

## **WELCOME AND INTRODUCTION**

Welcome to the Bachelor of Applied Business Administration degree program (Distance Delivery) with a major in Accounting and Information Technology offered at SAIT in partnership with CGA-Canada.

This handbook provides the policies and procedures for the Bachelor of Applied Business Administration in Accounting and Information Technology. The information contained in this handbook incorporates both CGA and SAIT policies. As this distance delivery program is unique for both organizations, some policies have been developed to address circumstances that are particular to the Bachelor of Applied Business Administration in Accounting and Information Technology (Distance Delivery).

### **SAIT Mission Statement**

SAIT's vision is sharply focused - to be recognized as Canada's premier polytechnic, one of the world's finest, setting the standard in education, training and innovation.

### **Program Mission Statement**

The Bachelor of Applied Business Administration with a major in Accounting and Information Technology will provide students with relevant IT skills and accounting expertise through experiential learning and academic studies that are presented from a practical applications perspective. This degree program will provide students with the opportunity to obtain the CGA designation and the SAIT degree concurrently.

### **CGA Certification Requirements**

Graduates of the program will have completed both the degree and a portion of the work experience requirement for the CGA professional accounting designation. Currently, only 2 further CGA examinations are required after completion of the degree to achieve the CGA designation - Financial Accounting 4 and the Professional Applications Examination. Effective July 2006 new students enrolled in the CGA Program of Professional Studies will be required to write two National Professional Applications exams.

## **ROLES AND RESPONSIBILITIES**

### **Student/Learner**

- To register for courses in accordance with CGA regional office procedures
- To be familiar with and abide by Program policies and procedures
- To ensure computer and online requirements are met as set out by CGA
- To submit assignments in a timely fashion

### **SAIT**

- To provide accurate course information
- To provide quality curriculum
- To provide students with access to instructor support throughout each course and directed field studies
- To return marked assignments in a timely fashion

### **CGA**

- To provide program advising to potential and ongoing students
- To administer course enrollments
- To distribute course materials to students
- To administer courses and national examinations for CGA courses

## **IMPORTANT INFORMATION**

### **Key Dates**

#### **Enrollment Deadlines**

Enrollment deadlines for SAIT courses are in accordance with the enrollment deadlines of the CGA regional offices. Please contact your regional CGA office for these dates.

#### **Withdrawal Deadlines**

Withdrawal deadlines for SAIT courses are in accordance with the withdrawal deadlines of the CGA regional offices. Please contact your regional CGA office for these dates.

#### **CGA National Examination Dates**

Please refer to your regional CGA Student Handbook for CGA National Examination Dates.

#### **Course Materials**

Course CDs and textbooks are to be provided by the CGA regional offices upon registration in the respective course(s). Directed Field Studies reading materials are available in the DFS WebCT courses. WebCT is an online learning management system. Only students registered in the Directed Field Studies will have access to the Directed Field Studies course material.

## DIRECTED FIELD STUDIES (DFS)

### Prerequisites:

Participants in DF1 and DF2 must have completed each of the respective prerequisite courses as outlined on <http://www.cga-saitdegree.ca>.

The prerequisite courses are:

Directed Field Studies 1	Directed Field Studies 2
MKTG 224 - Marketing Fundamentals (MK1)	ACWE 409 - Directed Field Studies 1 (DF1)
MGMT 240 - Organizational Behavior (OB1)	ACCT 480 – E-Business (EE1)
BCPT 383 - Internet Applications for Financial Managers (IA1)	ACCT 483 – Database Management for Financial Managers (DM1)
BCPT 385 - Network Management for Financial Managers (NM1)	

Students are encouraged to read the [DFS Student Guide](#) before enrolling in the course.

Students **MUST** be employed while they are completing the academic requirements of the DFS courses. Students should not register for the DFS courses unless suitable employment has been obtained.

SAIT reserves the right to deny students registration in the course if they have not found suitable employment. Student must notify SAIT of changes in employment. Any fee deferrals or refunds will be at the discretion of the regional CGA offices.

CGA's should contact their regional office to determine eligibility for Professional Development credit in their region for DFS completion.

### Employment requirements

Students must find employment which will involve them in an accounting, IT or accounting and IT position. This position may be at a junior or senior level. For example: bookkeeper, payroll, accounts payable, junior clerk, controller, budget officer, MIS officer.

