

## CLASSIFICATION OF STUDENTS PROCEDURE

<b>Procedure Section:</b>	Student and Academic Support Services	<b>Effective Date:</b>	April 14, 2026
<b>Policy Owner:</b>	Vice President Academic and Student Experience	<b>Last Revised:</b>	January 31, 2026
<b>Policy Administrator:</b>	Registrar	<b>Review Scheduled:</b>	Every 4 years
<b>Approver:</b>	Dean's Council Academic Council		
<i>The official controlled version of this document is held with the Legislative Compliance / Policy &amp; Procedure Coordinator.</i>			

### A. PROCEDURES

Keyano College ensures that student classification decisions are made through a transparent, consistent, and fair process that supports equitable access to College services and compliance with government reporting requirements.

This procedure outlines the processes for initial classification of students, changes to classification when circumstances evolve, and the process for students to request a review of their status. It aligns with the principles of the *Classification of Students Policy*, emphasizing clarity, fairness, and support for a diverse student body.

#### 1. Student Classification at Admission and Registration

##### 1.1 Admission Classification Process

Upon admission, students are classified into one of six categories: Regular, Conditional, Special, Visiting, Auditing, or Probationary, as defined in the Classification of Students Policy. This initial classification is determined by the student's qualifications and documentation status at entry and is recorded by the Office of the Registrar. Each admission status category carries specific criteria and conditions as outlined below:

##### a. Regular Student

- Admitted unconditionally, having met all entrance requirements (or after satisfying any prior Conditional or probationary conditions). Regular students are the standard classification for those fully qualified for their program.

##### b. Conditional Student

- Admitted to a credit program with the condition that certain official documents or requirements (such as transcripts) must be provided to confirm that admission requirements are met. Normally, students will have one semester to satisfy the condition of their admission. During the period specified in their condition, the student can register and attend

classes, but failure to provide the required documents in the allotted time may result in registration hold or withdrawal from the program until requirements are fulfilled.

c. Special Student

- Admitted taking individual credit courses without being admitted to a full program. Special students may enroll in up to four credit courses without meeting the program's entrance requirements. Students who successfully complete four courses with a GPA of 2.0 or higher may request to be granted Regular student status by the Special Cases Committee. If a Special student does not meet this requirement (or wishes to take more than four courses), they will be required to meet program entrance requirements or seek special permission through the Special Cases Committee before further registration.

d. Visiting Student

- Admitted based on a Letter of Permission from another institution, for the purpose of taking one or more courses at the College to transfer back to the home institution. Visiting students are typically not seeking a Keyano credential. Their enrollment is usually for a limited duration (e.g., one term), as specified by the home institution's permission. If a Visiting Student later decided to pursue a program at the College, they must apply for formal admission as a Regular student.

e. Auditing Student

- Registered in one or more credit courses on an audit basis (no credit earned). An Auditing Student attends classes without the obligation to complete assignments or exams, and no grade or credit is awarded. Auditing students may not participate in class discussions or activities except with the instructor's consent.
- If an Auditing Student wishes to switch to credit status in the course, this is permitted only within the first two class meetings and requires instructor approval. After the second class, the student's status remains Auditing for that course.

f. Probationary Student

- Admitted to a program under specific conditions of academic performance or conduct. This classification is typically used when a student's prior record does not meet the standard admission criteria, or when a returning student must fulfill certain conditions. The admission letter will outline the performance expectations and the timeframe.
- Students who meet the conditions of their probation within the stipulated time will be reclassified as Regular students.
- Students who do not meet the conditions may be required to withdraw from the College for at least one semester.

## 1.2 Registration (Full-Time/Part-Time) Classification

At the time of course registration each term, the Office of the Registrar determines whether a student is classified as full-time or part-time based on their enrollment

load. This enrollment status is important for tuition and fee assessment, access to services, and reporting:

- a. Full-Time Student
  - i. Internal full-time
  - ii. External full-time
  - iii. Disability Accommodation
  
- b. Part-Time Student:
  - i. Part-time students may qualify for reduced services such as pro-rated health and dental coverage.
  - ii. Part-time status can affect eligibility for some student awards or extracurricular programs. It can also impact external matters like eligibility for student loan funding or, for international students, the ability to work off campus.
  - iii. Students often shift between part-time and full-time status over their College journey therefore, the Office of the Registrar will review credit loads each term to update the status accordingly. Students are advised to consult academic advising or financial aid, to understand the implications of moving to part-time or full-time.

**NOTE:** The classifications of Domestic vs International student are determined at the point of admission based on citizenship or residency status. While this affects tuition and some funding eligibility, they do not change the credit-based full-time/part-time definitions. International students must maintain full-time status under immigration requirements in most cases, so dropping to part-time can have visa implications. Students who become permanent residents (or Canadian citizens) during their studies should notify the Office of the Registrar to update their status for tuition purposes, but their academic classification (full-time or part-time) will continue to follow the standard credit criteria.

