SAIT

	AC.3.1.3
	GRADING AND PROGRESSION – NON-CREDIT COURSES
Section**:**	Academic/Student (AC)
Subject**:**	Student Performance and Behaviour
Legislation:	*Alberta Human Rights Act* (RSA2000, c.A-25.5)
Effective:	May 11, 2022
Revision:	May 12. 2025

PROCEDURE *(vertical margin text)*

APPROVED: _____

President and CEO

POLICY

The policy of the Board of Governors is to establish and maintain clearly defined systems of grading and progression.

PROCEDURE

DEFINITIONS

Academic Calendar
SAIT's official document that describes its approved academic, apprenticeship, and pre-employment programs. It includes information about admission, tuition fees, important dates and deadlines, student services, international students, financial assistance and academic and institutional regulations. The online calendar is SAIT's official Academic Calendar.

Component mark
A mark given for an individual assessment within a course, and which is included in the calculation of the student's final grade in the course.

Course outline
The official document that identifies a course's learning outcomes and how students will be assessed in that course.

Credit course
A course that is part of a program approved by the Government of Alberta, and that has a credit value associated with it. It is included in the calculation of a student's grade point average.

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Credit program	A program that is approved by the Alberta government.
End of course	The last day of the course as set out in SAIT's official student database course registration information.
Grade	The measure of a student's overall academic achievement in a course.
Mark	Values a student's level of achievement on an assessment.
Non-credit course	A non-credit course is not part of an Alberta government-approved program, and does not have a credit value associated with it. It is not included in the calculation of a student's grade point average.
Program	A prescribed curriculum leading to a SAIT credential. A program is divided into a number of courses.
Transcript	A complete and unabridged record of all courses that a student has taken at SAIT.

GOVERNING PRINCIPLES

1. SAIT is committed to maintaining high academic standards, promoting student success, and ensuring that students are aware when their success in a course or program is in jeopardy. SAIT is also committed to ensuring that grading practices are consistent and fairly assess students' learning and achievements.

2. Students must have sufficient and timely feedback on their performance in their courses so they can make informed decisions about their progress and standing in their courses. Feedback can be formative and/or summative, and can include marks, instructor comments, etc.

3. Evaluations should be spread out during the length of a course so that students are able to effectively balance their academic workload.

4. This procedure applies only to non-credit courses. For credit courses, refer to procedure AC.3.1.1 Grading and Progression-Credit Courses. For apprenticeship programs, refer to procedure AC.3.1.2 Grading and Progression – Apprentices.

5. A student who has been suspended or withdrawn from SAIT due to academic misconduct or non-academic misconduct may not take any SAIT courses or SAIT programs, credit or non-credit, during that suspension or withdrawal.

PROCEDURE

A. Grading System

1. This grading system applies to all SAIT courses.

2. A student's grade in a course is calculated as specified in the course outline.

3. A student's grade in each course shall be denoted by a letter grade as follows.

Percentage	Letter	
90-100	A+	
85-89	A	
80-84	A-	
77-79	B+	
73-76	B	
70-72	B-	
67-69	C+	
63-66	C	
60-62	C-	
55-59	D+	
50-54	D	Minimal Pass
0-49	F	

4. A "D" grade is the minimal pass for a course. It should be noted that external regulatory bodies may require a higher passing grade in specific courses in order for students to attain recognition or certification from those bodies.

5. For new courses and for courses being redesigned as a result of SAIT's program review processes, an exam can be weighted at no more than 40% of the course's final grade, subject to the following exceptions:

    a) The director, Centre for Continuing Education and Professional Studies (CCEPS), may approve an exception whereby an exam in a course has a weighting of more than 40% of the course's final grade.

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b) Accommodations for an individual student made in exceptional circumstances as approved by CCEPS.

6. Instructors will provide component grades in a timely manner.

7. Student marks and grades shall not be distributed, posted, shared or shown in any way that breaches SAIT's obligations to maintain and respect student privacy under privacy legislation and/or under its policies and procedures. See procedure AD.1.1.2 Confidentiality of Student Information for further information.

8. Special grades may be assigned as follows.

ATT/FA   **(Attended)/(Failed to Attend)**
Is assigned to a student who is registered in a course for which no formal evaluation of the student's performance is provided, other than the student's attendance or failure to attend that course.

AUD   **(Audit)**
Is assigned to a student who is registered in a course for which no formal evaluation of the student's performance is provided. The student will pay the normal tuition for this course, but does not complete/submit evaluations, does not receive marks or a letter grade in the course, and does not receive credits for the course. The director or designate, CCEPS, must approve a student's registration in the course as an auditing student.

CR   **(Credit Rating)**
Is assigned to a student who has received recognition of prior learning based on transfer credit, course equivalency or non-formal and/or informal learning, in accordance with procedure AC.3.18.2 Recognition of Prior Learning – Non-Credit Courses.

NW   **(Administrative Withdrawal)**
Is assigned to a student who has registered in a course but who has not attended or participated in the course or in any of the classes or, in the case of an online course, who has never logged into that course.

P/NP   **(Pass)/(No Pass)**
Is assigned to a student who is registered in a course where students are evaluated on a pass/no pass basis.

RW   **(Required withdrawal)**

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Is assigned to a student who SAIT withdraws as a result of academic misconduct or non-academic misconduct, or as a result of breaching a program's specific attendance requirements.

