

Classification of Students Policy

Questions regarding this policy should be directed to the Policy Administrator.

Effective Date:		Cross Reference:	Academic Awards Policy Admission Requirements For Credit Programs Policy Keyano College Credit Calendar
Policy Owner:	Office of the Registrar	Appendices:	
Policy Administrator:	Vice President Academic		
Approver:	Executive Committee		
Review Schedule:	Every 5 Years		

1. Policy Statement

The Board of Governors recognizes the need to classify students based on registration and admission criteria.

- A. Eligibility for awards, student housing pricing, Alberta Colleges Athletic Conference (ACAC) participation and health and dental coverage is based on full-time status as defined by Keyano College.
- B. Tuition and fee assessment is based on status determination.
- C. Government reporting is completed based on registration and admission criteria

2. Background

In order for students to access resources and to complete government reporting, students enrolling in courses at Keyano College must be classified according to registration and admission criteria.

3. Policy Objective

The objective of this policy is to offer a classification framework of students based on full-time or part-time status at registration as well as other categories upon admission.

4. Scope

Includes all Keyano students with the exception of Continuing Education students.

5. Definitions

5.1 ACAC

ACAC means the Alberta Colleges Athletic Conference. Student athletes are governed by the ACAC operating code.

5.2 Continuing Education Student

Continuing Education Student is a Keyano student who is taking a course or courses that are not for credit.

5.3 Special Cases Committee

Special Cases Committee is a committee convened to address student concerns not directly addressed in a policy or procedure. The committee will rule on all exceptions. The committee is apprised of the Registrar, the appropriate Dean (or designate) and the appropriate Assistant Registrar, depending on the nature of the concern.

6. Guiding Principles

6.1. **Part-time status** is assigned to any student who does not meet full-time status.

- i. Part-time students may qualify for reduced health and dental coverage.
- ii. Part-time students may qualify for reduced SSWC membership fees.
- iii. Part-time students may qualify for Band funding.

6.2. **Full-time status** is a classification to determine eligibility for college resources and programs

- i. Internal Full Time Student status requires registration in at least 9 credits per term to qualify for
 - a. Keyano awards.
 - b. Student rate for housing.
 - c. ACAC participation.
- ii. External Full Time Student is the status students will see in the student portal. External Full-time status requires registration in at least 60% of the program course load for the academic year. This qualifies students for
 - a. Health and dental coverage (in qualifying programs), and/or
 - b. SSWC membership.
- iii. External status is used
 - a. For creation of Proof of Enrolment letter.
 - b. For the Financial Aid and Awards Coordinator to complete documentation required by Provincial and Federal Student Loan offices.
 - c. For completion of Registered Education Saving Plan documentation.
- iv. Full load status requires registration and/or completion in 100% of the program course load for the academic year in order to qualify for Dean's list designation.
- v. First Nations band funding (depending on band regulations).
- vi. Exceptions to full-time status requirements may be made by a Learning Strategist in the case of documented disabilities or learning requirements.

6.3. **Admission status:** upon admission, students are classified as one of the following:

- i. Regular Students are those who have been admitted to a credit program on the basis of meeting the entrance requirements of that program, or having satisfied a provision of admission, or having successfully completed a probationary period.
- ii. Provisional Students are admitted to a credit program with the provision that official transcripts or other documents are provided to confirm admission requirements are met.

Normally, students will have one semester in which to meet the provision of their admission.

- iii. Special Students are admitted to individual courses but not to a credit program. Prior to being admitted as a full-time student to a credit program, special students will be reviewed as a special case student. Students may take up to four credit courses without meeting the entrance requirements. Students who successfully complete four courses with a GPA of 2.0 or better may be granted regular student status by the Special Cases Committee. Students who fail to meet the above requirement will be asked to meet program entrance requirements prior to taking any additional courses.
- iv. 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.
- v. Auditing Students are permitted to attend individual courses on the understanding that, except with the permission of the instructor, they may not participate in the class discussion. No assignments or examinations are required and no credit will be granted for the course. Change in classification from an Auditing student to a Regular student is permitted only within the first two meetings of the class.
- vi. Probationary Students are admitted subject to meeting specific requirements of academic achievement or behavioral performance. Students who meet the conditions of their probation in the time specified 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.

7. Roles & Responsibilities

STAKEHOLDER	RESPONSIBILITIES
President	<ul style="list-style-type: none"> • Approve and formally support this policy
Vice Presidents	<ul style="list-style-type: none"> • Oversee the implementation of this policy
Registrar	<ul style="list-style-type: none"> • Assess all student documentation • Assemble and lead the Special Cases Committee • Ensure government reporting is accurate

8. Policy Management

Policy Title:	Classification of Students
Approval Date:	December 3, 2019
Effective Date:	December 9, 2019
Historical Review Dates:	
Next Review Date:	December 2024
Related Legislation:	
Supersedes Policies:	2.1 Classification of Students
Monitoring/Frequency:	Every 5 years
Policy Owner:	Vice President Academic
Policy Administrator:	Office of the Registrar
Policy Coordinator:	Executive Assistant to the Vice President Academic