

ACADEMIC REGULATIONS

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 at time of registration.
- **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** (also known as non-program 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 Students** are those who are not eligible for University Studies or other post-secondary programs due to missing one of high school prerequisites. Depending on the program for which they apply, they may be conditionally accepted with a provisional deficiency and permitted to register in post-secondary and College Preparation courses. Matriculation students pay fees in accordance with the program for which they have been accepted.
- **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. Auditing students are not subject to an evaluation process and do not participate in class discussion, 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 behavioral 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 valid student authorization to study in Canada. Students are required to submit proof of authorization to the Office of the Registrar.

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 21.

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 Student Aid Alberta, and Employment and Social Development 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).

ACADEMIC REGULATIONS

WITHDRAWAL FROM A PROGRAM

A student can withdraw from a program at any time. However, speaking with a College counsellor, the Program Chair, or a Student Advisor first is strongly encouraged. To withdraw, students must complete a Withdrawal 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 3/4 the length of a course will receive a grade of “W” (Withdrawal) in their course(s) which will appear on the official transcript, but is not calculated in the Grade Point Average (GPA). After 3/4 into the course length, students are not eligible to withdraw.

Refunds are determined according to the refund policy (see Refund of Fees, page 21).

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 the program to retake 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 foip@keyano.ca

TRANSFERABILITY

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 are required for out-of-province completed coursework, and for Alberta coursework without existing TransferAlberta.ca agreements. All official transcripts must be on record in the Office of the Registrar in order for the advanced credit request to be considered. A minimum of C- from the issuing institution is required to receive advanced credit from Keyano College. A minimum of 60% is required in all College Preparation courses in order to receive advanced credit from Keyano College.

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. Approved courses will be recorded on Keyano College student transcript with a grade of CR. A grade of CR (Credit/Challenged Exam) will not contribute towards a student's grade point average.

Advanced credits are awarded only to the extent they fit the program in which the applicant is enrolled 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 School. 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.

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.

Additional information for Practical Nurse diploma students

As part of the PLAR process, PN students must also:

- provide dates of work experience in a related job position and/or supportive education certificates (e.g. workshops taken)
- letters of recommendation from current employer and or letters of reference outlining the candidate's suitability for PLAR
- proof of work experience in the last two years as provided by employers
- exam and/or performance assessment

PN COURSES ELIGIBLE FOR PLAR

COURSE	PLAR PROCESS
PN 100 Anatomy and Physiology I	PLAR exam
PN 101 Anatomy and Physiology II	PLAR exam
PN 102 Health Education	Written Paper
PN 103 Communications for Nursing	Written Paper
PN 105 Pathophysiology for Health Care Professionals	PLAR exam
PN 130 Pharmacotherapeutics in Nursing	PLAR exam
PN 158 Health Assessment	PLAR exam and Performance assessment
PN 160 Nursing Practice I: Continuing Care	Performance assessment

NOTE:

Exam: Pass mark is 70%

Performance Assessment: Skill testing in laboratory setting with a demonstration of required skills. A scenario may be presented incorporating all "critical skill" elements.

TRANSFERABILITY

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 the Office of the Registrar. 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, NorQuest College, Grande Prairie Regional College and Aurora College, NWT. 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 or by contacting:
Alberta Council on Admissions and Transfer
11th Floor, Commerce Place
10155 - 102 Street Edmonton, AB T5J 4L5
310-0000, 422-9021 (toll-free in Alberta) or 780-422-9021
acat@gov.ab.ca

EXAMINATIONS

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 work/employment 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 \$50 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.

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 written and 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 (2) 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 they repeat 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 (prior to July 1, 2015).
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.

EXAMINATIONS

SUPPLEMENTAL EXAMINATION PROCEDURES

Prior to making application to the Registrar to write a supplemental examination, a student should discuss their request to write such an examination with the course instructor or Program Chair to ensure that they meet the eligibility criteria for application, as specified above.

After ensuring that they meet 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 10 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 instructor and appropriate Program Chair will review the student's performance in the course, and may grant or deny permission, based on eligibility, to write a supplemental examination.
3. If permission to write a supplemental examination is denied, the reason for the denial will be recorded on the application form.
4. Upon approval of the application by Instructor and Chair, the student will submit their application and payment of a non-refundable fee of \$50 for each supplemental examination to the Office of the Registrar.
5. The completed application will be reviewed by the Office of the Registrar for final approval.
6. 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.