## 2. Reclassification of Student Status

Students' classifications may change when their enrollment or circumstances change. The following procedures govern reclassification and ensure it is done in a timely and fair manner:

### 2.1 Change from Full-Time to Part-Time (or vice versa)

- a. If a student adds or drops courses such that their credit load crosses the full-time/part-time threshold, the Office of the Registrar will re-evaluate their status. Changes made before the add/drop deadline of a term will officially update the student's status for that term and will trigger any applicable tuition recalculations and adjustments to services (e.g., health and dental coverage).

### 2.2 Completion of Admission Conditions (Conditional to Regular)

- a. The Office of the Registrar tracks Conditional admissions and the submission of required documents. Once a Conditional student submits all pending documentation and meets all program entry requirements, the Office of the Registrar will update the student's admission status to Regular. The change is made as soon as verification is complete and is confirmed to the student in writing. If the deadline passes without the student satisfying admission

conditions, the Office of the Registrar may place a hold on the student's account preventing further registration, and the student's status may remain Conditional until resolved.

## 2.3 Outcome of Probationary Admission

- a. For a Probationary student, the academic performance and/or conduct during the probationary period is reviewed by the Office of the Registrar in consultation with the relevant Academic Dean at the end of the term specified. If the student has met the conditions, they are reclassified as a Regular Student in good standing.
- b. If the student fails to meet the conditions, they will be required to withdraw from the College for the period specified in their admission letter (minimum one semester). The Office of the Registrar will issue a letter to the student indicating that they have not met the conditions and are withdrawn, along with any reapplication instructions, or information on appeal rights. After the required withdrawal period, the student may reapply for admissions and will be considered anew (potentially under probationary status again, or as a Regular student if they now meet requirements).

## 2.4 Special Student Progression

- a. The Office of the Registrar monitors Special students' course attempts. When a special student has completed four credit courses, the Registrar will review the student's academic performance. If the student attained a cumulative GPA of 2.0 or better across those courses, the Registrar will invite the student to apply for Regular student status in a program. The Special Cases Committee will review and approve the change to Regular status if criteria are met. If the student's performance is below the GPA of 2.0 threshold, the student will be informed that they must satisfy program entrance requirements before taking more credit courses. Any request for an exception would be directed to the Special Cases Committee for a decision.

## 2.5 Timelines

- a. Reclassification due to enrollment changes (full-time to part-time or vice versa) is done in real-time as registration changes occur, or immediately after the add/drop period. Changes due to admission status updates (Conditional, Probationary, Special Cases) are reviewed each term or upon the student's fulfillment of requirements. The College aims to implement any status change by the next academic term at the latest, once criteria are verified. Students should submit any required information promptly to avoid delays.

### 3. Roles and Responsibilities

#### 3.1 Registrar (Office of the Registrar)

- a. The Registrar is the primary authority on student classification. The Office of the Registrar assigns the initial admission status and term enrollment status for each student, ensuring that the criteria from the policy are applied correctly. The Registrar is responsible for notifying students of their status at admission and of any subsequent changes. When students submit classification review requests, the Registrar conducts the initial assessment and responds within the mentioned timeline. The Registrar also coordinates and chairs the Special Cases Committee for complex cases or appeals. The Office of the Registrar maintains all official records of classifications and produces required reports.
- b. In summary, the Registrar ensures that the Classification of Students Policy and Procedure are implemented consistently and serves as the first point of contact for classification inquiries or issues.

#### 3.2 Vice President, Academic & Student Experience

- a. As the Policy Owner, the VP Academic & Student Experience has executive control of the student classification system. The VPA & SE ensures that the principles of fairness, equity, and consistency are upheld, and that this procedure remains aligned with the College's academic and student support goals. The VPA & SE has the authority to review final decisions of the Special Cases Committee to ensure procedural fairness, equity, and policy alignment, but does not replace or override the Committee's decision-making authority. The VPA & SE also sponsors any revisions to this procedure, bringing them to Deans' Council and Academic Council for approval during the scheduled review cycle or as needed.

#### 3.3 Special Cases Committee

- a. The Special Cases Committee is convened to address student classification issues requiring exceptions or not clearly addressed by standard policy. It is comprised of the Registrar (chair), appropriate Dean or Associate Dean, relevant Assistant Registrar, and a Student Services manager/advisor as applicable. This committee provides a fair, case-by-case review of unusual classification requests or disputes.
- b. The Special Cases Committee's decisions are final within the College's internal process, and they are communicated formally to the student. The committee also helps ensure that exceptions remain rare and justified, so the integrity of the classification framework is maintained.

