

## Grade Appeals

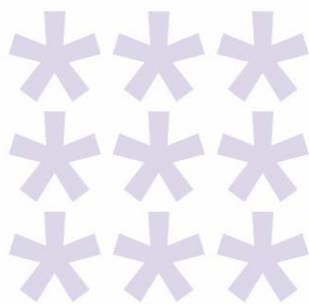
Occasionally students may find themselves in a situation where they feel the grade they were given on an assignment is unfair, especially if the grade affects the academic standing of the student. Students who believe that they have been graded unfairly, or that their extenuating personal circumstances led to a lower grade, may choose to dispute the grade.

With respect to a component grade (a grade that contributes to your overall mark), there is no formal appeal process. However, you may decide you would like to ask your instructor to reconsider the grade given (see below for Requesting a Review of a Component Grade).

With respect to a final grade, there is a formal appeal process (see below for Final Grade Appeal Process). A student may choose to formally appeal for a final grade in a course, with the exception of a grade that is the result of a finding of academic or non-academic misconduct. In addition, if a student has accepted a method to remedy a course deficiency and is not successful, the student is not eligible to appeal the original grade. Likewise, a student who is unsuccessful in appealing for a grade will be unable to request a remedy of course deficiency.

If you still have questions or concerns after reviewing the checklist below or you want to confidentially discuss your options with someone, you may [book an appointment](#) to speak to the Ombudsperson or reach them by email at [ombudsperson.info@sait.ca](mailto:ombudsperson.info@sait.ca)

Saitsa is also available to support you should you wish to explore [alternative advocacy support](#) options and you can email them at: [saitsa.info@edu.sait.ca](mailto:saitsa.info@edu.sait.ca).



## Requesting a Review of a Component Grade

	Step: Component Grade Review	Tips & Advice	Done
1.	Review <a href="#">A.C. 3.1.1 Grading and Progression</a> and <a href="#">A.C.3.1.1 Grading and Progression Schedule B</a> found on: <a href="http://www.sait.ca">www.sait.ca</a>		<input type="checkbox"/>
2.	<p><b>Create a list with reasonable bullet points on why you would like to change a component grade.</b></p> <p>Some reasons may include:</p> <ul style="list-style-type: none"><li>- Unfair marking, and/or</li><li>- extenuating circumstances (personal or medical).</li></ul> <p><i>*A component grade is any assessment that contributes to your overall final grade in the course.</i></p>	The Ombudsperson can provide you with information, guidance and advice. You can <a href="#">book an appointment</a> or email the Ombudsperson at <a href="mailto:ombudsperson.info@sait.ca">ombudsperson.info@sait.ca</a>	<input type="checkbox"/>
3.	<b>Speak to your Instructor about a component grade you would like to change.</b>	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.	<input type="checkbox"/>

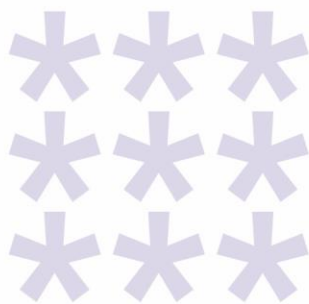


4.	<b>Speak to the Academic Chair responsible for the course about why you would like your grade changed on a component grade.</b>	The decision of the Academic Chair is final and binding.	<input type="checkbox"/>
----	---	--	--------------------------

Final Grade Appeal Process			
	Step: Final Grade Appeal	Tips & Advice	Done
1.	<b>Review <a href="#">A.C. 3.1.1 Grading and Progression</a> and <a href="#">A.C.3.1.1 Grading and Progression Schedule B</a> found on: <a href="http://www.sait.ca">www.sait.ca</a></b>	<i>Steps 1-4 must be completed within 20 calendar days of the end of the course</i>	<input type="checkbox"/>
2.	<b>Create a list with reasonable bullet points on why you would like to change a final grade.</b>  Some reasons may include: <ul style="list-style-type: none"> <li>- Unfair marking, and/or</li> <li>- extenuating circumstances (personal or medical).</li> </ul>	The Ombudsperson can provide you with information, guidance, and advice. <a href="#">Book an appointment</a> or email the Ombudsperson at <a href="mailto:ombudsperson.info@sait.ca">ombudsperson.info@sait.ca</a>	<input type="checkbox"/>



3.	<b>Speak to your Instructor about the grade you would like to change.</b>	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 grade with your Academic Chair.	<input type="checkbox"/>
4.	<b>Speak to the Academic Chair responsible for the course about why you would like your final grade changed.</b>		<input type="checkbox"/>
5.	<b>Submit a formal grade appeal form detailing the reason for your appeal, along with any supporting documents and the grade appeal fee of \$105 to the Office of Registrar.</b>  The formal grade appeal form can be found at: <a href="https://www.sait.ca/assets/documents/student-life/office-of-the-registrar/formal-grade-appeal.pdf">https://www.sait.ca/assets/documents/student-life/office-of-the-registrar/formal-grade-appeal.pdf</a>	<i>You have <u>30 calendar days from when you end your course to submit a formal grade appeal form.</u></i>  A part of your supporting documents, you may include a grade appeal letter. A grade appeal letter template can be found at the very bottom of this document.	<input type="checkbox"/>
6.	<b>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 face-to-face meeting with you to discuss the details.</b>		<input type="checkbox"/>
7.	<b>Wait for the Dean to advise you in writing of the appeal decision.</b>	The decision of the Dean is final and binding.  The 4 decisions that may be made include: a) <i>No change to the final grade.</i> b) <i>Not proceed with a grade reassessment.</i> c) <i>A higher final grade.</i> d) <i>A lower final grade.</i>  <i>*If the appeal results in a higher final</i>	<input type="checkbox"/>



		<i>grade, the grade appeal fee is refunded to the student.</i>	
--	--	--	--

## Additional Support Services at SAIT & Saitsa

SAIT and Saitsa have a variety of excellent student support services, be sure to utilize them – they're there to support you through your journey as a SAIT student.