REPEATING A COURSE

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

GRADES

GRADING PROCEDURES FOR CREDIT PROGRAMS:

All programs are categorized into three classifications: Academic Upgrading; Certificate, Diploma and University Studies; and Trades and Occupation related Certificate and Diploma programs. Applicable grading scales provided in this policy are used for grade reporting and GPA calculation. Calculation of GPA is used to determine academic standing, which defines a student's status and eligibility to continue to the next semester or year of study.

GRADING SCALES:

ACADEMIC UPGRADING (effective July 1, 2006)

Keyano College Academic Upgrading uses a 4-point percentage based grading systems as a measure of maintaining consistent grading with other provincial high schools and post-secondary institutions.

DESCRIPTOR	4.0 GRADE SCALE	PERCENTAGE SCALE
Excellent	4.0	90-100
	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
Minimum Prerequisite	1.7	60-64
Poor	1.3	55-59
Minimum Pass	1.0	50-54
Failure	0.0	0-49

CERTIFICATE*, DIPLOMA* AND UNIVERSITY STUDIES (effective July 1, 2003)

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

**Excluding Trades and Occupation related Certificate and Diploma programs*

DESCRIPTOR	4.0 GRADE SCALE	ALPHA GRADE
Excellent	4.0	A+
	4.0	A
	3.7	A-
Good	3.3	B+
	3.0	B
	2.7	B-
Satisfactory	2.3	C+
	2.0	C
	1.7	C-
Poor	1.3	D+
Minimum Pass**	1.0	D
Failure	0.0	F

NOTES:

In all programs the minimum course progression grade is a C-

**A minimum grade of C- is required to obtain credit for Office Administration courses.

**A minimum grade of C- for all courses and an overall yearly GPA of 2.0 are required for all Bachelor of Science in Nursing students to progress.

**A minimum grade of C- is required to transfer courses to another post-secondary institution in Alberta.

GRADES

TRADES* AND OCCUPATION RELATED PROGRAMS (effective July 1, 1993)

All trades and occupation related programs are graded by percentage marks.

*Excluding Apprenticeship programs. Grades for students enrolled in **apprenticeship programs** are assigned according to Alberta Apprenticeship and Industry Training Board "Apprenticeship General Operations Guide" and are recorded in the Apprenticeship, Trade and Occupation Management System (ATOMS).

Heavy Equipment Technician Diploma, Pre-Employment, Power Engineering and Process Operations Certificate programs:

DESCRIPTOR	4.0 GRADE SCALE	PERCENTAGE SCALE
Excellent	4.0	95-100
	3.7	90-94
Good	3.3	85-89
	3.0	80-84
	2.7	75-79
Satisfactory	2.3	70-74
	2.0	67-69
Minimum Pass**	1.7	65-66
Failure	1.3	0-64
	1.0	
	0.0	

NOTES: **A minimum pass is a grade of 65%

Mechanical, Construction and Trades Preparation (MCTP)

DESCRIPTOR	4.0 GRADE SCALE	PERCENTAGE SCALE
Excellent	4.0	90-100
	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
Minimum Pass**	1.7	60-64
Failure	1.3	55-59
	1.0	50-54
	0.0	0-49

NOTES: **A minimum pass for all Mechanical, Construction and Trades Preparation (MCTP) courses is a grade of 50%, with 60% program average required to graduate.

OTHER GRADING NOTATIONS:

NOTATION	DESCRIPTION	NOTES
[]	Repeated course	When a course is repeated "[]" will appear around the grade of the most recent attempt, which is the grade used in calculation of GPA.
AU	Audited Course	Not used in calculation of GPA
CR	Advanced Credit/Challenge Exam	Not used in calculation of GPA
DE	Deferred Examination	Temporary Grade
IN	Incomplete	Temporary Grade
IP	Course In Progress	Temporary Grade
P/F	Pass/Fail	Grades assigned for Pass/Fail courses are not used in calculation of GPA
PL	Prior Learning	Not used in calculation of GPA
W	Withdrawal	Not used in calculation of GPA
X	Grade Not Available	Not used in calculation of GPA

EXPLANATION OF OTHER GRADING NOTATIONS:

Advanced Credit:

Grade of CR is assigned when credit completed at another post-secondary institution is transferred to Keyano College.

Challenge Exam:

Grade of CR is assigned when credit is granted for a course after successful completion of a challenge exam. See Examination Policy for further information.