W   **(Withdrawal)**
Is assigned to a student who officially withdraws from a course.

9. When a deficiency in a course is remedied by supplemental assignment or supplemental exam as described in procedure AC.3.2.1 Course Deficiencies, the "D", "P" or 50% grade will replace the "failed" grade.

10. Students are allowed a maximum of two attempts to successfully complete a course. If significant extenuating circumstances exist, such as illness, court appearances, bereavement, or other personal circumstances a student may be permitted to attempt a course for a third or fourth time, subject to the following:

   a) Before the student is able to register in the course for a third time,

      i)   The student must contact ConEdadvising@sait.ca.

      ii) The director or designate, CCEPS, must be satisfied that significant extenuating circumstances warrant the student attempting the course for a third time.

      iii) The student must submit a student success plan to the director or designate, CCEPS.

      iv) The student and the director or designate, CCEPS, must review and agree upon the plan.

   b) Before the student is able to register in the course for a fourth time,

      i)   The student must meet with the director, CCEPS.

      ii) The director must be satisfied that significant extenuating circumstances warrant the student attempting the course for a fourth time.

      iii) The student must submit a student success plan to the director.

      iv) The student and director must review and agree upon the plan.

   c) A student's registration in a course for a second or subsequent time is subject to space availability in that course. CCEPS must consult with Accessibility Services if

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a student's particular situation falls under a protected ground of discrimination under Alberta's human rights legislation, as that student will generally have priority in registration where space availability is limited.

d) A withdrawal (W) from a course is considered an attempt.

e) If the student fails all attempts in the course or its equivalent, a SAIT credential shall not be issued for any program in which this course is required.

B. Deadlines

1. Students wishing to receive recognition of their prior learning should refer to [AC.3.18.2 Recognition of Prior Learning-Non-Credit Courses](#).

2. Instructors must enter final grades into the student's record by the end of the second business day either following the end of the course, or following the student's submission of their final evaluative assessment in the course, whichever is first.

3. A student who wishes to add and/or drop a course must do so within the designated add/drop period for that course.

4. Grade changes must be completed within eight weeks from the end of the course.

5. To be assigned a "W" grade in a course, a student must withdraw from that course prior to completing 70% of that course. If a student believes there are exceptional circumstances supporting the student's withdrawal after this deadline, the student must contact CCEPS at [ConEdadvising@sait.ca.](mailto:ConEdadvising@sait.ca) Depending on the particular circumstances, the student may also need to contact Student Development and Counselling and/or Accessibility Services.

C. Program Completion Requirements

1. a) As of July 1, 2022, a student who begins a non-credit Certificate of Achievement or Certificate of Completion is expected to complete the requirements of that program within three calendar years from the date that the student either started or received prior learning recognition for the first course in that program, whichever is first. Students who began these programs before July 1, 2022 continue to have five calendar years within which to complete the program.

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b) The manager of Advising, CCEPS, may approve a student's request to extend the credential completion time and may set further time limits for the student to complete their credential.

2. Course and program changes can occur during the time a student is completing the program. A student who has completed a course that is subsequently revised is not required to re-take the course, as long as the student completes the program within the completion time limit for that program.

3. The longer a student takes to complete a program within the stipulated time limit for that program, the more likely it is that the program's curricula and/or completion requirements will change, and this may make completion more complicated. A student should consult with ConEdadvising@sait.ca for assistance in situations where a program's curricula and/or completion requirements may be changing.

4. A student is required to meet the completion requirements that existed for the program at the time the student either started or received prior learning recognition for the first course in that program.

5. A student must meet the 50% residency requirement. This means that:

a) To obtain a SAIT credential, a student must complete at least 50% of the credential's courses through SAIT.

b) The student may use no more than a maximum of 50% prior learning recognition towards the SAIT credential, as set out in procedure AC.3.18.2 Recognition of Prior Learning – Non-Credit Courses.

D. Transcripts

1. Official transcripts will be issued at the student's written request. In the case of a student who is under legal age, an official transcript can be issued at the request of the student's parent/legal guardian.

E. Appeal of Marks and Grades

1. Component Marks

a) A student who disputes a component mark shall first discuss that mark with the instructor.

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b) If the student is not satisfied with the outcome of that discussion or is unable to contact the instructor, the student shall discuss the mark with ConEdadvising@sait.ca, whose decision is final and binding. ConEdadvising@sait.ca should discuss the situation with the instructor before making a final decision.

c) Formal grade appeals are reserved for final grades only.

2. Final Grades

a) A student may choose to formally appeal 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 as per procedures AC.3.4.3 Student Academic Conduct and AC.3.4.4 Student Non-Academic Conduct. See Schedule A, an Associated Document to this procedure, for further information on this process and on the fees associated with this process.

b) A student who accepts a method to remedy a course deficiency pursuant to procedure AC.3.2.1 Course Deficiencies is not eligible to appeal the original grade.

c) A student is allowed to register in a subsequent course pending the outcome of the formal grade appeal.

ASSOCIATED DOCUMENTS

Schedule A   Formal Grade Appeal Process (under development)

POLICY/PROCEDURE REFERENCE

AC.3.1   Grading and Progression policy
AC.3.1.1   Grading and Progression – Credit Courses procedure
AC.3.1.2   Grading and Progression – Apprentices procedure