



THERE'S A NEW ENERGY AT KEYIN COLLEGE!

After 41 amazing years, and over 38,000 graduates, we are excited to introduce a dynamic new look for Newfoundland and Labrador's most historic career college.


In March of 2021, we celebrated our 41th anniversary and unveiled a new identity that creatively represents our philosophy, our direction, and the personality of our student population.

Our new logo and brand are the first steps toward our vision for the future.

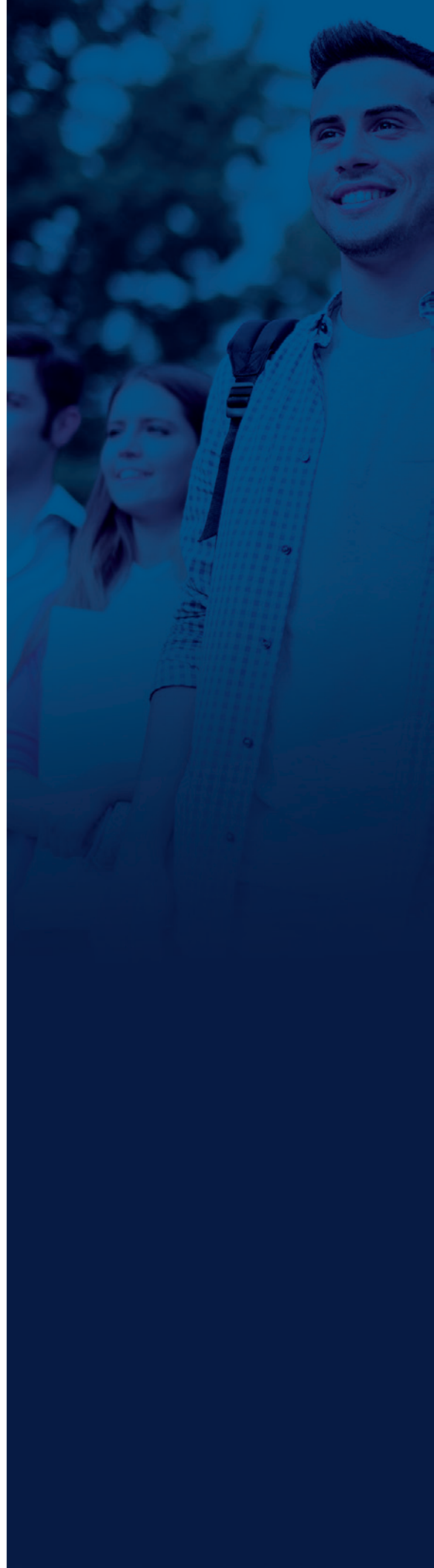
The new Keyin College brand represents a renewed commitment to creating an educational experience, designed to prepare students to be workforce ready. At our core, Keyin College believes in innovative learning, student wellness, and industry-engaged curriculum.

These are exciting times at Keyin College, and we are delighted that you are all a part of it.

Craig Tucker



President
Keyin College





About Our New Logo

The overall design of our new logo is intended to capture the personality of our college and the people connected to it. Like never before, we must be bold, confident, focused and with a strong sense of purpose!

Our new icon blends our past and our future, with elements of a signal flag (from our province's seafaring past), combined with the use of triangular arrows that represent the digital wayfinding that is so integral to today's online world.



Proud of Our Past

The blue looks backwards and celebrates our past and the 40 year history of Keyin College.



Looking to the Future

The reversed white arrow pointing forward (embedded between the green and red triangles) represents the clear path ahead, as we work to forge a brighter future for our graduates



Student Wellness

The green represents our belief in the student experience and their overall personal and professional wellness.



Innovative Learning

The red represents our desire for an innovative learning experience and overall digital transformation of the college.

Finally, the entire logo has been designed with bold, simple elements that work together to create a distinctive and memorable identity.

Mission Statement

The Keyin College team of faculty and staff is committed to being a leading independent educator by continuing to deliver industry driven programs in a comfortable learning environment.

