

**GRADING AND PROGRESSION - APPRENTICES**

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| Section:     | Academic/Student (AC)                               |
| Subject:     | Student Performance and Behaviour                   |
| Legislation: | <i>Alberta Human Rights Act (RSA2000, c.A-25.5)</i> |
| Effective:   | July 1, 2020  |
| Revision:    |   |

**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, selection, 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.

**Apprenticeship and Industry Training ("AIT")**

The branch of the Alberta government responsible for Alberta's apprenticeship and industry training system.

**Apprenticeship**

A post-secondary training program consisting of on-the-job training provided by an employer and technical training provided by an approved technical training provider. The student is usually referred to as an "apprentice". For the purpose of this procedure, apprenticeship refers specifically to programs falling under the jurisdiction of Apprenticeship and Industry Training ("AIT").

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| <b>Component grade</b> | A grade given for an individual assessment within a course.  |
| <b>Course outline</b>  | The official document that identifies a course's learning outcomes and how students will be assessed in that course.                                       |
| <b>End of course</b>   | The last day of the course as set out in SAIT's official student database course registration information.   |
| <b>Period</b>          | The compilation of the technical training requirement for an apprentice's specific year of technical training.   |
| <b>Program</b>         | A prescribed curriculum leading to a SAIT credential. A program is divided into a number of courses.   |
| <b>Progression</b>     | A student's advancement from period to period within a program.  |
| <b>Section</b>         | A component of an apprentice's period of technical training". For the purpose of this procedure, the term "course" is used interchangeably with "section". |
| <b>Student</b>         | For the purpose of this procedure, the term "student" is used interchangeably with "apprentice".   |
| <b>Transcript</b>      | 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 grades, instructor comments, etc.

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3. Evaluations should be spread out during the length of a course so that students are able to effectively balance their academic workload.
4. Students are encouraged to consult SAIT's Academic Calendar for information about SAIT's fees, deadlines, academic regulations, institutional regulations, etc.

## PROCEDURE

### A. Grading Systems

1. This grading system applies to all SAIT apprenticeship courses.
2. A student's grade in an apprenticeship course is calculated as specified in the course outline.
3. A student's final grade in each apprenticeship course shall be denoted by a Pass/No Pass grade.
4. A student must earn a mark of at least 50% in an apprenticeship course in order to receive a Pass grade in that course.
5. For new apprenticeship courses and for apprenticeship courses being redesigned as a result of SAIT's program review processes, an assessment can be weighted at no more than 40% of that course's final grade, subject to the following exceptions:
  - a) The dean/associate dean or director/associate director responsible for that course may approve an exception whereby an assessment in that course has a weighting of more than 40% of the course's final grade.
  - b) Accommodations for an individual student made in exceptional circumstances as approved by the program's academic chair/coordinator.
6. Instructors will provide component grades in a timely manner.
7. Student marks and grades shall not be posted, shared, shown or distributed in a way that breaches SAIT's obligations under privacy legislation or under SAIT's policies and procedures to maintain and respect student privacy. See procedure [AD.1.1.2 Confidentiality of Student Information](#) for further information.

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8. Special grades may be assigned as follows.

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| <b>AF</b> | <b>(Administrative Failure)</b><br>Is assigned to a student who has been given an I (or Incomplete) grade and where the student has not cleared the I grade within the deadline to do so or where the instructor has not entered a grade for the student.   |
| <b>I</b>  | <b>(Incomplete)</b><br>Is assigned to a student who has been granted an extension under extenuating circumstances to complete a course. The "I" grade is not a substitute for an "F" grade. It is not a permanent grade, and will become an AF grade if it is not cleared within the deadline to do so, as set out further in B.4 of this procedure. If the course is a pre-requisite, the academic chair/coordinator must, in consultation with the relevant instructor, approve the student's registration in the subsequent course(s). |
| <b>RW</b> | <b>(Required withdrawal)</b><br>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.  |
| <b>W</b>  | <b>(Withdrawal)</b><br>Is assigned to a student who officially withdraws from a course or program.  |

## B. Deadlines

1. Students wishing to receive recognition of their prior learning towards an apprenticeship course should consult Apprenticeship and Industry Training (AIT).
2. Final marks must:
  - a) Be submitted to AIT and entered into the government's official apprentice student management system by noon of the first business day following the final day of technical training.
  - b) Be submitted to the Office of the Registrar, by the end of the third business day following the end of the course.

