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# Academic Regulations

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## Admission Status

Upon admission, students will be classified as one of the following:

- **Regular Students** are admitted to a credit program on the basis of meeting the entry requirements, or having satisfied a provision of admission, or having successfully completed a probationary period.
- **Mature Students** meet one of the following criteria with or without a completed high school diploma: (1) have been out of school for at least three consecutive years; or (2) are at least 21 years of age.
- **Conditional Students** are admitted to a credit program with the conditions that transcripts or other documents are provided to confirm admission requirements are met. Conditions must be cleared prior to the start of classes or the offer of conditional acceptance may be revoked.
- **Special Students** may be admitted to individual credit courses but not to a credit program. Students may take up to four credit courses at one per term at which time their performance will be reviewed. Special Students are not eligible to receive a certificate or diploma.
- **Matriculation - University Studies Students** are those who are not eligible for University Studies or other post-secondary programs due to missing high school pre-requisites. Students are registered as matriculation students and pay fees in accordance with the courses they are taking.
- **Visiting Students** are admitted on the basis of a letter of permission from another institution, with the intention of transferring Keyano College credits back to the home institution.
- **Auditing Students** are permitted to audit individual courses with the permission of the Program Chair in consultation with the appropriate instructor. Because auditing students are not subject to an evaluation process, grades are not assigned, and no credit is granted for the courses. At the discretion of the Program Chair in consultation with the appropriate Dean, certain courses including individual lessons, studio and shop offerings, may be deemed inappropriate for and closed to auditing students. A change in status from regular to audit is permitted only within the first two meetings of the class.
- **Probationary Students** are admitted subject to meeting specific requirements of academic achievement or behavioural performance. Students who meet the conditions of their probation will become Regular

Students. Students who do not meet the conditions of their probation may be required to withdraw from the College for at least one semester.

- **International Students** are citizens or residents of another country who have a valid student authorization to study in Canada.

## Registration

All students at the College are required to register in their courses. Students will not be allowed to attend classes unless they have officially registered. Registration is not complete until all fees are paid or proof of funding is presented. Consult the "Payment of Fees" policy on page 15.

Upon registration in college credit courses, students are classified in either of these categories.

### Full-time Student

For the purposes of enrollment reporting for agencies such as Alberta Students' Finance, Alberta Colleges Athletic Conference (ACAC), and Employment and Immigration Canada, students taking 60% or more of the full program load in each term are classified as full-time.

### Part-time Student

A student who is registered in less than 60% of the full program load is classified as a part-time student.

Students who are receiving funding by student loans and most sponsors must maintain full-time status throughout the term. Students are responsible for knowing their registration status. A change in status may affect eligibility for sponsorship, loans, athletics, scholarships, financial awards and some College services.

### Changes in Registration

In order to add or drop a course after registration, students must consult a Student Advisor or their Program Chair and complete a Change of Registration form available from the Office of the Registrar. There are no academic penalties for course changes within the first 1/8 of a term (i.e. First two weeks of a 16-week semester).

Consult the Grading System and Fees section of this calendar for information on penalties for dropping a course after the 1/8 period. Students may not be able to add courses after the first week of classes. **Students who fail to report any changes in their registration status will be charged fees according to the fee assessment guideline.**



## **Late Registration**

Students who receive permission to register by their Program Chair and the Office of the Registrar one week (five working days) after the first official day of classes in any given semester will be charged a \$25 late registration fee on any course(s).

## **Withdrawal from a Program**

A student can withdraw from a program at any time. However, speaking first with a College counsellor, the Program Chair, or Student Advisor is strongly encouraged.

To withdraw, students must complete a Change of Registration form and submit it to the Office of the Registrar. Non-attendance is not accepted as a notice of withdrawal.

## **Drop Period**

Students may drop or delete courses before classes start or within the first 1/8 of their semester or session. Dropped courses do not appear on the official transcript.

## **Withdrawal Period**

Students who withdraw between 1/8 and 1/2 the length of a semester or session will receive a grade of "W" (Withdrawal) in their course(s) which will appear on the official transcript, but is not calculated in the GPA (grade point average).

## **Academic Penalty**

Students who withdraw after the half-way point of the semester or session will receive a grade of "WF" (Withdraw/Fail) in their course(s) which will be calculated as 0.0 GPA on the official transcript.

Refunds are determined according to the refund policy (see Refund of Fees, page 17).

## **Practicum Failures**

If a student fails a practicum, work placement, or co-op work term, he/she requires the permission of the Program Chair or Coordinator of their program to re-take the course. This may also result in termination from the program.

## **Change of Name or Address**

Please notify the Office of the Registrar in writing immediately of any name changes so that student records remain accurate. Name change documentation must be included.

It is also vital that any change in telephone number or address be updated in the student record. Transcripts, refund cheques, tax receipts and certificates or diplomas are mailed to a student's permanent address. To change an address, students must complete a Student Change of Information form available from the Office of the Registrar.

This information is considered confidential and is used for college business only.

## **Confidentiality**

The personal information a student provides upon admission is being collected under the authority of the Colleges Act and in accordance with the Freedom of Information and Protection of Privacy Act of the Province of Alberta. Data collected is used to determine the student's eligibility for admission to a program, and, if accepted and registered, is used to process the student's enrollment, to administer and evaluate College programs, and for statistical purposes. Personal data compiled may also be used by the College or disclosed to third parties for other operational purposes that are consistent with the mission of Keyano College, or as required by the Statistics Act of Canada, or by the Alberta government.

Keyano College will only release student information with the written consent of that student. Consent to Release forms are available from the Office of the Registrar.

