in different classes.

Use the "Turn It In" software as a learning tool. If you notice your paper is over the 10% plagiarism mark, resubmit your paper before the deadline.

Honesty is your best policy. If you know what you did was wrong, you will be more respected by owning up to it.

When citing your work, make sure ALL sources that you used in your paper are cited properly.

ACADEMIC CONCERNS STEP-BY-STEP GUIDE

ACADEMIC MISCONDUCT: 2ND OR 3RD OFFENSE

Step 1 - Once you receive your second or third academic misconduct allegation email from the Dean of your school with the date, time and location of the hearing, make sure to contact the Saitsa VP Academic for guidance, support and advice. Book an appointment with them at least 24 hours in advance using this URL: saitsavpacademic.youcanbook.me

Step 2 - You then can send supporting documents to the Dean of your school within 5 business days of receiving the allegation email/letter. Supporting documents include a story about your case and/or anything that can help leverage or support your rationale as to why a second or third academic misconduct offense occurred. You are allowed to bring witnesses, but if you choose to do so make sure you let the Dean know. You also have the right to bring the Saitsa VP Academic along for support or advice.

Step 3 - Attend the meeting, take deep breaths, remember honesty is the best policy, and if you know you did something wrong it is better to own up to it than to be dishonest. SAIT will respect you more if you show integrity and honesty.

TIPS

If you find the initial second or third academic misconduct hearing was biased or did not follow proper process as per the procedure, then this can be your rationale to appeal. You may also want to appeal if you feel one of the 3 levels of fairness (substantive, relational or procedural) was breached.

Make sure you back up your points from all angles because you will get asked a lot of “whys” and “how’s.”

Understand that for the second or third academic misconduct offense appeal hearing, you will be presenting in front of a neutral panel. There will be one unrelated Saitsa representative and two SAIT faculty from different schools/departments. If the Saitsa VP Academic is involved with your case, they will not sit on the panel.

ONLINE RESOURCES

- [TAO self-help for online counseling](#)
- [Student Development and Counselling](#)
- [Academic Services \(Accessibility Services, Academic Coaching, and Tutoring Services\)](#)
- [Chinook Lodge for Indigenous Students](#)
- [International Centre](#)
- [Office of the Registrar](#)
- [Financial Advising and Assistance](#)
- [Saitsa Peer Support Centre](#)
- [Saitsa Awards](#)
- [Saitsa Student Grant Program](#)