Students who are not currently employed, but meet the course requirements are encouraged to use the on-line resources listed in order to find employment **PRIOR** to registering in DFS. It is ultimately the student's responsibility to find suitable employment based on the guidelines provided by SAIT. Please refer to [DFS Student Guide](#) for more information.

Under certain circumstances, self employment is eligible. Positions of self employment will be assessed on a case by case basis. CGA's in public practice are eligible to complete the DFS requirements.

## **POLICIES**

Students enrolled in the SAIT courses are subject to the SAIT policies and procedures as outlined in this CGA-SAIT Degree Student Handbook. In addition to this, students will be required to follow CGA Guidelines for Professional conduct.

### **Academic Policies**

#### **Plagiarism**

Plagiarism exists when a student presents work in a course or program of study as if it was the student's own work when, in fact, it is not. Plagiarism occurs in situations where a student:

- (a) Presents work that has been done in part or in whole by another person, other than the student submitting the work; or
- (b) Presents the words, ideas, images or data of another person as the student's own without reference to the original author or the original source; or
- (c) Presents work done for another course or program at SAIT or elsewhere without the knowledge of or prior approval of the instructor; or
- (d) Presents work that in any way comprises the integrity of the evaluation process.

The definition and consequences of plagiarism are also available online at <http://sait.ca/pages/cometosait/academic/additionalinfo/academicregulations/academicregulations.shtml#Academic-Misconduct>

#### **Examples of Academic Dishonesty**

- Giving or receiving answers on an exam before turning in the exam.
- Allowing another student to copy from your exam.
- Feigning illness to avoid taking an exam on time.
- Copying answers on an exam from unauthorized notes, electronic data storage devices, or electronic communication devices.
- Submitting work under one's name that was prepared by someone else
- Improper or lack of citation from written or electronic resources

#### **Consequences of Plagiarism**

If a penalty is imposed for Intellectual and Academic Dishonesty, a written report of the incident may be sent to the academic dean. The dean will review the case and determine if, in light of other information and records, further disciplinary action is warranted.

According to SAIT Academic Calendar consequences of academic dishonesty are:

- A zero grade for the assignment/exam, or suspension from the institute for a period of one full academic year. A student who is suspended due to the academic dishonesty will have this indicated on their permanent record for a period of seven (7) years.
- Students found guilty of academic dishonesty will be reported to their regional CGA office.

**Documenting/Referencing Sources**

Please refer to the "Documenting Research" link found on your course CD. This link is located under "Brush up your writing" on the "How To" tab. Please familiarize yourself with and make use of the correct method of documenting or referencing source materials in your assignments. This four page document also provides information for further study material on referencing sources.

Plagiarism and the copying of solutions are also addressed in the CGA Student Handbooks for each of the CGA regions. Click on Addendum A to view examples.

**Course Work**

SAIT degree courses will be combined into packages of two courses. Each course will have 10 modules with assignment and project submission due dates established on a coordinating schedule. Click on [2009-2010 Schedules](#) to view.

The courses include weekly readings and assignments and projects which students are required to complete.

Registered students will receive an email from their marker within the first week of the session detailing assignment submission guidelines and contact information. Please contact your instructor if you have questions related to content via the SAIT course mailbox. Should you experience difficulties contacting your instructor, please contact the Program Administrator at [cga-saitdegree@sait.ca](mailto:cga-saitdegree@sait.ca).

**Extensions**

Students are required to submit all assignments and projects in order to receive a passing grade. Each assignment or project must be sent by midnight on the day it is due. Extenuating circumstances surrounding submission of late course work is between SAIT and the student. Students should initially contact their course instructor prior to the assignment deadline to discuss assignment extensions.

**Late Penalties**

Late submissions will have 5 percent (5 marks) deducted for each day late to a maximum of 10 days late. Assignments will not be accepted more than 10 days late, unless an extension has been approved prior to the assignment due dates. No late fee will apply. The final project submission cannot be late.