Our Philosophy

For over four decades, Keyin College has created an educational experience designed to prepare students to be workforce ready. This preparation is realized both inside and outside the classroom. At our core, Keyin College believes in innovative learning, student wellness, industry-engaged curriculum and our highly successful student work-term placement program.

Partnership with Cape Breton University (CBU)

Keyin College is the first independent college in Newfoundland and Labrador to announce a partnership with Cape Breton University enabling Keyin's Occupational Health and Safety (OHS) graduates an opportunity to transfer credits towards the Cape Breton University Bachelor of Health Sciences (Public Health) Degree..

The Keyin College and Cape Breton University agreement will see students who have completed Keyin College's 2-year Occupational Health and Safety (OHS) Diploma program qualify to receive credits towards the Cape Breton University Bachelor of Health Sciences (Public Health) Degree.

1.0 CAMPUS INFORMATION

Bay Roberts Campus

239 Conception Bay Highway
Bay Roberts, NL A0A 1G0
Ph. 709-786-1783
bmonahan@keyin.com

Gander Campus

175 Airport Blvd.
Gander, NL A1V 1K6
Ph. 709-651-8560
todd.hayden@keyin.com

Grand Falls-Windsor Campus

60 Hardy Avenue
Grand Falls-Windsor, NL A2A 2P7
Ph. 709-489-8560
todd.hayden@keyin.com

Lewisporte (Adult Learning)

139 Main Street
Lewisporte, NL A0G 3A0
Ph. 709-535-3946
todd.hayden@keyin.com

Marystown Campus

814 Ville Marie Drive
Marystown, NL A0E 2M0
Ph. 709-279-5090
stephanie.pike@keyin.com

Port aux Basques (ABE Centre)

4-10 High Street, Suite B
Port aux Basques, NL A0M 1C0
Ph. 709-695-5555
dpower@keyin.com

Springdale (ABE Centre)

83 Little Bay Road
Springdale, NL A0J 1T0
Ph. 709-673-2809
todd.hayden@keyin.com

Stephenville (ABE Centre)

70 Main Street
Stephenville, NL A2N 1H8
Ph. 709-643-6444
jklassen@keyin.com

Stephenville Campus

128 Carolina Avenue
Stephenville, NL A2N 2S5
Ph. 709-643-6444
chall@keyin.com

St. John's Campus

644 Topsail Road
St. John's, NL A1E 2B8
Ph. 709-579-1061
shannon@keyin.com

1.1 Hours of Operation

Each campus will post the hours of operation at the beginning of each term along with the holidays for that 16-week period. Most campuses are open between 8:00 a.m. and 5:00 p.m.; however, times may vary among campuses. For more information on hours of operation, please check with your campus administration.

1.2 Holidays

Semester breaks are posted and all public holidays are observed. The standard statutory holidays recognized by the college are as follows:

- Boxing Day
- Canada Day
- Christmas Day
- Easter Monday (where applicable)
- Good Friday
- Labour Day
- Victoria Day
- Local Community Day
- Remembrance Day
- Thanksgiving Day
- New Year's Day

1.3 Unscheduled Closures

For unscheduled school closures (i.e. weather conditions) notification will be given on local radio stations between 7:00 a.m. and 8:00 a.m. and between 5:00 p.m. and 6:00 p.m. for evening classes and labs.

2.0 STUDENT SERVICES

2.1 Student Services Coordinator

A number of services are available to students and can be accessed through the Student Services Coordinator or appropriate college personnel. These services include referral counseling, tutoring, support with the organization of social events, assistance with job finding and housing, student aid, faxing resumes, general orientation to the college and the local community, and providing out-of-province information regarding Newfoundland and Labrador Apprenticeship. A Program Development Officer (PDO) from the Department of Immigration, Population Growth and Skills visits the campus.

2.2 Student Committees

Keyin College campuses have various Student Committees that offer a variety of activities in campus or in the community. Volunteering on these committees helps enhance your educational experience. Learn about the various committees at our campus by contacting your Student Services Officer.

2.3 Tutoring

Tutoring is provided at no cost to students who receive approval from the designated College Administrator. Students seeking such assistance should see the Student Services Coordinator or appropriate College Personnel. Students should also note that a **maximum number of hours** per student per semester are available.

