

CLASSIFICATION OF STUDENTS POLICY

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

A. POLICY STATEMENT

Keyano College (the “College”) classifies students based on their registration and admission status to ensure clear, equitable, and inclusive treatment and access to services, consistent tuition and fee assessment, and accurate government reporting.

Student classification supports decision-making related to eligibility for college resources such as awards, student housing, athletic participation (as defined in the *Participation Policy for Student-Athletes*), and health and dental coverage.

This Policy establishes a transparent, consistent, and equity-focused classification framework based on student status (full-time or part-time) at registration and other categories upon admission to the College.

1. GUIDING PRINCIPLES

- 1.1 Classification is determined at the point of registration and admission and may be reviewed if a student's circumstances change.
- 1.2 Student status influences:
 - a. Tuition and fee assessment
 - b. Eligibility for awards
 - c. Student housing pricing
 - d. Alberta Colleges Athletic Conference (ACAC) participation
 - e. Health and dental coverage
 - f. Government and institutional reporting requirements
- 1.3 The Registrar reviews classification decisions in line with College procedures. Students may request a review through appropriate academic or administrative channels, including the Special Cases Committee if needed.

- a. Students must submit a written review request within 30 calendar days of the term start date or the date they were notified of their classification, whichever is later.
- b. The Registrar will respond within 10 business days. Unresolved matters may be referred to the Special Cases Committee for final review.

1.4 The Office of the Registrar will maintain records of all student classifications and generate periodic reports, working in collaboration with Institutional Research to support internal decision-making, compliance monitoring, and external government reporting.

2. SCOPE

2.1 This policy applies to all students enrolled in credit courses or programs at Keyano College, excluding students enrolled solely in Continuing Education (non-credit) courses.

3. STUDENT STATUS CATEGORIES

3.1 Full -Time Student

- a. Internal full-time Student requires registration in at least 9 credits per term. This qualifies students for:
 - i. Keyano College awards.
 - ii. Student housing.
 - iii. Alberta Colleges Athletic Conference (ACAC) participation.
- b. External full-time Student requires registration in at least 60% of the full program course load in each term. This qualifies students for:
 - i. Health and dental benefits (where applicable).
 - ii. Syncrude Sport and Wellness Centre (SSWC) membership.
 - iii. First Nations or Indigenous community funding (depending on community or Nation funding regulations)
- c. External status is used for:
 - i. Proof of Enrolment letter creation.
 - ii. Provincial and Federal Student Loan documentation.
 - iii. Registered Education Saving Plan documentation.
- d. Exceptions to full-time status requirements may be made by an Access Strategist in the case of documented disabilities or learning requirements.

3.2 Part-Time Student

- a. Any student that does not meet the requirements for full-time status, i.e., a student registered in fewer than 9 credits per term or less than 60% of the program course load.
- b. May qualify for:
 - i. Reduced health and dental coverage.
 - ii. Reduced SSWC membership fees.
 - iii. First Nations or Indigenous community funding (depending on community or Nation funding regulations)

4. ADMISSION STATUS CATEGORIES

4.1 Upon admission, a student is classified as one of the following:

- a. Regular Student
- b. Conditional Student
- c. Special Case Student
- d. Visiting Student
- e. Auditing Student
- f. Probationary Student

B. DEFINITIONS

(1)	ACAC:	means Alberta Colleges Athletic Conference. Student athletes are governed by the ACAC operating code.
(2)	Access Strategist:	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.
(3)	Admission Status:	means a classification assigned to a student upon entry to a program or course.
(4)	Auditing Student:	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)	College:	means Keyano College.
(6)	Continuing Education Student:	means a student enrolled in non-credit courses only.
(7)	Conditional Student:	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 of their admission.
(8)	Credit Student:	means a student enrolled in courses contributing to the requirements of a certificate, diploma, or degree program and resulting in the awarding of academic credit.

(9)	Domestic Student:	means a student who is a Canadian citizen, a permanent resident of Canada, or a convention refugee.
(10)	External Full-Time Student:	means a student registered in at least 60% of their program load.
(11)	Full-Load Status:	means a student registered in 100% of their program course load.
(12)	Internal Full-Time Student:	means a student registered in 9 or more credits per term.
(13)	International Student:	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.
(14)	Part-Time Student:	means a student who does not meet full-time status.
(15)	Policy:	means the Classification of Students Policy.
(16)	Probationary Student:	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.
(17)	Program Load:	means the full set of courses designated for a program in a given academic year.
(18)	Regular Student:	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.
(19)	Special Cases Committee:	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 comprised 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.
(20)	Special Case Student:	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.
(21)	Student:	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.
(22)	Visiting Student:	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.

C. RELATED POLICIES

- Academic Awards Policy
- Academic Standing Policy
- Participation Policy for Student-athletes
- Student Academic Accommodations Policy

D. 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*

E. RELATED DOCUMENTS

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

F. REVISION HISTORY

Date (mm/dd/yyyy)	Description of Change	Sections	Person who Entered Revision (Position Title)	Person who Authorized Revision (Position Title)
12/03/2019	Policy revision of old 2.1 Classification of Students	All	Registrar	Vice President, Academic
01/31/2026	Revision of Policy from 2019. New effective date will be set.	All	Registrar	Vice President, Academic & Student Experience

	Previous version of the Policy will be rescinded.			
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