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.
Policy

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