

**AT-RISK STUDENT POLICY**

<b>Policy Section &amp; Number:</b>		<b>Effective Date:</b>	June 15, 2022
<b>Policy Owner:</b>	Vice President, Academic	<b>Last Revised:</b>	April 28, 2021
<b>Policy Administrator:</b>	Director, Student Services	<b>Review Scheduled:</b>	April 28, 2025
<b>Approver:</b>	Executive Committee		
<i>The official controlled version of this document is held with the Policy &amp; Procedure Coordinator</i>			

**A. POLICY STATEMENT**

Keyano College is committed to the overall wellness, well-being, and success of Students to achieve their full potential while supporting the whole person holistically. Keyano College is committed to identifying and supporting Students who are At-Risk of failing their course or program. The purpose of the At-Risk Student Policy is to identify Students early in the semester that are academically at risk of failing and/or personally at risk.

The goal of this policy is to increase the completion rate for full load equivalents (FLEs) and to support Student success.

**1. Guiding Principles**

- 1.1 This policy applies to Students and is supported by College Employees.
- 1.2 The Student is connected to supports. Attendance is voluntary unless the Student is deemed to be at risk to harm themselves or others.
- 1.3 The confidentiality of the Student will be safeguarded against unnecessary disclosure. Only personnel who are integral to the coordinated response will be informed.
- 1.4 This policy allows Students who are identified as having challenges that are either non-academic or academic in nature to have their needs identified sooner and be referred internally or externally, as needed.
- 1.5 Information gathered and exchanged in the process of identifying At-Risk Students will not appear on a Student's transcript.
- 1.6 All Alerts received will be responded to in a timely and responsive manner, as outlined in the At-Risk Student Procedure.
- 1.7 Wellness Services and the Academic Success Coach respond to Alerts received from the College Community.
- 1.8 The severity of alerts vary and must be assessed.

## B. DEFINITIONS

- (1) **Alert:** means the referral generated to by a member of the College Community to identify an At-Risk Student.
- (2) **At-Risk Student:** means a Student whose academic success and well-being are at risk. The Student is unlikely to pass academically without intervention and has an unexplained decrease in academic performance. It can also mean a Student who is experiencing, or at risk of experiencing, elevated risk of physical, mental, and/or social harm.
- (3) **College:** means Keyano College.
- (4) **College Community:** means individuals who are directly connected to any College activities and initiatives, and it includes all Employees, Students, contractors and volunteers.
- (5) **Early Alert Program:** means the program at the College used to identify Students who are at risk due to issues with their mental health and wellness.
- (6) **Employee:** means an individual who is engaged to work for the College under an employment contract.
- (7) **Student:** means an individual registered in a credit course or program of study at Keyano College.
- (8) **Wellness Services:** means the team at the College that provides mental health supports to Students.

## C. RELATED POLICIES

- Academic Integrity Policy
- Accommodations for Students with Disabilities Policy
- Non-Academic Misconduct Policy
- Student Code of Conduct Policy
- Sexual Violence Policy
- Student Rights Policy

## D. RELATED LEGISLATION

- *Freedom on Information and Protection of Privacy Act (FOIP)*

## E. RELATED DOCUMENTS

- At-Risk Student Procedure

## F. REVISION HISTORY

Date (mm/dd/yyyy)	Description of Change	Sections	Person who Entered Revision (Position Title)	Person who Authorized Revision (Position Title)
04/28/2021	New	All	Director, Student Services	Vice President Academic