2.4 Copies of Transcripts and Diplomas

Students will receive a transcript of marks upon completion of each semester. However, an official transcript and diploma will not be released until the following conditions have been met:

- Completion of academic credits
- Completion of work term training
- Submission and approval of the final work term evaluation
- Submission and approval of the work term report
- All accounts are paid in full

Should students require extra copies of either, there will be a **fee determined by the college**. We will require **two (2) working days** for a request to be processed and all requests should be made at the Administration Office. **Requests for transcripts and/or diplomas after a 5-year period will be subject to a \$75 fee.**

2.5 Official Tax Receipts

Any course which exceeds \$100 is income tax deductible. An official tax receipt will automatically be forwarded by February 28 of the following year. The college should be notified of any change of address to ensure there is no disruption in receiving this tax receipt.

2.6 Refund Policy

Refunds are available in accordance with **Sections 17 to 23** of the **Private Training Institutions Regulations**. The refund policy is outlined in detail on your **Official Application Form** and the reverse side of your **Program of Study and Tuition Contract**.

2.7 Computer Labs

Students are asked to respect all property and equipment belonging to the school and are responsible for keeping their work stations in the classrooms and lab areas neat and tidy at all times. When your class period is over, you are responsible for putting all scrap paper in the garbage and putting your chairs back in place. Food and drink are not permitted in the labs. Lab time is made available to students during evenings where scheduling permits and student participation warrants it.

2.8 Internet Access and Responsibility

Where available, students will be required to complete an application form for internet access. This application will outline the student's responsibility and conditions of the internet account. It should be noted that the college reserves the right to terminate student accounts for inappropriate internet use as deemed by the college.

2.9 Graduation Requirements

To receive a diploma, the student must:

- Successfully complete all course work; and
- Successfully complete the prescribed work placement, if applicable.

At the time of graduation, special achievement awards will be given for the following:

Perfect Attendance: An award given to each student who meets the criteria for 100% attendance for his/her program.

Highest Academic Standing: An award given to the student with the highest overall class average and to the student with the highest overall average in each academic program.

Honours Diploma: An award given to each student who achieves a minimum of 80% per course in his/her academic program, with an overall average of 85% provided all courses have been successfully completed without having to repeat a course and/or write a supplementary examination, and who has satisfied all requirements for his/her diploma. In the event a student is in violation of any academic policy they will automatically have his/her honours status withdrawn.

Honours with Distinction: An award given to each student who achieves a minimum of 90% per course in his/her academic program provided all courses have been successfully completed without having to repeat a course and/or write a supplementary examination, and who has satisfied all requirements for his/her diploma. In the event a student is in violation of any academic policy they will automatically have his/her honours status withdrawn.

Please Note: In order to maintain Honours or Honours with Distinction, students must achieve the required words per minute each semester.

Graduation ceremonies are held at least twice per year. This event is organized by the Student Services Coordinator with input from the graduating classes.

2.10 Fire Safety

Students should be aware of the various fire exits throughout the campus. The location of fire exits and fire escape routes are posted in each room.

2.11 Dressing for Success

All students are expected to appear neatly groomed while in attendance. Office dress is compulsory for all students on designated college "Professional Day(s)". Proper dress is also required for class presentations and when guest speakers are present. There are specific dress code requirements for Health Care programs. (Dress codes will be given to students on orientation day(s)).

2.12 Accommodations for Students with Disabilities

Keyin College will endeavor to provide accommodations for an individual who has been **formally diagnosed** with a disability. Consultation would have to occur between the student and Keyin Administration in order to determine what accommodations are necessary and/or supported by the college.