#### 3.4 Access Strategist (Accessibility Services)

- a. The Access Strategist evaluates students' disability documentation and recommends accommodations. In the context of classification, the Access Strategist's role is crucial when a reduced course load accommodation is involved. If such an accommodation is granted, the Access Strategist informs the Office of the Registrar that the student should be considered full-time for internal purposes despite a lighter course load. The Access Strategist may

also serve as a resource to the Special Cases Committee in cases where a student's disability or health condition factors into a classification decision.

### 3.5 Academic Deans/Program Chairs

- a. Academic Deans are responsible for understanding and supporting the classification process within their programs. Deans or their designates may participate in Special Cases Committee deliberations for students in their programs. They provide input on academic matters and ensure that any program-specific requirements that might affect a student's status are considered. They also help communicate to students the importance of maintaining required course loads.

### 3.6 Students

- a. Students have the responsibility to be aware of their own classification and to provide truthful information during the admission and registration processes. They should review their acceptance letter and registration documents to know their admission status and enrollment status.
- b. If a student's situation changes or if they believe an error has been made, it is the student's responsibility to promptly seek a review or classification. Students are also expected to meet any conditions tied to their status and to reach out for guidance if they are unsure how a decision might affect their classification.

## 4. Classification Review Process

The College provides a clear process for students to request a review of their classification if they believe it is incorrect or if their situation has changed:

### 4.1 Requesting a Review

- a. A student who wishes to have their classification reviewed must submit a written request to the Office of the Registrar. The request should include the student's name, student's ID number, current classification, and the change or correction being requested, along with an explanation. Supporting evidence should be attached as applicable.
- b. Students may request a review of their classification within 20 business days from the start of the term or from the date they were officially notified of their classification, whichever occurs later. Requests submitted after this period will not normally be accepted; however, the Registrar may exercise discretion to consider late requests only in cases of documented and justifiable circumstances.

### 4.2 Registrar's Review and Decision

- a. Upon receiving the request, the Registrar (or designate) will review the case. This involves verifying the student's current status, or checking for any administrative errors, and assessing the new information or circumstances presented by the student. The Registrar may consult relevant staff such as

admissions officers, student advisors, or the Access Strategist during this review.

- b. The Registrar will provide a written response to the student within 10 business days of receiving the review request. The response will state the outcome of the review.

#### 4.3 Special Cases Committee Review

- a. If the student is not satisfied with the Registrar's decision, or if the Registrar refers the case to the committee, the Special Cases Committee will convene to review the classification request. The student will be notified of the committee meeting date and may be invited to submit additional information or to speak to the committee if needed.
- b. The Special Cases Committee will consider the student's request, the policy criteria, and any justifiable factors. They aim to reach a decision in a timely manner, typically within 15 business days of the referral. The committee's review will result in one of the outcomes:
  - i. Uphold the current classification;
  - ii. Approve a reclassification; or
  - iii. Propose an alternative resolution
- c. The student will be informed in writing of the committee's decision. This notification, sent by the Registrar, will include the committee's explanation and any conditions or next steps.
- d. The Special Cases Committee's decision is final within the College's classification review process.

#### 4.4 Documentation

- a. All stages of the review process are documented. The original student request, the Registrar's response, the record of the Special Cases Committee's deliberation, and the final decision letter are placed in the student's file. This ensures transparency and record for future reference. It also allows the College to track the number and nature of review requests, which can inform policy reviews and training.

### 5. Unique and Exceptional Cases

While the classification framework covers most situations, the College recognizes that some cases require special consideration to ensure fairness and inclusivity:

#### 5.1 Students with Disabilities

- a. A student with documented disability may receive an accommodation for a reduced course load. In such cases, even though the student is registered in fewer than 9 credits or 60% load, they will be considered full-time for internal purposes to ensure they have equal access to services and opportunities. The Access Strategist will provide the Office of the Registrar with confirmation of this accommodation. This internal full-time status allows the student to remain eligible for awards, housing, and other benefits.

- b. The Office of the Registrar can prepare letters for external agencies to confirm that the student's reduced course load is an approved accommodation, and that the student should be treated as full-time for those purposes.

## 5.2 International Students

- a. International students on study permits are generally required to maintain full-time status. The classification procedure does not differ for international students, but any drop to part-time is flagged due to visa implications. If an international student considers dropping to part-time status, they are strongly advised to consult with an International Student Advisor.
- b. In cases where an international student must go part-time (e.g., health reasons), the College may issue a letter to support the student's situation for Immigration, Refugees and Citizenship Canada (IRCC). The student's classification in College records will still change to part-time if they fall below the threshold, but the College works closely with the student to manage the consequences.
- c. In summary, while the internal process for classifying is the same, international students receive additional guidance to remain compliant with their study permit conditions whenever their enrollment status changes.