Public inquiries directly related to the collection and use of this information should be directed to the Keyano College FOIP Coordinator at (780) 791-4853.

**Advanced Credit**

Advanced credit may be granted to conditionally accepted or accepted applicants who have completed equivalent studies at an accredited post-secondary institution. For advanced credit consideration, applicants must submit a completed Advanced Credit Request form to the Office of the Registrar. Course outlines and/or detailed course descriptions should be included for out-of-province completed coursework. All official transcripts must be on record in the Office of the Registrar in order for the advanced credit request to be considered. The appropriate Program Chair and the Registrar will determine the credit to be granted. The Registrar will convey the decision by letter to the applicant.

Advanced credits are awarded only to the extent they fit the program in which the applicant is enrolling and valid only if the student completes at least half of the program at Keyano College. If doubt exists as to the suitability of the courses under consideration, an interview is conducted with the applicant and the final decision is made by the Program Chair, the Registrar, and the Dean of the division. All transfers of credit shall be governed by the applicable academic regulations. Students who receive advanced credit for a course may repeat the course at Keyano College for credit; however, the Keyano grade will not be used in calculating the grade point average for purposes of academic standing and awards.

A minimum of C- from the issuing institution is considered necessary to receive advanced credit from Keyano College.

**Prior Learning Assessment Recognition**

Prior Learning Assessment Recognition (PLAR), is defined as awarding credit for learning which has taken place outside of post-secondary institutions. PLAR provides a way of recognizing learning which has taken place on the job, in employment based training, or in a variety of experiences outside of the workplace.

PLAR is available to students who have been admitted to Keyano College programs. Prior Learning is assessed utilizing a formal assessment process, which may include examinations, projects, auditions, performances, essays, and assignments. The final decision regarding the assessment methodology rests with the instructor of the course and appropriate Program Chair. Students who receive a failing grade in a course on the basis of PLAR will not be permitted a second opportunity. Prior Learning must equate to existing Keyano College courses. Some courses may be exempted from PLAR. All University Studies and Nursing courses are exempted from PLAR.

**Fees for Prior Learning Assessment Recognition**

Applications for PLAR can be obtained from the Office of the Registrar and completed applications should be submitted to this office. The standard fee for PLAR is 50% of the normal course fee. When PLAR can be made at the time of admission to a program on the basis of admission and placement, the fee will be reduced to 25% of the normal course fee. Fees are non-refundable and must be paid one week prior to the student undertaking the assessment process.

Successful completion of PLAR will be indicated by a grade of PL. This grade is not calculated in GPA. The transfer credits earned by PLAR at Keyano College to another post-secondary institution will be governed by the policies of the receiving institution.

**Residency Requirement**

In order to be granted a certificate or diploma in a program, students must maintain a residency requirement. A minimum of 50% of all program requirements must be Keyano College courses. Parchments will not be issued if students have a majority of courses granted by advanced credit or prior learning assessment recognition.

**Alberta North Residency Requirements**

Exceptions to the 50% residency requirements may be made, in individual cases, for courses successfully completed at institutions which are signatories to the Northern Alberta Post-Secondary Institutions.

In addition to Keyano College, Alberta North institutions include Athabasca University, Portage College, Northern Lakes College, Northern Institute of Technology, Grande Prairie Regional College, Aurora College, NWT and College of New Caledonia BC. The Registrar and the appropriate Program Chair will determine the credit to be awarded.

**Alberta Transfer Guide**

Students wishing to transfer should refer to the Alberta Transfer Guide which lists all course and program transfer agreements between post-secondary institutions in Alberta, Northwest Territories and Nunavut. The Guide and other transfer information are available online at [transferalberta.ca](http://transferalberta.ca) or by contacting:

Alberta Council on Admissions and Transfer  
11th Floor, Commerce Place  
10155 - 102 Street  
Edmonton, AB T5J 4L5  
Phone: (780) 422-9021  
or 310-0000 (toll-free)  
Email: [acat@gov.ab.ca](mailto:acat@gov.ab.ca)



### General Examinations

At the beginning of each course, instructors will outline the method of evaluation used in determining the final grades. Students must be available for final examinations at the scheduled times or they may be granted a grade calculated on the basis of work completed throughout the semester. Students have access to review their final exam within two months after the date of the final examination.

### Challenge Examination

Students who have acquired skills or knowledge through experience and/or related courses which are relevant to the content of a course offered at Keyano College may be granted credit for such a course by requesting and passing a challenge examination.

Application to write a challenge exam is initiated by the student through the appropriate Program Chair by submitting a Special Examination Application Form available from the Office of the Registrar. Final decision on granting or denying permission for a challenge exam is made cumulatively by the course instructor, the Program Chair and the Registrar.

If permission is granted, the exam must be written within two weeks after approval unless otherwise indicated. There is a non-refundable fee of 50% of the course tuition per challenge exam. The grade recorded for a successful exam is "CR", which is not calculated in the student's GPA.

A challenge exam does not apply to any course offerings at Keyano College that are subject to external accrediting agencies. No student shall receive advanced credit and/or accumulate challenge exam credits in excess of 50% of total required for graduation in certificate and diploma programs, unless there are exceptional circumstances.

Students who receive a failing grade or a grade of "WF" (withdraw/fail) will not be allowed to write a challenge exam for that course within two years of failing the course.

### Deferred Final Examination

Students who are unable to write a final examination due to illness or other exceptional circumstances may apply for a deferred examination.

The student must contact the Program Chair prior to the exam or within 48 hours after the scheduled exam to request a deferred final exam. A medical certificate or other appropriate documentation is required.