Examples of typical accommodations include:

- Testing in a distraction free environment
- Provision of notes
- Adapted schedules
- Extended time to complete a program of study

Please Note: Students identifying with disabilities will be expected to complete the regular curriculum. Based on the regular curriculum, decisions will be made concerning supports identified as a result of a formal diagnosis, providing they do not mean adding, deleting, or altering course objectives or changing the curriculum. The duration of the program may be extended to accommodate students with disabilities by allowing for a reduced course load in any given semester.*

**Given the layout of course offerings, it is important that students taking a reduced course load consult with the college administration concerning which courses are to be completed in each semester in order to allow for the most reasonable time line to complete the program and to ensure that courses deferred will be available to allow for continued progression to completing the program.*

3.0 ADMISSION POLICIES

3.1 Academic Requirements

- **High school diploma** or **high school equivalency** (Transcript and/or diploma to be forwarded to the College); or
- **Mature students** who do not meet the educational prerequisites may be considered for admission on an individual basis provided the following conditions are met:
 - Applicants are at least 19 years of age at the time of application;
 - Applicants have been out of school for at least one year;
 - Applicants complete the standardized assessment instrument and obtain the result of high school equivalence on all subtests;
 - Applicants present a certified copy of grades for the highest educational level attained.

3.2 Additional Entrance Requirements

A number of Keyin College's programs have additional entrance requirements. For more information, please refer to the documents received with your student contract or speak with an Admissions Officer for more details.

3.3 Administration Requirements

- Completion of Keyin College's official application form;
- Application fee of \$50 (non-refundable). It must be noted that this is an additional cost for the processing of your application.
- International applications are subject to a \$250 application processing fee (non-refundable).

3.4 Conditional Acceptance

When a potential student applies to Keyin College they are provided with a letter of Conditional Acceptance notifying them they are accepted for enrolment **pending receipt of documentation** that demonstrates meeting the defined entrance requirements. Prior to students receiving confirmation of seat availability, all documents must be submitted, and a student contract must be signed.

3.5 Course Exemptions/Transfer Credits

Students requesting course exemptions/transfer credits must make a formal application to the Principal/Director of Operations who will determine the approval status of any such request. This request must be made within two (2) weeks of the day of registration for the semester in which the course in question is being offered and must be accompanied by an official transcript stating the mark received for the course, a course outline, and a letter from the applicant stating the rationale for the request. For approved exemptions/transfer credits, the transcript will say exempt. Exemptions may be refused, for funded students, if he/she loses full time status.

Please Note: *In order to receive an exemption for previous courses completed, the learning outcomes of that completed course should be at least 80% equivalent to Keyin College's course outline, you must have a passing grade from the institution where the credit was obtained. Additionally, although exemption/credit transfer is determined on an individual course basis, the general rule applied is that the course should have been completed not more than (4) four years prior to application for the exemption/transfer credit.*

3.6 Prior Learning Assessment and Recognition

Keyin College's Prior Learning Assessment and Recognition (PLAR) is a process whereby candidates may provide evidence of knowledge and/or skills, for review by the administration of the college, in order to have previous learning recognized and credited. A challenge exam and/or practical assessment testing will be scheduled depending on the course in question with a required overall 70% of the objectives achieved in any given course. Evidence of knowledge is specific to each course; however, may include but not limited to certifications, skills resume, validation letters from previous employers and work samples. In the case of an apprenticeship trades course, a candidate must have mastered at least 70% of each theory or practical component of a course.

4.0 FINANCIAL SERVICES

4.1 Student Accounts

All accounts must be paid in full or a signed payment arrangement must be made with administration within 30 days of the start of any given semester. Failure to do so may result in immediate cancellation of registration, ineligibility to write final exams, and/or ineligibility to register for the subsequent semester.

4.2 Recognizing Your Rewarding Work

Keyin College offers a variety of industry scholarships from the local area. Contact your Student Services Officer to apply for those applicable to your Campus.

4.3 Canada – Newfoundland and Labrador Student Financial Assistance Program

The Government of Canada and the Government of Newfoundland and Labrador work together to provide student financial assistance. Both loans and grants are available to help you access and pay for post-secondary education. With one application, you will be assessed for both federal and provincial student loans as well as most student grants.

AVAILABLE GRANTS

PROVINCIAL

- Provincial Grant for High Need Students with Permanent Disabilities
- Provincial Student Grant

FEDERAL

- Canada Student Grant for Full-Time Students
- Grant for Full-Time Students with Dependents
- Canada Student Grant for Adult Learners
- Grant for Students with Permanent Disabilities
- Canada Student Grant for Services and Equipment for Students with Permanent Disabilities

4.4 Financial Assistance for Full-Time Students

The provincial government provides 40% of your assessed financial need to a maximum of \$140 per week of study; the federal government provides the remaining 60% to a maximum of \$210 in loans per week of study. Additional funding may be available in the form of non-repayable Canada Student Grants.