## Grades

The evaluation of a student's academic work in each course shall be denoted by a letter grade, as follows:

Percentage Grade	Letter Grade	Grade Points
90 -100	A+	4.0
85 – 89	A	4.0
80 – 84	A-	3.7
77 – 79	B+	3.3
73 – 76	B	3.0
70 – 72	B-	2.7
67 – 69	C+	2.3
63 – 66	C	2.0 Progression GPA
60 – 62	C-	1.7
55 – 59	D+	1.3
50 – 54	D	1.0
0 – 49	F	0.0

### a) Other grades not used in calculating the GPA

#### **I Incomplete**

Assigned to a student whom has been granted an extension to complete a course. The “I” grade is not to be used as a substitute for an “F” grade. The Incomplete “I” grade must be cleared within 8 weeks from the start of the next active semester (the next semester the student is registered in) or it reverts to “F”. If the course is a pre-requisite course, the pre-requisite waiver form must be completed prior to registering in the courses where the pre-requisite is stated.

#### **CR Credit Rating**

Is assigned to a student who has successfully completed equivalent courses in which the student has achieved a mark of “C” or better or where the student has successfully demonstrated prior learning in accordance with Procedure AC.2.14. A “CR” grade is assigned by the Dean, or designate of the department offering the program

#### **AUD Audit**

Assigned to a student who is not registered for credit, but is formally registered in one or more courses for which no formal evaluation of student performance is to be provided.

#### **IP In Progress**

Course is in progress. Mark has not been submitted.

#### **W Withdrawal**

Assigned to a student who officially withdraws from a course or program through notice in writing or the completion or submission of the required forms. To be assigned a “W” grade a student must withdraw by the withdrawal deadline:

### **AEG Aegrotat Standing**

May be granted to a student who through serious illness or exceptional circumstances cannot complete the final evaluation, and where a supplemental evaluation or course deficiency remedy is not possible. The student must have approval of the Dean or designate. This mark does not affect the PGPA.

### **b) Grade Point Average (GPA)**

Semester Program GPA (SPGPA) is the overall grade for the courses in the program the student is registered in for a particular semester.

Cumulative Program GPA is the overall grade for only those courses in the program the student is registered in to date.

Each course shall carry a course credit determined by the Dean, or designate, of the department offering the program and which shall be published in the calendar.

The semester (SPGPA) and cumulative program grade point average (CPGPA) are a measurement of performance in credit courses, and are calculated as follows:

- multiplying the grade point achievement by the credit value for that course, excluding P, NP, I, W, CR and AUD grades;
- totaling the grade points from the bullet above; and,
- dividing the total above by the total of the course credit values.

Note: Failures "F" are used in the calculation of semester and cumulative PGPA's as appropriate. However, when a deficiency is remedied, the new grade shall be used in calculating the semester and cumulative PGPA.

Sample Calculation:

Course	Grade	Points	X	Credits	=	Grade Points
CMPP-201	B	3.00	x	10	=	30.00
COMM-248	C	2.00	x	5	=	10.00
COMP-202	F	0.00	x	4	=	0.00
MATH-222	A-	3.67	x	5	=	18.35
MGMT-200	D	1.00	x	4	=	4.00
				<b>TOTAL</b>	<b>28</b>	<b>62.35</b>

$$\text{GPA} = \frac{\text{Total Grade Points}}{\text{Total Credits}} = \frac{62.35}{28} = 2.23$$

A student must achieve the required CPGPA for those courses within the designated certificate, diploma, or applied degree program in order to graduate.

Please note, only the courses listed below are used for the overall GPA calculation for graduation purposes from the Applied Degree (Distance) in AIT. Courses obtained by transfer credit will not be included. All courses taken at SAIT will be used for progression purposes.

ACCT 480	E-Business (EE1)
ACCT 483	Database Management for Financial Managers (DM1)
ACCT 487	Project Management for Financial Managers (PM1)
ACCT 493	Business Process Integration (BP1)
ACWE 409	Directed Field Studies I (DF1)
ACWE 459	Directed Field Studies II (DF2)

### **President's List**

The President's List for a given term shall be comprised of all full-time students who have achieved a GPA of 3.7 or better and who have not failed or withdrawn from a course for that term. The words "President's List" shall be entered on the student's official transcript.

### **Statement of Grades for SAIT Courses**

Grades can be viewed by logging into <http://www.mysait.ca>.

Grades for SAIT courses will be posted at the end of each term no later than the CGA exam marks release date.