The student must complete a Special Examination Application Form available from the Office of the Registrar and pay a fee of \$25 for each exam.

The Program Chair will advise students of the decision to write a deferred exam which, if approved, must be written within one month after the end of the course unless otherwise indicated. The Program Chair shall advise the Registrar of any deferred exams and the extenuating circumstances.

Fees will be fully refunded if the deferral examination(s) is not granted.

### Supplemental Examinations

In order to apply to write a supplemental examination, students must meet the following conditions:

- The student must have completed and passed the course work up to the time of the final examination based on the weighting established in the course outline, and
- The student must have failed the final examination and as a result either (a) failed the course or (b) received a grade less than sufficient for progression to subsequent courses or programs.

Students who pass the course with a grade sufficient for progression to subsequent courses or programs will not be eligible to write a supplemental exam.

### Supplemental Examination Stipulations:

1. A maximum of two supplemental examinations will be allowed per calendar year, where a calendar year is defined as September 1st to August 31st of the following year.
2. A student may be allowed to write a second supplemental examination after he/she repeats the course.
3. In collaborative programs, the supplemental examination policy of the collaborating institution shall apply for course credits granted by the collaborative institution, unless otherwise specified in the Memorandum of Agreement between the College and the collaborating institution.
4. The mark received for the supplemental examination will replace the original final examination mark and will be used in computing the final grade in the course. Note that the percentage of the final grade allotted to the supplemental examination shall be the same as the percentage of the final grade allotted to the student's final examination in the course. The final course grade may increase, decrease, or remain the same as a result of writing a supplemental examination, depending upon the mark obtained on the supplemental examination.



5. A note will appear on the student's transcript indicating that a supplemental examination was written.
6. No supplemental examination will be allowed for deferred examinations.
7. For the Nursing Program, a supplemental examination will not be allowed for students who have failed the clinical/laboratory component of a Nursing course.

**Supplemental Examination Procedure:**

Prior to making application to the Registrar to write a supplemental examination, a student should discuss his/her request to write such an examination with the course instructor or Program Chair to ensure that he/she meets the eligibility criteria for application, as specified above.

After ensuring that she/he meets the criteria for writing supplemental exams, the student should be aware that the following procedure will be applied:

1. The student must complete a Special Examination Application Form from the Office of the Registrar no later than ten working days after the date that marks are due in the Registrar's office (course-end date). A list of course end dates will be available from the Office of the Registrar. It is the student's responsibility to determine the need for a supplemental examination within the time period described above.
2. The completed application shall be submitted to the

Office of the Registrar.

3. The instructor, appropriate Program Chair, and the Registrar will review the student's performance in the course, and may grant or deny permission, based on eligibility, to write a supplemental examination.
4. If permission to write a supplemental examination is denied, the reason for the denial will be recorded on the application form.
5. Upon approval of the application, the student will pay a non-refundable fee of \$25 for each supplemental examination to the Keyano College Cashier.
6. The fee shall be paid at least one week prior to writing the supplemental examination.
7. If permission is granted, the instructor, in consultation with the student, will set the date, time and place for the supplemental examination. The examination will normally be written within two weeks after approval. Forms for deferred and supplemental examinations can be obtained from the Office of the Registrar.

**Repeating a Course**

A course may be only taken twice. If a student has minimum progression grade they may not take the course a second time.

**Grading System****Academic Upgrading**

Descriptor	4.0 Grade Scale	Percentage Scale
Excellent	4.0	96% - 100%
	4.0	90% - 95%
	3.7	85% - 89%
Good	3.3	81% - 84%
	3.0	77% - 80%
	2.7	73% - 76%
Satisfactory	2.3	69% - 72%
	2.0	65% - 68%
<b>Minimum Prerequisite</b>	<b>1.7</b>	<b>60% - 64%</b>
Poor	1.3	55% - 59%
Minimum Pass	1.0	50% - 54%
Failure	0.0	0% - 49%

Keyano College uses the 4-point alpha-numeric grading system for all Certificate and Diploma, Collaborative and University Studies programs as a measure of maintaining consistent grading with other provincial post-secondary institutions.

**Academic Programs** *Effective July 1, 2003***4.0 Grading Scale**

Descriptor	Alpha Grade	4.0 Scale
Excellent	A+	4.0
	A	4.0
	A-	3.7
Good	B+	3.3
	B	3.0
	B-	2.7
Satisfactory	C+	2.3
	C	2.0
	C-	1.7
Poor	D+	1.3
Min. Pass	D	1.0
Failure	F	0.0

**In all programs at Keyano College the minimum course progression grade is C-.**

\* A minimum pass for all Office Administration courses is a grade of C-.

**Academic Programs** *Prior to July 1, 2003***9.0 Grading Scale**

9	90 - 100%	
8	80 - 89%	Excellent
7	73 - 79%	
6	65 - 72%	Good
5	58 - 64%	
4	50 - 57%	Minimum Pass
3	46 - 49%	
2	30 - 45%	Fail
1	0 - 29%	

\*A minimum pass for all Office Administration courses is a grade of 7.

**Trades & Heavy Industrial Programs**

*Effective July 1, 1993*

These programs are graded by percentage marks. Pre-employment courses require a passing mark of 50% in each course and a 60% average. Other programs require 60% in each course.

**Heavy Industrial Programs** *Prior to June 30, 1993*

4	Excellent
3	Above Average
2	Average
1	Minimum Pass
0	Failure

**Other Grades**

\* Higher grade for repeated course  
 [] Lower grade for a repeated course.