4.5 Financial Assistance for Part-Time Students

The Government of Canada offers loans and grants for part-time studies to students taking between 20% and 59% of a full course load. If you are a student with a permanent disability and you are studying between 40% to 59% of a full course load, you can choose to be considered a full or part-time student.

For up-to-date Student Aid information, please visit: <https://www.gov.nl.ca/education/studentaid/>

4.6 Department of Immigration, Population Growth and Skills

ISL can provide students with several forms of funding. Selection is based on criteria set by ISL and is dependent on the availability of funding.

Are you eligible for financial assistance under one of IPGS's Programs?

If you meet any or all of the following criteria, you may be eligible for funding into a post-secondary program:

Unemployed Individuals:

- Who have established a claim for Employment Insurance (EI) benefits;
- Individuals whose EI benefit period ended within the last THREE years;
- Any persons who have established a claim for EI maternity or parental benefits within the past FIVE years and are re-entering the workforce after having left to care for a newborn or newly adopted children.

4.7 Repayment Process

When Do You Pay Back Your Loan?

FULL-TIME STUDENT LOANS

Repayment begins six months after your full-time studies end.

You may:

- have graduated from your studies.
- have transferred to part-time studies.
- have left school; or
- are taking time off school for more than six months.

You are not required to make payments on your full-time loan if you are a full-time student (even if not receiving student financial assistance). However, your school must confirm your enrolment with the National Student Loans Service Centre or you will go into repayment.

Please Note: *Provincial student loans are interest-free. Canada student loans are interest-free until at least April 1, 2023.*

PART-TIME STUDENT LOANS

Repayment begins six months after the completion of your part-time or full-time studies (i.e., at the end of the non-repayment period).

You are not required to make payments on your part-time loan while you are in-study and interest does not begin to accrue until your studies are complete or you are no longer a student. Part-time students have a six-month non-repayment period that begins when they cease to be a part-time or full-time student. Interest does accrue throughout the non-repayment period.

Part-time Canada Student Loans are interest-free until at least April 1, 2023.

Please Note: *You are not required to make payments on your part-time loan if you are a full-time student. However, your school must confirm your full-time enrolment with the National Student Loans Service Centre or you will go into repayment automatically.*

Part-time students with a full-time student loan are required to follow the repayment schedule for their full-time loan while enrolled in part-time studies. Contact Student Aid NL or the National Student Loans Service Centre to determine your status.

4.8 Repayment Assistance Program (RAP)

HOW IT WORKS

If you are having difficulty or are unable to make your payments, you can apply to have the Government of Canada help you by paying towards your loan through these plans:

- the Repayment Assistance Plan (RAP)
- the Repayment Assistance Plan for Borrowers with a Permanent Disability (RAP-PD)

Depending on your income, you may not be required to make payments that exceed your income by 20%, or any payment at all. You can apply for RAP anytime during repayment.

You can apply for RAP as soon as you start to repay your student loans. If you are eligible and accepted into RAP, the Government of Canada will pay the interest owing that your revised payment does not cover. After 60 months of RAP or 10 years after you finish school, whichever comes first, the governments will begin to cover both the principal and interest that exceeds your reduced monthly payments.

As long as you remain eligible for RAP the balance of your loan is gradually paid off and repayment obligations will not exceed 15 years (or 10 years for persons with permanent disabilities) after leaving school.

AFTER 6 MONTHS

Re-enrolment is not automatic, and you must re-apply every 6 months.

IF YOU GO BACK TO SCHOOL

Once the Governments have contributed to your principal payment, you cannot receive additional student loans or grants until your existing loans are paid in full. However, you can still ***get interest-free status for your existing student loans if you return to school.***

Once you have received a RAP-PD benefit and 5 years have passed since you have left school, you may not be eligible to receive further provincial loans and grants from some provinces until your loan from that jurisdiction is paid in full. Please contact your province for more information. This does not apply to the federal part of your loan.