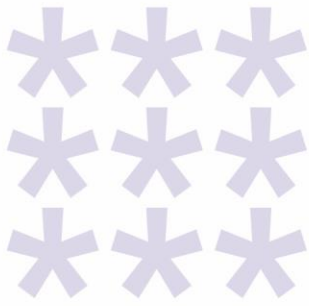
### [Student Development & Counselling](#) – AA205 – Heritage Hall

Hours - Monday to Friday: 8:30 am to 4:15 pm. Some evening appointments available by request). Daily drop-in appointments available.

Student Development and Counselling can help promote your well-being and success through free and confidential in-person, telephone or video counselling appointments when you are a current SAIT student. They also offer a range of on-line wellness events, workshops and on-line self-help tools. Reach out when

- You're feeling stressed or overwhelmed
- You need help working through a personal concern
- You need help with your school work and academics
- You're concerned about a friend

Book an appointment or contact us by calling 403.284.7023 or on Microsoft Teams by searching 'Student Development and Counselling'. For after-hours support, call or text the Distress Centre (24/7) at (403)266-HELP



## **Lamb Learner Success Center – MC221 – Stan Grad**

Whether you're in a classroom or learning online, take advantage of the resources and support offered by the Lamb Learner Success Centre. We can help you with:

- Arranging accommodations for students with disabilities
- Improving your learning skills
- Finding options to fund your education
- Connecting to free resources
- Connecting with a tutor
- Getting feedback on a writing assignment
- Booking a test

### **Areas of Support:**

[Accessibility Services](#)

[Learning Skills Services](#)

[Financial Advising](#)

[Testing Services](#)

[Tutoring Services](#)

[Writing Services](#)

## **Reg Erhardt Library – MC111 – Stan Grad**

- Library staff can provide referencing/citing support and other academic supports.

## **International Centre – AA206 – Heritage Hall**

- Provides support and services for international students.

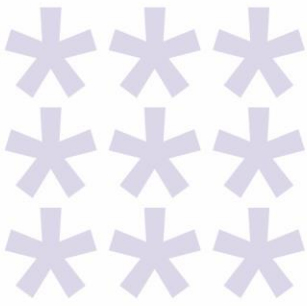
## **SAIT Health Services (Health Clinic)**

Open Monday to Friday from 8:15 am- 4 pm

To make an appointment call (403)284-8666. No drop-in appointments available

The SAIT Health Clinic provides quality non-urgent/semi-urgent medical. We are staffed by licensed physicians and connected to Calgary's Foothills Primary Care Network.





## **Chinook Lodge Resource Centre- NN108- Senator Burns**

The Chinook Lodge Resource Centre — "the Lodge" — is a place for Canadian Indigenous (First Nations, Metis and Inuit) learners at SAIT to gather, connect with peers, access advising and counselling, get assistance with financial aid and housing, speak with Elders and others from the community, participate in events, network and more.

## **Interfaith Centre- MB 305- Stan Grad**

The Interfaith Centre is a community hub on campus where inclusivity is standard, questions are always welcome, and the differences between people and cultures are explored and celebrated.

We remain committed to supporting student success and our staff and chaplains are available to assist you in person or virtually. If you need spiritual support, please contact a member of their team or email at [student.engagement@sait.ca](mailto:student.engagement@sait.ca)

Everyone is welcome at the Interfaith Centre. We invite you to:

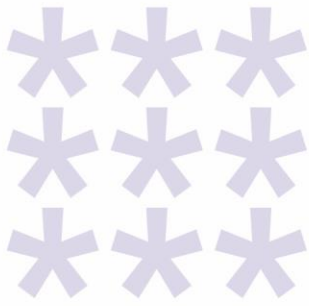
- Drop by the Interfaith Centre anytime for a chat — MB305, Stan Grad Centre, 9 am - 4 pm
- Take a deep breath in our Interfaith Meditation Room — MB314, Stan Grad Centre, 7 am - 7 pm
- Host a group chat in our Interfaith Meeting Space — MC311, Stan Grad Centre, 7 am - 7 pm

## **Saitsa Peer Support Centre – NJ105**

Come to the PSC to find a welcoming and supportive peer environment.

## **Saitsa Governance & Advocacy Office – NN117 – Senator Burns**

Staff can help you understand and prepare for your hearing or appeal, and help you prepare to advocate for yourself; student leaders can also help advocate for institutional/policy change.



### Office of the Ombuds

In person or digital meetings can be arranged, the Ombuds will help you to understand the relevant policies and ensure fairness throughout the process.