### **Students can view their grades online by:**

1. Visiting <http://www.mysait.ca>
2. Logging in using their 9-digit student ID number and PIN number (birthdate - ddmmyy)
3. Selecting the My Student tab
4. Selecting Student Records on the left hand side
5. Selecting Final Grades for the final grade in a course

### **Students can also view and print an unofficial transcript by:**

1. Visiting <http://www.mysait.ca>
2. Logging in using their 9-digit student ID number and PIN number (birthdate - ddmmyy)
3. Selecting the My Student tab
4. Selecting Student Records on the left hand side
5. Selecting Academic Transcript

Unofficial transcripts may also be requested from Student Services.

**Official transcripts** can be ordered through Student Services for \$10.00 per transcript. Transcript Request Forms are available online at <https://www.cga-saitdegree.ca/forms.asp>.

### **Progression**

To progress to the next academic year and to graduate a student must attain a minimum GPA of 2.0.

### **c) Academic Probation / Academic Withdrawal**

Students who fail to achieve the specified minimum semester grade point average (SPGPA) or cumulative program grade point average (CPGPA) at the end of a term will be placed on Academic Probation (AP) if he/she qualifies. Student Services will notify each student in writing regarding the terms of Academic Probation.

A student will remain on AP if one of either the specified SPGPA or CPGPA is not met for a second time. If both the SPGPA and CPGPA are not met for a second time the student will be Academically Withdrawn.

The consequences of Academic Withdrawal include being dropped from any subsequent courses registered in the next term and being ineligible for student loan funding. Academically withdrawn students must wait 12 months before re-applying to the program they were academically withdrawn from. Upon re-entry to the program, they will be placed on Academic Probation. Academic Probation and Withdrawals are permanently noted on the official transcript.

The consequences of academic withdrawal include being dropped from any subsequent courses registered in the next term. Academic withdrawals are permanently noted on the official transcript.

The full Grading and Progression policy can be viewed on the SAIT website at [SAIT Grading and Progression Policy](#).

### **d) Grade Appeal**

#### **Informal Appeals**

Informal appeals must be made to the instructor concerned first. If the learner is not satisfied with the outcome, they may continue the informal appeal to the Program Coordinator or equivalent before proceeding with a formal grade appeal to the Dean.

#### **Formal Appeals**

If the learner is not satisfied with the outcome of the informal appeal, he or she may apply for a formal review of the grade by the Dean of the department offering the program. Formal appeals must be submitted in writing to the Registrar/Director, Student Services Department within 30 calendar days of the end of the term and be accompanied by a \$35\* fee for each grade appealed. The fee covers all levels of appeal and is refundable if the appeal is awarded in favor of the appellant. \*Fee subject to change. The initial formal appeal must state: the student ID number, program, course code and title, the grade being appealed and the rationale for the appeal. Forms are available from Student Services.

The basis for re-evaluation shall be the same work used to determine the original grade whenever possible. In those cases where the nature of the work, such as practicum, laboratory, or other performance work, precludes its availability, the basis for re-evaluation shall be decided by the Dean, in consultation with the student and the instructor.

Decisions on appeals shall be rendered within 10 business days of the date of appeal. Appeal decisions are final and binding.

### **Clearing a Course Deficiency**

A deficiency clearance provides an opportunity for a student to improve a failed grade in a course. Methods of clearing course deficiencies are:

- 1) by repeating the course
- 2) by special assignment approved by the Dean
- 3) by other arrangements approved by the Dean

When a deficiency is cleared the higher grade shall be used for purposes of calculating a GPA.

Students repeating courses taken at SAIT will not have the original grade or failure removed from the transcript of record. The transcript will indicate both the original grade and the new course grade.

### **e) Attempts at SAIT Courses**

A student is granted only two attempts to successfully complete each course, the initial registration and one repeat. A withdrawal from a course is not considered an attempt. Under extreme and special circumstances, approval may be granted by the Dean to register in a course for a third attempt and by the Vice President Academic to register in a course for a fourth attempt. If the final attempt of a course, if granted, results in failure, a degree will not be issued.

### **f) Time Limit to Complete the Degree**

A student must complete the degree within seven years of admission. There is no provision for non-active years. Individual students wishing to gain permission to complete their degree in more than seven years, must request permission from their Program Coordinator and may need to complete an approval form and a program plan of completion.