- If you need help with your payments or think you might miss one, contact the ***National Student Loans Service Centre (NSLSC)*** to discuss your options
- Borrowers from Manitoba and Prince Edward Island also need to contact their province

5.0 PROGRAM / COURSE INFORMATION

5.1 Program of Study and Tuition Contract / Registration

For all students in their first semester of study, registration is held on or prior to the first day of classes. Students must complete the **Semesterly Registration Form** and a **Program of Study and Tuition Contract** which may be obtained at Registration. Please note that all required official signatures must accompany this form before a student is officially registered for the academic semester in question.

Students will find program start and finish dates, as well as, the program costs in their letter of acceptance and tuition contract. The list of all courses in a program of study is printed in the College Calendar, the website, and also provided for each student upon acceptance into a program. There is also a list of program courses attached to the student's tuition contract.

Students registering for subsequent terms must complete a re-registration form prior to the beginning of the next semester. This time will be determined by school administration.

5.2 Course Outlines

Course outlines stating the course summary, pre-requisites, evaluation procedures and pass marks are distributed to students on the first day of classes. Most courses have a pass mark of 65%. However, students should consult the course outlines as there are some exceptions.

5.3 Dropping and Adding Courses

Students who wish to drop and/or add courses can only do so once they have completed the first semester of a program – unless the student has been granted course exemptions and/or transfer credits. Drop and add forms are available from the Administration Office, and all necessary signatures must be obtained by the student. **THE LAST DAY TO ADD OR DROP COURSES IS TWO WEEKS (2) AFTER THE BEGINNING OF THE SEMESTER.**

Please note: *Keyin College Stephenville campus does not currently abide by this policy due to the nature of the modularized system of training.*

5.4 Challenge Exams

If a student is not successful in meeting the requirements for an exemption or has not actually completed the applicable course in the past, he/she may be granted permission to write a challenge exam for a fee of \$25.00 plus HST. This exam is equivalent to a final exam issued at the end of the course and requires a passing grade of 80%. Upon completion, the student will receive a letter indicating whether or not an exemption from the applicable course has been granted. It should be noted that the student's transcript would have the letter "E" across from the applicable course instead of a grade percentage. This letter "E" denotes that the student has been granted an exemption/equivalency credit for the course in question.

5.5 Course Repeats

It is important for students to note that **there is a cost to repeat courses**. For students who must repeat courses, the exact fee can be obtained from the Accounting Office. For students completing **80% or more** of a normal workload, full semester fees will be charged. Courses are not offered every semester; therefore, we cannot guarantee course availability for those students who need to repeat courses.

5.6 Termination/Withdrawal

Should a student wish to withdraw from their program of study, they must notify the College in writing and complete a Termination Form. Refunds, if applicable, will be calculated as per the Program of Study and Tuition Contract in accordance with the Private Training Institutions Act and Regulations.

6.0 ACADEMIC POLICIES

6.1 Examinations/Assignments

There are no exam re-writes. The late writing of final examinations will be considered in exceptional circumstances (for medical or compassionate reasons) at the discretion of the administration.

Should you miss a quiz/exam/presentation during an absence or are late with the submission of an assignment, you must provide a doctor's note within 24 hours of returning to school. The following policies will be applied **at the discretion of the Principal and/or Managing Coordinator**:

Chapter Quizzes – The marks may be allocated to the final exam at the discretion of the Principal and/or Managing Coordinator; otherwise, a grade of zero will be given.

Mid-Term/Final Exam – Students may be permitted to write at the discretion of the Principal and/or Managing Coordinator.

Assignments – Students are required to back-up on a USB Drive. Should a problem be detected during correcting, the student will be contacted to submit the back-up drive within 24 hours. All assignments will be scored as follows:

1 day late	10% deducted
2 days late	15% deducted
3 days late	20% deducted
4 days late	0% will be given on assignment

Computer Exams – If a USB Drive problem is detected during correcting, the student will be permitted to re-write a mid-term or final exam. Students are reminded to back up all computer exams on their hard drive.