**AU Audited course**

Assigned to courses where the student is registered as an auditor. It is not calculated in the grade point average.

**CR Credit**

Assigned when advanced credit has been granted for a course successfully completed at another educational institution and is not calculated in the grade point average.

**DE Deferred Examination**

Assigned to courses where examination was deferred.



**IN Incomplete**

A grade of "IN" or Incomplete, will be assigned in exceptional circumstances only when course work has not been completed by the date grades are due in the Registrar's Office (course end-date). Failure to complete the outstanding work within 30 calendar days from the course end-date will result in a permanent grade of "F" in Academic and Career programs, and a permanent grade of "0" in Heavy Industrial programs.

**IP Course in Progress**

The grade "IP" or In Progress will be assigned in courses or programs which do not end within the established semester dates for the academic year. Such programs and/or courses include, but are not limited to:

1. Alternative delivery courses such as Computer Assisted Instruction and Computer Managed Learning courses.
2. Off campus programs in which certain courses may be deferred to subsequent semesters.

If a grade of "IP" is assigned, the course instructor or the Program Chair will provide an expected completion date for that course. If the grade has not been converted to a grade from the four-point scale by the identified date, a grade of "F" will be assigned.

**P or F - Pass/Fail**

Assigned to courses with Pass (P) or Fail (F) as the only grades used. Neither "P" nor "F" are used in calculating a grade point average.

**PL - Challenge Exam/Prior Learning**

Assessment (CR prior to 96/97)

**Supplemental Examination**

"Supplemental" under an alpha grade means grade received after Supplemental Examination.

**W - Withdrawal**

Assigned to courses dropped after the two-week penalty-free course change period but before the half-way mark of the term. The grade of "W" will be noted on the transcript but it will not be used in calculation of the grade point average.

**WF - Withdrawal/Failure**

Assigned to courses dropped after the half-way mark of the term. A "WF" grade is calculated as a "0" in the grade point average.

**X - Grade Not Available**

**How to Calculate GPA**

Grades are assigned according to the system outlined for each division. A grade point average (GPA) is calculated according to a formula using the credits assigned to each course and the grade points received. The calculations used in recording student grades are listed below:

Grade Points

= Credits x Grade Received

Grade Point Average (GPA) (calculated by term)

=  $\frac{\text{Total Grade Points Earned}}{\text{Total Credits Attempted}}$



**Academic Probation  
(currently under review)**

The academic progress of all academic students enrolled in credit courses is reviewed by the Registrar and/or the Program Chair at the end of each term. Students not maintaining a good standing shall be informed of their status in a reasonable period of time.

- Students who maintain a term GPA of 1.7 or higher are students in good standing.
- If a full-time student's term GPA falls between 1.0 and 1.7 at the end of either the Fall or Winter semesters, he/she shall be placed on academic probation for a minimum of one term (the next term of active registration).
- If a full-time student's term GPA falls below 1.0 at the end of any grade reporting period, he/she shall normally be required to withdraw from the program for a period of one four-month semester.

The conditions under which students are placed on academic probation are not limited to failure to meet the minimum standards for academic progress requirements. Students should review the "Student Rights and Responsibilities" section on page 32.

Students who are placed on academic probation are notified by letter and advised of the requirements to regain good standing as well as available assistance and the consequences of unsatisfactory standing.

**Official Transcript**

An Official Transcript is a cumulative record of all courses completed by students at Keyano College, and is maintained by the Office of the Registrar. This is considered confidential information and will not be released to a third party without the student's written permission.

To obtain an official transcript, contact the Office of the Registrar, either in person or by phone, and fill out the Official Transcript Request form. Each transcript is \$10 plus G.S.T. For an additional \$10 plus G.S.T., transcripts can be faxed to other academic institutions.

Upon program completion students can request one free Official Transcript. Official Transcripts will not be provided for students with any financial obligation to the College.

**Statement of Marks**

A Statement of Marks is an unofficial list of grades assigned for courses attempted during the current term. The Office of the Registrar will generate a Statement of Marks upon student request at the end of each term at no charge.

**Replacement Parchment**

Students can request a replacement certificate or diploma from the Office of the Registrar if the original is lost or missing. There is a charge of \$30 plus G.S.T. for each parchment replacement.

**Graduation from Academic Programs**

Courses required for graduation may be obtained through a combination of full-time or part-time, day or evening study at Keyano College. Satisfactory completion of practical work experience and/or assignments may be required in some programs. To receive a parchment, all certificate and diploma students must complete an Application for Graduation form available from the Office of the Registrar. Upon receipt of the Application for Graduation form, the Office of the Registrar will monitor progress and advise by letter when a student is eligible to graduate. Application for Graduation forms are not held over for the following academic year.

***Certificate***

Students with a pass grade in each course who successfully complete a program of study of one year or less and obtained an overall Grade Point Average of 1.7 or better shall be issued a certificate.

***Diploma***

Students who successfully complete a program of study of two years, with a pass grade in each course and have an overall Grade Point Average of 1.7 or better shall be issued a diploma.

**Academic Merit**

Academic students obtaining a cumulative grade point average of 3.5 or higher over their entire program will receive the notation "With Distinction" recorded on their official transcript of marks, except for Office Administration which requires a 4.0 average.



### **Trades & Heavy Industrial Certificates**

Official transcripts and certificates are not issued for apprenticeship students, but those who successfully complete their apprenticeship and pass the examinations required by the Apprenticeship and Trades Certification Branch are granted a certificate of completion of apprenticeship and a certificate of qualification in their trade from the Trades Department.

Students who successfully complete all other Trades programs with a 50% pass mark in each course and a 60% GPA shall be issued a certificate.