Deferred Examination:

Grade of DE is recorded in exceptional circumstances when the student is permitted to reschedule the final exam for a later date. See Examination Policy for further information.

Incomplete:

Grade of IN is assigned in exceptional circumstances when course work has not been completed by the 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 programs and a permanent grade of "0" in Trades and Heavy Industrial programs.

GRADES

Course In Progress:

Grade of IP is assigned in courses or programs which do not end within the established semester dates for the academic year. If the grade has not been converted to an Alpha or Percentage grade by the expected completion date, as provided by the instructor or Program Chair, a grade of "F" will be assigned.

Prior Learning:

Grade of PL is assigned when a Prior Learning Assessment Request is approved and student is awarded credit based on knowledge gained outside of a post-secondary institution.

Withdrawal:

Assigned to courses dropped after the two-week drop period but before the withdrawal deadline* as indicated in the Academic Schedule (75% of the course length).

**Exemptions to the withdrawal deadline will be indicated in course outlines. Unsuccessful performance in a clinical course, as part of Nursing & Allied Health Studies, will result in a failing grade regardless of the withdrawal date. Course offerings in collaborative programs will follow withdrawal deadlines of the collaborative institution.*

GRADE APPEALS

Any Keyano student has the right to appeal a grade. The appeal process must be speedy and fair. For term evaluation results (assignments, tests, exams etc.) students must initiate a grade appeal 10 working days from the time the course instructor releases the results. For final grades, students must initiate a final grade appeal within 15 working days from the course end date.

The student shall present their case for appeal orally or in writing to the course instructor. The instructor shall respond within two working days. Both parties are expected to make every reasonable attempt to resolve the matter at this stage.

If the student is dissatisfied with the outcome, a written appeal may be submitted to the Program Chair within two working days of receipt of the instructor's decision. After hearing both parties, the Chair shall provide a response to both the student and the instructor within two working days.

If the student is dissatisfied with the outcome, a written appeal may be submitted to the Dean within two working days of receipt of the Chair's decision. After review, the Dean will provide a final decision to all parties, within three working days.

FORMER GRADING SCALES

Academic Programs (Prior to July 1, 2003)

9.0 Grading Scale

DESCRIPTOR	4.0 GRADE SCALE	PERCENTAGE SCALE
Excellent	9.0	90-100
	8.0	80-89
Good	7.0	73-79
	6.0	65-72
	5.0	58-64
Minimum Pass**	4.0	50-57
Failure	3.0	46-49
	2.0	30-45
	1.0	0-29

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

Heavy Industrial Programs (Prior to June 30, 1993)

DESCRIPTOR	4.0 GRADE SCALE
Excellent	4.0
Above Average	3.0
Average	2.0
Minimum Pass	1.0
Failure	0.0

CALCULATION OF GRADE POINT AVERAGE (GPA):

Grades are assigned according to the scale outlined for each program classification. A GPA is calculated according to a formula using the credits assigned to each course and the grade points received.

Grade Points displayed on transcript as *Quality Points (Qpnts)* = Credits x Grade Received

$$\text{GPA} = \frac{\text{Total Grade Points (Qpnts) Earned}}{\text{Total GPA Credits Attempted}}$$

The calculated GPA is used to determine students' academic standing at Keyano College. Refer to Academic Policies (page 25) for further information.

ACADEMIC POLICIES

ACADEMIC PROBATION

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, with the exception of Bachelor of Science in Nursing and Practical Nursing students who require a GPA of 2.0 to be in good standing (see program pages for more information).

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 xx.

Students who are placed on academic probation are notified by email 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.

*also available at keyano.ca/academics/officeoftheregistrar

STATEMENT OF MARKS

A Statement of Marks is an unofficial list of grades assigned for courses attempted during the current term. Students may access their Statement of Marks online at selfservice.keyano.ca.

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. Replacement parchments are printed monthly.

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 online at keyano.ca/graduation. 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 processed after the 10th of each month and 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.

ACADEMIC POLICIES

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.

Students who successfully complete all other Trades programs (with the exception of MCTP, Power Engineering & Process Operations) with a 60% pass mark in each course and a 65% average GPA 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 Friday, May 11, 2018.

Students who have completed all program requirements by June 30, 2018 must submit an Application for Graduation to the Office of the Registrar by the posted deadline (keyano.ca/graduate) to obtain a certificate or a 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 Keyano student email 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 Office of the Registrar. RSVP form will be available online.

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. 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.