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3. An "I" grade must be cleared within eight weeks from the end of the course, or it automatically reverts to "AF". The student is responsible for arranging to clear an I grade; the school is responsible for submitting a Change of Grade form to the Office of the Registrar either to verify that the I grade should be an AF or to clear the I grade. If the course is a pre-requisite, the academic chair/coordinator must approve the student's registration in the subsequent course(s).
4. Grade changes must be completed within eight weeks from the end of the course.
5. To be assigned a "W" grade in an apprenticeship course, a student must withdraw from that course prior to completing 70% of that course. To be assigned a "W" grade in a period of technical training, a student must withdraw from that program prior to completing 70% of the program term. If a student believes that there are exceptional circumstances supporting the student's withdrawal after this deadline, the student must contact the Office of the Registrar, which manages the process in collaboration with the school/department. Depending on the particular circumstances, the student may also need to contact Student Development and Counselling and/or Accessibility Services.

### **C. Progression**

1. For AIT to endorse a student as having successfully completed a period of technical training in an apprenticeship program, the student must:
  - a) Receive a cumulative weighted average mark of at least 65% in the theory component of each course.
  - b) Receive a cumulative weight average of at least 65% in each practical component of each course.
  - c) Score at least 50% on each course in the period of technical training.
2. AIT determines a student's eligibility to register in subsequent periods.
3. The student's mark for the theory component is calculated by applying the weighting identified in the trade's course outline to the mark reported for each course of the period of technical training, and adding the results together to determine the cumulative weighted average.

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4. The student's mark for each practical component is calculated by applying the AIT-approved weighting to the mark reported for each course and adding the results together to determine the cumulative weighted average.
5. A student who fails to achieve a cumulative average of 65% or who fails a course in a period of technical training must consult with the academic chair to determine if and how the student can remedy the deficiency. In some situations, the student may be able to remedy the deficiency as per procedure [AC.3.2.1 Course Deficiencies](#) or as otherwise determined by the academic chair. In some situations, however, the student may be required to repeat that period of technical training. Note that the student is financially responsible for the costs associated with retaking a period or a portion of a period of technical training.
6. A student's registration in an apprenticeship course for a second or subsequent time is subject to space availability in that course. The academic chair/coordinator must consult with Accessibility Services if a student's particular situation falls under a protected ground of discrimination under Alberta's human rights legislation.
7. 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.
8. A student may be withdrawn from an apprenticeship program if the student does not meet the program's specific attendance policies: refer to procedure [AC.3.8.2 Attendance – Apprentices](#).

#### **D. Graduation Requirements**

1. For a student to graduate from an apprenticeship program, the student must achieve the required minimum cumulative weighted average of 65% for all courses and a minimum of 50% in every individual course.
2. A student is required to meet the graduation requirements that existed for the apprenticeship program at the time the student started in the program's first course.
3. Course and program changes can occur during the time a student is completing an apprenticeship 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 all the requirements for technical training.

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4. A student who wishes to obtain a SAIT Certificate of Accomplishment must complete the final period and at least one other period of study at SAIT. The student must apply to SAIT to receive this credential, regardless of whether or not the student chooses to attend the convocation ceremony. See [sait.ca](http://sait.ca) for further information.

## E. Transcripts

1. Official SAIT 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.
2. A student must request an official Apprenticeship and Industry Training transcript directly from Apprenticeship and Industry Training.

## F. Appeal of Grades

1. Component Grades
  - a) A student who disputes a component grade shall first discuss that grade with the instructor.
  - 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 grade with the academic chair/coordinator responsible for delivering the course, and whose decision is final and binding. The academic chair/coordinator 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](#) or [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.

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- b) A student who accepts a method to remedy a course deficiency pursuant to procedure [AC.3.2.1 Course Deficiencies](#) and who is not successful 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

## POLICY/PROCEDURE REFERENCE

AC.3.1            Grading and Progression policy  
AC.3.1.1        Grading and Progression procedure

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