Students who successfully complete a Heavy Industrial program of studies with a pass grade in each course and who have obtained a final grade of 60% or better in each course shall be issued a certificate.

Satisfactory completion of practical work experience and/or assignments may be required in some programs.

### **Convocation**

Keyano College's annual convocation ceremony will be held on Saturday, May 14, 2011.

Students who will have completed all program requirements by June 30, 2011 must submit an **Application for Graduation** to the Office of the Registrar by March 4, 2011 to obtain a certificate or diploma in their program. The Office of the Registrar will process the **Application for Graduation** to ensure the student has met all of their program requirements. Graduates are notified by mail of their eligibility and invited to attend the convocation ceremony, along with instructions regarding gowns and guests. In order to attend the convocation ceremony, students must register their attendance with the Students' Association.

Parchments will only be issued once the Office of the Registrar has received an **Application for Graduation** and checked all the student's requirements. Parchments will be mailed to the student's permanent address. Students are also entitled to receive one free official transcript upon program completion, which they can request from the Office of the Registrar.

**NOTE: Application for Graduation** forms are not held over for the following academic year (July 1 - June 30). Therefore, those students who do not meet their credential requirements must reapply to graduate the following year.

### **Confidentiality**

As of September 1, 1999, Keyano College and all post-secondary institutions complied with the requirements of Alberta's Freedom of Information and Protection of Privacy legislation. The Act ensures that individuals have the right to access their own personal information. Colleges must follow the Act's strict standards for collection, use and disclosure of personal information.

Keyano College collects personal information for the purposes of admission, registration and other activities directly related to its education programs. All applicants for admission/registration are advised that the information they provide, and any other information placed into the student record, will be protected and used in compliance with Alberta's Freedom of Information and Protection of Privacy Act.

The Act also provides for public access to other records held by the College as part of a continued commitment that the public sector should be open, accessible, and accountable to the people of Alberta.



## **Student Rights and Responsibilities Policy (currently under review)**

It is the student's responsibility to read the following information. The information contained in this section should guide the student's conduct while attending Keyano College.

The Student Rights and Responsibilities Policy is not intended to be a legal contract between the students and the College and it cannot override any collective agreement or other legally enforceable contract where there is conflict. In the event any of the procedures that conflict with policies of the Board of Governors, the policies would prevail. These rights and responsibilities apply to all Keyano College credit students. Many rights (2, 3, 5, 10 and 12) and responsibilities (1, 2, 3, 4, 8, 9, 11 and 12) also apply to non-credit students.

The Student Rights and Responsibilities Document and Appeal Forms are available from the Students' Association Office or the Office of the Registrar.

The following rights and responsibilities pertain to all students regardless of race, religious belief, colour, sex, physical condition, ancestry, sexual orientation, or place of origin of the student.

### **Student Rights**

1. The student has the right to a written course outline at the beginning of the course which states the objectives and the content of the course, and the instructor's expectations regarding attendance, evaluation, and major assignments.
2. The student has the right to notification of major changes regarding classroom procedures and the right to be notified, whenever possible, of class cancellations, time or location changes prior to the class meeting.
3. Where course content allows, the student has the right to reasonable freedom of opinion and expression in the classroom, in assignments, and in exams.
4. The student has the right to be assured that changes to the length of the program subsequent to his/her entry will not extend the program beyond the time specified upon enrollment.
5. The student has the right to seek counselling and academic advising concerning program and graduation requirements, academic regulations, admissions, and transfer; such counselling and advising will occur within a reasonable time frame.
6. The student has the right to expect faculty members to be available for assistance outside of scheduled classes at a time that is mutually agreeable (and preferably during the Instructor's regularly scheduled office hours).
7. The student has the right to confidentiality of his/her records including scholastic transcripts, health records, performance appraisals or critiques, and such documentation shall not be released to third parties without the written permission of the student except where the release of such information without permission is necessary for complying with any legal obligations imposed upon the College, or their release is necessary for the protection of the health and safety of the students and staff of the College.
8. The student has the right to view any record in his/her official College file and the right to add documents to the file which might refute the contents of documents of a disparaging nature.
9. The student has the right to proper and impartial evaluation of his/her performance and the right to request a re-evaluation within timelines and procedures established by the College.
10. The student has the right to accurate information pertaining to program or course information and College academic regulations including the institutional definition of plagiarism and other forms of academic and non-academic dishonesty.
11. The student has the right to have appeal policies and procedures printed in the College calendar and the right to know how to deal with situations that appear unjust.
12. The student has the right to freedom from being subjected to physical, verbal, mental or sexual harassment including any indignity, injury, violence, or unfair accusation and be dealt with in accordance with the Individual Rights policy of Keyano College.



## Student Responsibilities

1. The student has the responsibility to respect the rights of fellow students, faculty, staff, administrators and other persons associated with the College.
2. The student has the responsibility to respect other people's right to health, security, personal preferences and freedom of expression and to be familiar with the Individual Rights Policy of Keyano College.
3. The student has the responsibility to refrain from threatening to subject or subjecting any person to physical, verbal, mental or sexual harassment including any indignity, injury, violence or unfair accusation.
4. The student has the responsibility to observe College and relevant government regulations, policies and procedures regarding responsible conduct within the College environment including conduct toward students, faculty, staff, administrators and property.
5. The student has the responsibility to be conversant with course content and organization, course methodology and course evaluation methods even when he/she is absent from particular classes.
6. The student has the responsibility to respect the faculty member's right to determine course content, course objectives, methodology, and evaluation.
7. The student has the responsibility to respect the faculty member's right to set deadlines for assigned work, to expect assignments to be submitted at the times specified and to establish penalties for failure to comply with deadlines. The student has the responsibility to familiarize him/herself with the expected times and methods used to convey results of assignments, examinations or other evaluations or decisions and to know the timelines set for appeal of the same.
8. The student has the responsibility to conduct him/herself in an appropriate manner and to dress in a manner that reflects the safety requirements of the course consistent with the health and safety practices of his/her chosen field of study.
9. The student has the responsibility to refrain from unduly disturbing, disrupting, or otherwise interfering with studies, laboratories, lectures, work or other activities of fellow students or staff.
10. The student has the responsibility to familiarize him/herself with academic regulations, graduation requirements, and/or program completion requirements.