Presentations – Should you miss a scheduled presentation; you will be required to meet with the Principal and/or Managing Coordinator upon returning to school. Your presentation will be rescheduled in consultation with your instructor and at the discretion of the Principal and/or Managing Coordinator.

NOTE: *These policies will be strictly enforced. Failure to adhere to these policies will result in a zero grade.*

6.2 Supplementary Exams

The supplementary exam policy at Keyin has been established to help a student in a situation where he/she fails a course. Students must achieve at least 50% on their final grade to be eligible to write supplementary exams. A maximum of two supplementary exams may be written during a term (Only one supplementary per course). Students are required to register for supplementary exams and a fee of \$25.00 plus HST is applied for each supplementary examination written. (NOTE: Supplementary exams must be written on the day for which they are scheduled) The highest mark will be used when compiling the student's final grade. If the student is unsuccessful in passing the course, the course repeat policy will apply.

6.3 Re-Read/Final Exam Mark Policy

Final exam marks will not be released to any student. If a student requests the re-read of a final exam, a \$25 plus HST fee will apply. This request must be processed no later than one week after the release of term marks for the exam in question. Appropriate application forms may be obtained from the Administration Office.

6.4 Academic Probation/Conditional Re-Admission

Students who fail in semester one, or any other semester, to meet the academic standards as outlined in the curriculum, may be considered for conditional re-admission to the next semester if the following conditions are met:

- The student has passed all prerequisite courses required in the current semester to advance to course offerings which require those prerequisites in the following semester;
- The student has maintained a pass in at least fifty percent (50%) of the course load for the current semester and obtained a grade not less than 10% below the passing grade in the remaining courses (which were not prerequisites) delivered in that semester.
- The student has a record of attendance in at least 80% of classes scheduled in any given week of a semester, unless otherwise excused by the Principal and/or Director of the Campus.
- Students who are deficient in two or more courses upon completion of the academic portion of their program will not be granted a work placement. Once these courses are successfully completed, the student will be assigned a work placement.

Students granted conditional re-admission to any given semester must:

- Attend at least 80% of classes scheduled in a given week except where approved absence is otherwise granted by the Principal and/or Director of the Campus;
- Maintain a passing grade on all tests, assignments and other evaluations conducted by the instructor.

Failure to meet the above noted conditions will result in dismissal from the program.

7.0 ATTENDANCE POLICIES

7.1 Attendance

Attendance of all students enrolled will be recorded. Keyin College is an adult, post-secondary training institution and as such wishes to treat all individuals enrolling in their program with respect. Students of the college are encouraged to aspire to 100% attendance for all training and instruction available. Failure to attend training and instruction will have a negative impact on a student's ability to be successful with the program. A measure of accountability is expected from all students.

Attendance is required. Students who are unsuccessful with the program of study in a given semester will have their attendance reviewed prior to obtaining conditional re-admission. Where a review of attendance demonstrates absenteeism for more than one (1) day per week, re-admission will be decided at the discretion of the Principal and/or Director of the Campus.

Instructional staff have no obligation to review or repeat instruction missed by students who are absent.

Where a student's funding contract requires reporting of attendance, the College will report monthly on your attendance and it is the discretion of the funding agency if your absenteeism warrants excused absence. It is advised that students should consult with their funding counselors regarding any missed time.

7.2 Reporting/Requesting Absence from Class

Students requiring time away from class may be granted permission to do so. In order to have an excused absence from class a student must:

- Make a verbal request to the instructor or principal as soon as is reasonably possible to be granted the excused absence
- In the case of illness, contact the principal and/ or managing coordinator

It will be the responsibility of the student to ensure he/she keeps up with instruction missed as a result of excused absence.

The instructor has no obligation to review or repeat instruction missed as a result of excused absence.

8.0 CODE OF CONDUCT

If a student is observed with food and/or beverages in classrooms housing computers and other equipment, a verbal warning will be given with written documentation placed in the student file. Obscene language, showing disrespect to any member of the student body or college staff is strictly prohibited. Students shall not discriminate against any individual or group for any reason.