## 5.3 Adult Learner

- a. An adult learner is an applicant or student who is returning to post-secondary education following a period away from formal schooling and who does not enter directly from secondary education. Admission may be based on standard high school credentials or approved alternative admission criteria, including prior learning, upgrading, or relevant work and life experience. Adult learners may be registered on a full-time or part-time basis.
- b. The College treats these cases with sensitivity (e.g., an adult learner may be placed on probationary admission if their prior education is outdated or incomplete; upon successful completion of a term, they may transition to regular admission status).

## 5.4 Continuing Education Students

- a. Students enrolled solely in Continuing Education (non-credit) courses are outside the scope of this policy. They are not given a classification because they are not in credit-bearing programs.
- b. If a Continuing Education student later enrolls in a credit course or program, the classification process will be applied at that time. This separation is important to maintain clarity between credit and non-credit offerings.

## 5.5 Concurrent Program Enrollments

- a. If a student is enrolled in two different programs or educational streams simultaneously, the Office of the Registrar will determine classification based on primary program enrollment. Generally, the student's primary program will dictate their admission status and their total credit load across programs will determine full-time or part-time status.

## B. DEFINITIONS

(1)	<b>Access Strategist:</b>	means the Keyano College employee responsible for reviewing disability documentation and determining whether a student qualifies for accommodations. The Access Strategist will determine appropriate accommodations and create the Letters of Accommodation and the Accessibility Plan.
(2)	<b>Admission Status:</b>	means a classification assigned to a student upon entry to a program or course.
(3)	<b>Appeal:</b>	means a formal request by a student to have a classification decision reviewed by a higher authority within the College. It must be based on specific allowable grounds such as procedural error, bias, unfair treatment, or the emergence of new and relevant information not available at the time of the original decision. It is not granted solely because the student disagrees with the decision.
(4)	<b>Auditing Student:</b>	means a student registered in one or more courses without receiving credit. The student attends 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.
(5)	<b>College:</b>	means Keyano College.
(6)	<b>Conditional Student:</b>	means a student who has been admitted to a credit program with the condition 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 condition(s) of their admission.
(7)	<b>Continuing Education Student:</b>	means a student enrolled in non-credit courses only.
(8)	<b>Domestic Student:</b>	means a student who is a Canadian citizen, a permanent resident of Canada, or a convention refugee.
(9)	<b>External Full-Time Student:</b>	means a student registered in at least 60% of their program load.
(10)	<b>Internal Full-Time Student:</b>	means a student registered in 9 or more credits per term.
(11)	<b>International Student:</b>	means a student who is not a Canadian citizen, a permanent resident of Canada, or a convention

		refugee, and who requires a valid study permit to study in Canada.
(12)	<b>Part-Time Student:</b>	means a student who does not meet full-time status.
(13)	<b>Policy:</b>	means the Classification of Students Policy.
(14)	<b>Procedure:</b>	means the Classification of Students Procedure.
(15)	<b>Probationary Student:</b>	means a student who has been admitted under specific requirements of academic achievement or behavioural 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.
(16)	<b>Program Load:</b>	means the full set of courses designated for a program in a given academic year.
(17)	<b>Regular Student:</b>	means a student who has been admitted to a credit program on the basis of meeting the entrance requirements of that program, or having satisfied a condition of admission, or having successfully completed a probationary period.
(18)	<b>Special Cases Committee:</b>	means 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), the relevant Assistant Registrar, and a Manager from Student Services, as applicable based on the nature of the concern.
(19)	<b>Special Case Student:</b>	means a student admitted to individual credit courses but not to a credit program. Prior to being admitted as a full-time student to a credit program, 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.
(20)	<b>Student:</b>	means an individual who is formally admitted to and/or registered in any course, program, or learning activity offered by the College. A student may be full-time or part-time, domestic or international, and may be enrolled in credit or non-credit courses.
(21)	<b>Visiting Student:</b>	means a student 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.
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**C. RELATED LEGISLATION**

- *Access to Information Act (ATIA) & Regulation*
- *Fairness in Sport Act & Regulation*
- *Student Financial Assistance Act & Regulation*
- *Post-Secondary Learning Act*
- *Protection of Privacy Act (POPA) & Regulation*

**D. RELATED DOCUMENTS**

- Academic Standing Policy and Procedure
- Classification of Students Policy
- Proof of Enrolment Request Form
- Student Academic Accommodations Policy and Procedure

**E. REVISION HISTORY**

<b>Date (mm/dd/yyyy)</b>	<b>Description of Change</b>	<b>Sections</b>	<b>Person who Entered Revision (Position Title)</b>	<b>Person who Authorized Revision (Position Title)</b>
01/31/2026	Initial Procedure Created.	All	Registrar	Vice President Academic and Student Experience