11. The student has the responsibility to communicate with faculty members or counsellors to attempt to resolve academic and/or personal problems he/she may encounter.
12. The student has the responsibility to know the consequences of plagiarism, fraud, deceit and/or other forms of academic and non-academic dishonesty.
13. The student has the responsibility to know and to comply with College policy as well as the policy of any employer, or host organization of practicum or clinical activities when the student is involved in placement, site visit, co-op or clinical placement on that employer's work site.

## Student Misconduct and Discipline

The College reserves the right to take such action as it deems necessary in cases of unacceptable behaviour within a reasonable period of time. Disciplinary action may be taken for both academic and non-academic misconduct, as well as unsatisfactory performance. Following are some explanatory comments about specific grounds for discipline and the penalties involved.

### 1. Student Attendance

Regular, punctual attendance is necessary for success at Keyano College and on the job after graduation. Students are responsible for attending all learning activities in their courses on a regular and punctual basis. Excessive or inexcusable absences can result in poor or failing grades, loss or reduction of sponsor allowances, and/or probation or suspension. Students are responsible for knowing the attendance policy of their course and/or program.

### 2. Academic Misconduct

Students are considered to be responsible adults and should adhere to principles of intellectual integrity. Intellectual dishonesty may take many forms, such as:

- Plagiarism or the submission of another person's work as one's own.
- The use of unauthorized aids in assignments or examinations (cheating).
- Collusion or the unauthorized collaboration with others in preparing work.
- The deliberate misrepresentation of qualifications.
- The wilful distortion of results or data.
- Substitution in an examination by another person.



For the purpose of this policy, a "student" is defined as a person:

- (a) who has submitted an application to the College and wishes to appeal any decision regarding his/her application status or admission ruling;
- (b) who is registered in any Keyano course
- (c) who was registered in any Keyano course, but is no longer registered due to graduation, withdrawal, or disciplinary action.

The appeal process must be speedy and fair.

Before starting an appeal, students are urged to review the complete Student Appeal document available at the Students' Association or the Office of the Registrar. They should also study the relevant sections of the Keyano College Calendar and other College documents in order to inform themselves of the validity of their position. Students are also encouraged to seek the assistance of the Counselling Department for help in clarifying the steps in the appeal process and outlining the format of written appeal.

### Student Appeal Procedure

#### Stage I

##### Appeal to the Division

1. Stage 1 is to the Division through the following steps: to the instructor, to the chair or coordinator or immediate supervisor and then to the divisional dean.
2. Students must initiate this stage within 10 working days from the time the course instructor releases the results of term assignments, grades or other evaluation results. For non-academic decisions affecting student campus life activities, the student must initiate this stage within 10 working days. For final grades only, the student must initiate this stage within 15 working days from the course end-date.
3. The student shall present his/her complaint orally or in writing to the individual whose decision, grade, action, etc., the student disagrees with. The individual shall respond within two working days.

Both parties to the appeal are expected to make every reasonable attempt to resolve the matter at this step.

4. If the student is dissatisfied with the individual's decision in item 3, an oral or a written appeal may be submitted to the individual's immediate supervisor within two working days of receipt of the decision in item 3. After hearing both parties, the immediate supervisor, within two working days, shall provide a

response to both the student and the individual. The response shall be in the same format (orally or in writing) as the student's appeal.

#### Stage II

##### Mediation

Mediation is an informal problem solving approach utilizing a neutral third party. If the student is dissatisfied with the decision at the end of Stage I, the student shall file a written request for mediation with the Chair of the Student Appeal Committee by completing an Application for Mediation form. The request must be filed within one working day of receipt of the decision from Stage I. The Mediator shall attempt to resolve the issue by confidential consultation with appropriate parties.

#### Stage III

##### Formal Hearing by Student Appeal Committee

If a satisfactory resolution is not achieved at Stage II, the student may request a formal appeal hearing before the Student Appeal Committee by completing an Application for Stage III Final Appeal form within five working days of the mediation outcome. Initiation of an appeal at Stage III is a serious matter and should only be done when all other reasonable efforts to resolve the dispute have failed.

The Application for Stage III forms should be accompanied by a copy of the request submitted to the mediator, requesting a formal hearing by the Student Appeal Committee to:

Chair  
Student Appeal Committee  
Keyano College  
c/o Executive Office

The Committee's decision shall be final and binding within Keyano College.

##### Official Student Records

The official student records shall include at least the following:

- academic records, statements of marks, transcripts, previous transcripts, etc.
- application form(s)
- registration form(s)
- discipline records
- financial aid records
- records of extra-curricular activities (i.e. Students' Association)



## Access to Student Files

### Policy A

Students shall have the right to review the official records which contain information directly related to them.

#### *Procedure:*

Students who wish to review their official records shall apply in writing to the Registrar.