### **g) Upgrading Marks**

Students wishing to upgrade a passing mark, by repeating a class, must have the approval of the course Dean. The transcript will indicate both the original grade and the new grade achieved.

### **h) Withdrawal From a Course**

Course withdrawals will be handled in accordance with the CGA Regions withdrawal deadline and policy.

### **i) Withdrawal From the SAIT Degree Program**

A student who wishes to withdraw from the degree program must:

- obtain and complete a Program Withdrawal form; and,
- submit the completed form to the Program Administrator who will forward to SAIT Student Services.

A student who withdraws from the program without completing the Program Withdrawal form will have their permanent student record show a "Failure" in all courses in which the student was registered.

**j) SAIT Degree Program Guide**

It is intended that SAIT will develop a SAIT Student Handbook for all degree students. The Handbook will be revised yearly by July 1<sup>st</sup> to reflect changes in SAIT rules and regulations and changes in the administration of the program.

**k) Forms**

Forms are available at <https://www.cga-saitdegree.ca/forms.asp>.

**l) Active Student**

In order to maintain an active student file, students are required to enroll in one CGA/Degree course or SAIT degree course in the first year following admission. Students who do not enroll in any degree courses within one year of their acceptance into the degree program must complete an Intent to Return form and pay an administration fee.

**m) Change of Address and Name After Admission**

Students are required to advise SAIT directly of a change of name and addresses through completion of a SAIT change of address form. In addition, students should also notify their CGA region.

**n) Graduation Requirements and Conferring Degree**

Prior to graduation, all transfer credit for CGA course requirements must be entered. In order to ensure this is done in a timely fashion, students must have an updated official CGA transcript sent to the Program Administrator as soon as possible prior to completion of the SAIT degree requirements. If the CGA course requirements are completed after the SAIT degree requirements, students should have an official CGA transcript sent to the Program Administrator upon completion of all CGA course requirements and allow about one to two weeks for transfer credit to be awarded.

Once students have successfully completed all of the courses within the Bachelor of Applied Business Administration, Accounting and Information Technology program, they can apply for their parchment. Students need to ensure that all of their grades and transfer credits (if applicable) have been entered on [www.mysait.ca](http://www.mysait.ca) before requesting their parchment (this form is available online at: <https://www.cga-saitdegree.ca/forms.asp>). If there are any discrepancies, students should contact SAIT at 403-284-8439 or by email at [cga-saitdegree@sait.ca](mailto:cga-saitdegree@sait.ca). Graduation ceremonies are held at SAIT in May of each year. Students are encouraged to attend the ceremonies. Additional information on how to register to attend the ceremonies is available in February at [www.mysait.ca](http://www.mysait.ca).

**Honors Designation**

To be awarded an Honors designation on a SAIT parchment, the following conditions must be met:

- has a semester and cumulative grade point average of 4.0 on the first attempt of all courses considered towards a certificate, diploma or applied degree; and,
- has completed the graduation requirements of the program within the specified time restriction (five years for a certificate and seven years for a diploma or applied degree).

## GENERAL POLICIES

### Freedom of Information and Protection of Privacy Act

Student Admissions FOIP Statement:

On September 1, 1999 all post-secondary institutes in Alberta became subject to the Freedom of Information and Protection of Privacy Act. The FOIP Act provides those seeking information from public bodies with broader rights of access, while at the same time protecting the privacy of personal and confidential information. The personal information you provide to SAIT is collected under the authority of the Technical Institutes Act and the Freedom of Information and Protection of Privacy Act of the Province of Alberta, Section 32(c). It is used to determine your eligibility for admission to a program/course of studies at SAIT, to facilitate your enrolment, to administer and evaluate Institute programs/courses, and for statistical purposes. It may be disclosed to Statistics Canada to comply with the Statistics Act (Canada), to Alberta Advanced Education and Career Development for statistical, funding, planning, and research purposes, to the Students' Association of SAIT and the SAIT Alumni Association so that they can contact you for membership services. Your personal information is protected by Alberta's Freedom of Information and Protection of Privacy Act and can be reviewed upon your request. If you have any questions about the collection, use or disclosure of this information, contact: Registrar/Director of Student Services, Heritage Hall, (403) 284-8702

For further information on FOIP in Post Secondary Institutions please visit the Government of Alberta FOIP web site:

<http://foip.alberta.ca/>

**CONTACT INFORMATION****SAIT Degree Contact Information**

**Kimberly Jones**  
Program Administrator

Telephone: 403 284-8439  
Fax: 403-284-7086  
Email: [cga-saitdegree@sait.ca](mailto:cga-saitdegree@sait.ca)

**Susan Campbell**  
Coordinator, CGA Partnerships  
School of Business

Telephone: (403) 284-8789  
Fax: (403) 284-7086  
Email: [susan.campbell@sait.ca](mailto:susan.campbell@sait.ca)

**PLEASE NOTE: The SAIT Coordinator is the main contact person for CGA Administrators only.**

**Students should direct all inquiries to the following e-mail address:**  
[cga-saitdegree@sait.ca](mailto:cga-saitdegree@sait.ca) and telephone number (403) 284-8439

**SAIT Mailing Address:**

SAIT Polytechnic  
Bachelor of Applied Business Administration – Distance  
Room N701, 1301 - 16 Avenue NW  
Calgary, AB  
T2M 0L4

**CGA Contact Information**

Regional CGA Office contact information can be found on the CGA Canada website at [www.cga-canada.org](http://www.cga-canada.org).

## HELPFUL LINKS

Bachelor of Applied Business Administration web page

<http://www.cga-saitdegree.ca>

Government of Alberta FOIP web site

<http://foip.alberta.ca/>

DFS Student Guide

<https://www.cga-saitdegree.ca/pdf/DFS%20docs/DFS%20Student%20Guide%20-%20February%202010.pdf>

Forms

<https://www.cga-saitdegree.ca/forms.asp>

MySAIT

<http://www.mysait.ca>

**APPENDIX A****ADDENDUM A****AVOIDING PLAGIARISM<sup>1</sup>**

Writing a summary-a task that calls for accurate communication of information and ideas in a source text-lends itself all too easily to inadvertent plagiarism. Plagiarism is generally defined as the attempt to pass off the work of another as one's own. Whether born out of calculation, desperation, or inadvertence, plagiarism is the least tolerated offense in the academic world. The fact that most plagiarism is unintentional-arising from ignorance of conventions rather than deceitfulness-makes no difference to many professors.

You can avoid plagiarism and charges of plagiarism by following the basic rules below:

- Cite all quoted materials and all summarized and paraphrased material, unless the information is common knowledge (e.g., Civil War was fought from 1861 to 1865).
- Make sure that both the wording and the sentence structure of your summaries and paraphrases are substantially your own.

Following is a passage of text, along with several student versions of the ideas represented. (The passage is from Richard Rovere's article on Senator Joseph P. McCarthy, titled "The Most Gifted and Successful Demagogue This Country Has Ever Known."\*)

McCarthy never seemed to believe in himself or in anything he had said. He knew that Communists were not in charge of American foreign policy. He knew that they weren't running the United States Army. He knew that he had spent five years looking for Communists in the government and that-although some must certainly have been there, since Communists had turned up in practically every other major government in the world-he hadn't come up with even one.

One student's version of this passage reads as follows:

McCarthy never believed in himself or in anything he had said. He knew that communists were not in charge of American foreign policy and weren't running the United States Army. He knew that he had spent five years looking for Communists in the government, and although there must certainly have been some there, since Communists were in practically every other major government in the world, he hadn't come up with even one.

Clearly, this is intentional plagiarism. The student has copied the original passage almost word for word. Here is another version of the same passage:

McCarthy knew that Communists were not running foreign policy or the Army. He also knew that although there must have been Communists in the government, he hadn't found a single one, even though he had spent five years looking.

This student has attempted to put the ideas into her own words, but both the wording and the sentence structure still are so heavily dependent on the original passage that even if it were cited, most professors would consider it plagiarism.

In the following version, the student has sufficiently changed the wording and sentence structure, and she uses a signal phrase (a phrase used to introduce a quotation or paraphrase, signaling to the reader that the words to follow come from someone else) to properly credit the information to Rovere, so that there is no question of plagiarism:

According to Richard Rovere, McCarthy was cynical enough to know that Communists were running neither the government nor the Army. He also knew that he hadn't found a single Communist in government, even after a lengthy search (192).

Apart from questions of plagiarism, it's essential to quote accurately. You are not permitted to change any part of a quotation or to omit any part of it without using brackets or ellipses.