Immediate suspension/expulsion may follow:

- Tampering, duplicating or altering academic records in any way
- Cheating or plagiarism on any exam, assignment, or project
- Stealing/distributing/selling of confidential materials such as exams, assignments, or other confidential material; equipment, supplies, personal or school property
- Malicious damage to property or equipment
- Disrupting and/or interfering with studies, lectures, work or other activities required in the training program
- Consumption of alcohol, drugs and other restricted substances on the college's premises
- Sexual or other forms of harassment; verbal and/or physical abuse
- Gambling

While on college property, any student who commits an offence punishable under the Criminal Code of Canada shall be identified to the proper authorities in terms of name, residential address and the nature of the crime committed.

The college also reserves the right to dismiss any student who does not adhere to any school policy or who engages in activities prejudicial to the best interests of the college. Finally, the college is not responsible for the loss or theft of personal property.

9.0 STUDENT ACADEMIC APPEALS POLICY

Every student has the right to appeal campus level decisions that affect their academic career to a Provincial Appeals Committee (PAC). Ultimately, it is the student's responsibility to initiate the appeal process. Students who wish to appeal an academic decision made at the campus level are required to read and understand the **STUDENT ACADEMIC APPEALS POLICY** and complete the **STUDENT ACADEMIC APPEALS REQUEST FORM**. Students must submit their form to the Provincial Appeals Committee at studentappeals@keyin.com within five (5) College working days from the date that a decision was issued by the Campus Administration, or from the date of an unsuccessful attempt at an informal resolution. The Provincial Appeals Committee will render a decision within fifteen (15) College working days of receiving the Form.

The Chair of the Student Advisory Committee is the Principal or Campus Director of Operations - unless the Principal/Director of Operations is to be directly or indirectly part of the complaint. In a case such as this, the President of Keyin College will be asked to be the replacement. The committee is composed of three members who will be appointed by the Principal/Director of Operations. These individuals should in no way have a personal interest in or involvement with the issue.

10.0 WORK TERM INFORMATION

- The College will arrange the opportunity for students to be interviewed to secure a work term placement for each student who has met the academic program requirements – **unpaid unless otherwise offered by the work term host.**
- Students must attend all arranged interviews.
- The potential work term host will select the candidate of their choice.
- Where the pool of potential work term host employers has been exhausted and the student has not been chosen for a placement, the student has the option of securing his/her own work term approved by the College.
- Where a student is unsuccessful in either being chosen for a placement or securing a placement on their own, the College may arrange for the skill set to be reviewed in an alternate manner.
- Students will be provided with a complete work term package for him/her as well as the work term host outlining the evaluation process.
- The work term training generally takes place at the end of the academic training; however, in certain programs, there may be two work term placements, one at the midway point and one at the end.
- A work term training agreement is to be signed by the faculty supervisor, work term host and the student outlining the duties expected of the host, the College and the student during the placement.
- Work terms must be completed to meet graduation requirements. Consideration may be given to students whose work term is interrupted by employment opportunities or by circumstances deemed unusual by the Administration of the College.
- **All accounts must be paid in full** or arrangements must be made with administration to bring accounts up to date prior to the student commencing the work term placement.
- Students who are deficient in two or more courses upon completion of the academic portion of their program will not be granted a work placement. Once these courses are successfully completed, the student will be assigned a work placement.
- The College will liaise with the work term host/student either through email or telephone conversations to address progress as per the agreement.
- The work term host will complete an Evaluation Report at the end of each placement; included in this report is an attendance record to be completed by the host. Attendance is mandatory. Please refer to Keyin's Attendance Policy as this will apply not only to the academic portion of the program but also to the work term placement portion.
- All required journal writing, and reports must be submitted by a date determined by the College to receive credit.
- The student must show the ability to demonstrate entry level skills as determined by the host. Failure to do so will result in a meeting between all parties involved; if a solution cannot be reached, the placement may be terminated. An opportunity for remedial work may be arranged with a second work term initiated after the student has proven the entry level skills to the College.
- Employers/Work Term Hosts have the discretion to dismiss a work term student due to lack of attendance. If dismissed for attendance, no other work term will be set up by the College. There will be no obligation on behalf of the College.
- Most programs have restrictions on completion times based upon curriculum and regulatory bodies. More details are provided at Campus Level.



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