### Policy B

The College shall not release any personally identifiable information contained in the official student records without the written consent of the student with the exception that directory information may be released to appropriate government agencies provided those agencies ensure that confidentiality of the information will be protected through aggregation of reported results. The information contained in the student record may be released to parents or legal guardians of the students under 18 years of age.

#### *Procedure:*

Students who wish the Office of the Registrar to release information contained in the official student record to any individual, agency or organization, shall advise the Registrar in writing.

## Accidents and Injuries

All students are required to immediately report any accident or injury occurring during course-work to their instructor. Provision has been made for coverage under the Workers Compensation Act of Alberta for students enrolled in certain College programs. Students injured while engaging or participating in extracurricular sporting, recreational, social, or personal fulfillment activities which are not a part of a registered program, will not be covered under the act.

## Student Research Projects

Students undertaking research projects and surveys have a responsibility to follow the Keyano College Research Ethics Standards for conducting research projects involving human subjects or the use of information about human subjects. Projects must meet a minimum standard of acceptability with regard to ethics and research quality. These standards apply to internally generated research projects conducted by staff, or students, and externally generated research projects using Keyano College students or staff as a sample group. A shortened version of the Research Ethics Standards may be obtained from instructors or the Chair of the Research Ethics Committee. Phone (780) 791-4872 for more information.

Penalties for academic offences may range from a verbal reprimand to dismissal from the College, and in certain circumstances may involve legal action.

## 3. Practicum and/or Work Placements

Students who participate in practicum placements must follow the policies and regulations of their program and those of the host organization. Students who do not follow the regulations of the host organizations may be removed from the practicum site and be subject to other disciplinary action. Failure in a practicum may result in the students being unable to graduate from the program.

## 4. Non-Academic Misconduct

The following are examples of non-academic misconduct for which students may be subject to disciplinary action.

- Disruption of any College activity
- Damage to or destruction of the property of the College, its staff, students, or visitors
- Threats of any kind
- Physical or verbal abuse
- Theft
- Unsafe practices, whether the risk is to oneself or others
- Alcohol or drug abuse
- Harassment
- Violation of confidentiality requirements of the occupation or profession for which the student is being trained.

## Student Discipline

### 1. Probation

A student may be admitted as a probationary student or placed on probation if:

- In the opinion of a Program Chair, the student's classroom behaviour or attendance is unsatisfactory, OR
- The student's GPA is less than 1.7 on the 4-point scale or its equivalent at the end of the semester or academic year, OR
- The student's present or past academic and/or non-academic behaviour warrants probation.

Students will be informed of the conditions and reasons of the probation by the Registrar at the time probation is assigned. Probation may last up to one academic year.

To have probationary status removed, students must



satisfy the conditions outlined at the time the probation status was assigned. Students who fail to comply with the conditions of probation may be suspended or dismissed from the course, program, or the College.

## **2. Suspension**

Students may be suspended from a course, an entire program, or the College if:

- The student does not comply with his/her probation, OR
- The student's GPA is less than 1.0 on the 4-point scale or its equivalent at the end of the academic year, OR
- The student's academic or non-academic behaviour warrants such a sanction.

Depending on the circumstances, a student under suspension may be required to withdraw completely from either a course, an entire program, or the College for a specific period of time of up to one calendar year.

## **3. Dismissal**

Students may be dismissed from a course, an entire program or the College if:

- The student does not comply with the terms of his/her suspension, OR
- The student's academic performance or non-academic behaviour warrants such a sanction.

Depending on the circumstances, a student may be

dismissed from either a course, an entire program, or the College for a specific period of time, to a maximum of three years.

Re-admission to the College will be determined by the Special Cases Committee. The recommendation of the Special Cases Committee will be made to the appropriate Vice President.

## **Student Appeals**

Any Keyano student has the right to appeal a final grade, disciplinary action, or other decision that the student feels is in violation of their rights as defined in "Student Rights and Responsibilities" or in any other specific way is perceived to be unfair. In order to appeal, the student must follow the steps as outlined in the Student Appeal Process.



The Office of the Registrar provides guidance and information for students who are in need of financial assistance to attend post-secondary studies. To obtain information, students can telephone, or drop by in person to the Office of the Registrar. Financial Aid information can also be found at the College website: [keyano.ca](http://keyano.ca).

### Funding Options

#### Government Student Loans

The federal and provincial governments of Canada provide financial aid to help Canadian citizens or permanent residents to pursue post-secondary education. This aid is provided in the form of loans (and grants if the student is deemed eligible) on the basis of demonstrated financial need. The level of financial assistance received will depend on evidence of financial need and on personal circumstances. Students must apply through the province in which they are considered a resident (the last province in which twelve consecutive months as a non full-time student was spent). All Alberta residents who apply for a student loan will be considered for Alberta and Canada student loans as well as grants and bursaries.

Government student loans are interest-free while students are in full-time attendance at a post-secondary institution. A confirmation of enrollment form must be completed for previous loans to remain in interest-free status. Copies of these forms are available in and must be signed by Office of the Registrar to confirm full-time study. Repayment of student loans begins six months after ceasing to be a full-time student. The interest rate and terms of repayment are set at the time of consolidation.

Students who need to apply for a loan should apply early, processing can take four to six weeks and must be completed prior to the commencement of the semester to which the loan pertains.

Application forms for Alberta residents can be obtained from your local Canada Alberta Service Centre (C.A.S.C.) or through the Office of the Registrar. Residents of most provinces can apply electronically through [keyano.ca](http://keyano.ca).

