



AC.3.1.1 Grading and Progression – Credit Courses

Schedule A: Academic Continuance Committee Process

A. Mandate

The Academic Continuance Committee Process is mandated under procedure AC.3.1.1 Grading and Progression to hear and determine a student's appeal of their academic withdrawal standing. The Committee has the authority to allow a student to continue study after having been officially withdrawn but does not have the authority to change any specific gradeable component or to remove an academic withdrawal standing.

B. Membership

- Registrar or designate - Chair
- Dean or designate of an unrelated school/department
- Academic Chair of an unrelated school/department.

C. Process

1. A student wishing to appeal the results of an academic withdrawal standing must do so within ten business days of SAIT notifying them of their status of being academically withdrawn by submitting an appeal in writing, addressed to the Registrar. The written appeal may be by letter or by email and must include:
 - The student's name, ID number, SAIT e-mail address and current address and telephone number
 - The reasons for the appeal
 - An explanation of the student's past academic performance and consideration of the strategies that the student has developed and will put into place to remedy barriers to academic success.
2. When providing the reasons for the appeal, the student must present independent evidence to corroborate the statements made in the letter or email of appeal. This evidence may come from a professional such as a health professional, a counsellor, an academic coach or an instructor but may also come from anyone with knowledge of a student's academic performance.
 - Where the appeal is based on health issues, the student must produce an original certificate from a health professional or counsellor in the form of a letter. The certificate must be sufficiently specific to allow appropriate consideration of the student's case. The certificate must also clearly state that, in the opinion of the health professional, the problem was serious enough to have interfered with the student's academic studies at SAIT during the academic year in which the student's withdrawal occurred.
 - Where the appeal is based on bereavement, the student must provide an obituary notice or death certificate, together with evidence of a close personal relationship between the student and the deceased.

3. Within five business days of receiving the student's appeal, the Chair will convene a meeting of the Committee.
4. In making its decision, the Committee will consider the written information that the student has provided and the student's academic records, and will base its decision on factors such as:
 - The student's academic performance at SAIT and whether there has been a semester by semester improvement or decline
 - Is an academic learning plan or success plan in place and has the student been following that plan?
 - Was the student regularly attending classes?
 - Are realistic supports in place for academic success?
 - Does the student's letter or e-mail show that the student fully understands and takes responsibility for the factors and barriers that lead to the student's academic withdrawal, and that the student is ready, willing and able to address those factors and barriers going forward?
5. The Committee has the authority to ask the student to attend the meeting in person or via other means and/or to provide additional documentation. If the student refuses to attend and/or provide the additional documentation, the Committee may make its determination based on the evidence it has available to it. The student may bring a supporter with them to meet with the Committee for advice and support only.
6. Should the majority of the Committee decide that the student may resume studies at SAIT, the Committee has the authority to require the student to comply with conditions, which may include:
 - Requiring the student to meet on a regular and specified basis with the student's academic chair
 - Requiring the student to meet with an academic coach
 - Requiring the student to use the services provided by the Lamb Learner Success Centre
7. The Registrar or designate will advise the student via e-mail of the Committee's decision within two business days after the hearing has concluded.
8. The Committee's decision of the student's appeal is final and binding.
9. If the student is permitted to resume studies at SAIT but not does subsequently improve the academic standing to "good", the student is subject to the academic withdrawal provisions of procedure AC.3.1.1 Grading and Progression and with no further appeal to the Academic Continuance Committee.
10. A student will only be allowed one opportunity to appeal a standing of academic withdrawal in a program.

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