After the loan application is processed a Notice of Assessment will be sent to explain the details of the

disbursement for the academic year (amount of loan, amount of grants/bursaries and scheduled release dates). It is possible to appeal your assessment if any reduction in the amount requested is inappropriate. Contact the Office of the Registrar or your nearest Canada Alberta Service Centre for further information.

Any loan documents received must be signed by Office of the Registrar to confirm full-time study (unless it is signed electronically). Program and period of study will also be verified. Once signed, the student must take the loan documents to the post office along with two government issued ID's to be processed.

#### Students With A Documented Disability

There are several different funding supports that can help assist students with technology, specialized tutoring and other services while attending school.

#### Student Loan – Schedule 4:

Completing the Schedule 4 allows students to access additional supports and funding. There are two options for funding:

- 1. Canadian Access Grant for Student with Permanent Disabilities:** is a grant of up to \$2000 each year to help students meet education and living costs.
- 2. Canadian Study Grant for the Accommodation of Students with Permanent Disabilities:** is used to help students receive the appropriate supports and allows them to obtain the adaptive technology that they require.

Any student with a disability, applying for a student loan may contact the Learner Assistance Program for help filling out a Schedule 4.

#### Personal Bank Student Loans

Most major banks offer loans or lines of credit for full-time students. Although interest is charged and payable while attending school, this is an option for students who are not eligible for government student loans.



**Sponsorships**

The following agencies may provide financial assistance towards educational costs. It can take several months to obtain approval for sponsorship; therefore it is very important for students to begin the process well in advance of the beginning of studies.

**Band Education Authority**

Individuals who are Treaty Status Indians may qualify for funding through their band education authority. Contact your Band Education Counsellor for further information.

**Freehorse Family Wellness Society**

Bill C-31 and Status Indians whose bands do not administer training funds may be eligible for sponsorship for post-secondary or UCEP training. Call the Freehorse office in Edmonton at 1-800-411-9658 or further information can be found at their website: [www.freehorse.org](http://www.freehorse.org)

**Métis Nation of Alberta**

Individuals who are members of the Métis Nation and are enrolled in career programs may be eligible for funding. Contact the Project Development Officer at your nearest Region Office – in Fort McMurray contact the Fort McMurray Employment Services office at (780) 714-3029.

**Alberta Works Funding**

Alberta Works Funding enables students to pursue part-time and full-time studies while being funded by the Alberta Government. The aim of the funding is to provide students who are underskilled and underemployed with an opportunity to enhance their employability skills and develop a career path to maintain long term employment.

In order to be eligible for this funding, students must have been out of school for more than 12 consecutive months and over the age of 18 years. They must show financial need and be a Canadian citizen or permanent resident. Employment Insurance clients may be eligible if enrolled.

Deadline to apply for funding:  
Fall semester - July 1  
Winter semester - December 1

**Disability Related Employment Supports (DRES)**

DRES is a program that helps Albertans with disabilities address barriers that may prevent them from being successful in the workplace or at school. The program offers support in four areas (1) Workplace Supports, (2) Job Search Supports, (3) Education Supports and (4) Adaptive Technology. At Keyano College DRES provides educational and adaptive technology supports for students. Some of the supports available are tutors, note taker, academic strategist sessions, reading software, digital recorders and many other adaptive technology resources. Students attending Keyano College in need of these supports may contact the Learner Assistance Program in the Counselling & Career Services department at (780) 792-5608



Keyano College's Student Awards program provides financial support to eligible students in recognition of their academic achievement. The program is made possible through generous gifts from individual and business donors, community organizations, matching grants from the provincial government and the continuing efforts of the Keyano College Foundation.

### Value of Awards

The value of Keyano College's endowed awards is dependent upon the amount of interest earned each year. Therefore, the award amount is approximated. The College reserves the right to make any changes deemed necessary, without notice, including the cancellation of specified awards.

### Awards, Bursaries & Scholarships

*Excellence Scholarships* are for high school students within the Municipality of Wood Buffalo recognizing outstanding academic achievement for students entering their first year, full-time studies in a Keyano College post-secondary program in the Fall Semester. For more details on how an 80% average in the five high school core subjects can earn students free tuition, please contact the Financial Aid & Awards coordinator at (780) 791-4894. Deadline to submit official transcripts is August 13, 2010.

*Entrance Awards* are for local high school students entering first year, full-time studies in a Keyano College post-secondary program in the Fall Semester.

*Exiting Awards* are awards for students who are required to leave Keyano College in order to complete their program of studies (which is not available at Keyano College), at another post-secondary institution.

### Fall Awards Program

*Scholarships* are cash awards given primarily in recognition of excellence in academic achievement. Keyano College scholarship recipients must have completed at least 80% of a full course load in their programs for the year the scholarship is assessed. International (Visa) students are eligible to receive scholarships.

*Bursaries* are cash awards given to students on the basis of financial need and satisfactory academic achievement (minimum GPA of 1.7 or equivalent). Secondary requirements such as community/College involvement may also be considered. International (Visa) students are not eligible to receive awards based on financial need.

*Prizes* are awards given in recognition of noteworthy accomplishments in a designated area of study. Prizes may be in the form of books, plaques, medals, or other gifts provided by the donor.

Deadline to apply for Fall Awards is September 30, 2010.

### Athletic Awards

Athletic awards are awarded to students who participate in ACAC and league sports. Please contact the Athletic Director for more information.

### Student Athlete Enrollment Bursary

Athletes on Keyano College volleyball, basketball and soccer teams may qualify to receive a Student Athlete Enrollment Bursary.

All Awards, Scholarships & Bursaries can be viewed on our website at [keyano.ca](http://keyano.ca)