

STUDENTS RIGHTS POLICY

Policy Section:	Student and Academic Support Services	Effective Date:	October 16, 2025
Policy Owner:	Vice President Academic & Student Experience	Last Revised:	October 1, 2025
Policy Administrator:	Registrar	Review Scheduled:	Every 4 Years
Approver:	Deans' Council Academic Council		
The official controlled version of this document is held with the Legislative Compliance / Policy & Procedure Coordinator.			

A. POLICY STATEMENT

Keyano College is committed to sustaining a vibrant learning environment for all members of the Keyano community, where each member is, in turn, dedicated to the values of academic integrity, mutual respect, and personal responsibility. The Student Rights Policy provides context and guidance for establishing a respectful learning environment.

1. Guiding Principles

The following rights pertain to all students regardless of race, religious belief, colour, gender, gender identity, physical disability, mental disability, age, ancestry, Indigenous status, place of origin, marital status, source of income, scholarship status, funding status, family status or sexual orientation.

This policy applies to all students on all campuses, including those enrolled in virtual or hybrid learning. Students participating in college-sanctioned activities off campus, including but not limited to work-integrated learning, College athletics, field trips, and volunteer activities, are expected to adhere to all College policies.

Students enrolled at Keyano College have the right to:

- 1.1 A learning environment that is safe, secure, and supportive of their education, free from discrimination and from harassment (physical, verbal, psychological, or sexual), indignity, injury, violence, or unfair accusation. Alleged violations will be addressed in accordance with the Non-Academic Misconduct Policy.
- 1.2 Expect the College to uphold rights and privileges guaranteed in the *Alberta Human Rights Act*, the *Canadian Rights Act*, and any other applicable provincial or federal laws.
- 1.3 Be free from retaliation in exercising their rights.

- 1.4 Free speech, expression, inquiry, assembly, belief, religion, and political affiliation. Expressing these rights does not supersede the rights of others, College policies, and public safety.
- 1.5 Accurate information about programs or courses and the College's academic regulations, including the institutional definition of plagiarism and other forms of misconduct.
- 1.6 Be provided with both a Course Outline and a Syllabus at the beginning of each credit course. The Course Outline describes the course content, objectives, and learning outcomes. The Syllabus details the weekly schedule, required materials, assignments, and the instructor's expectations regarding attendance, evaluation, and assessment. Program-level expectations will be provided where applicable.
- 1.7 Be notified of classroom procedures and subsequent changes to these procedures.
- 1.8 Be notified, whenever possible, of class cancellations, time or location changes before the class meeting.
- 1.9 Proper and impartial evaluation of their performance and the right to request a re-evaluation within timelines and procedures established by the College. Students will be informed of how evaluation results will be conveyed to them and the appropriate timelines for expecting such results.
- 1.10 Anticipate faculty members to be available for assistance during regularly scheduled office hours or at a mutually agreeable time.
- 1.11 Review their graded College evaluations such as assignments, tests, and exams within the allowable period to appeal a final grade and initiate the review based on the grading appeal policy.
- 1.12 Receive timely written notice of course or program changes via official College channels. Course-level changes will be communicated by the instructor and/or department. Material program changes (e.g., admission requirements, program structure, credential name, fees, delivery mode, or expected completion timelines) will be communicated by the Office of the Registrar.
 - a. Keyano College reserves the right to modify the syllabus, curriculum, or schedule of any course/program or to cancel a course/program entirely at any time and for any reason. Such changes may be necessary due to unforeseen circumstances, regulatory requirements, or to ensure the highest quality of education.
 - b. Keyano College is not responsible for any inconvenience or disruption caused by these changes. Students are responsible for staying informed about any updates or modifications to their courses and/or programs.
- 1.13 Seek academic advising concerning program and graduation requirements, academic regulations, admissions, and transfer; such advising will occur within a reasonable time frame.
- 1.14 Confidentiality of their records, including academic transcripts, health records, and performance appraisals or critiques.

- a. Such documentation shall not be released to third parties without the written permission of the student, except where the release of such information without consent is necessary for complying with any legal obligations imposed upon the College or their release is necessary for complying with any legal obligations imposed upon the College or their release necessary for the protection of the health and safety of the students and staff at the College.
 - b. Release is necessary to protect the health and safety of the College community.
- 1.15 Request that their student record reflect their preferred name and gender designation.
 - a. If a legal name change has not occurred, official transcripts and parchments will be produced using an individual's legal name.
- 1.16 View any information in their official student file and add documents to the file that might refute the contents of disparaging documents.

B. DEFINITIONS

(1)	College:	means Keyano College.
(2)	College community:	means individuals directly connected to any College activities or initiatives, including all employees, students, contractors and volunteers.
(3)	Course Outline:	means a part of the contractual agreement between Keyano and students approved and stored in a central repository system that includes course description and course outcomes, and evaluation scheme.
(4)	Policy:	means the Student Rights Policy.
(5)	Retaliation:	means to hurt or do something harmful to someone because they have done or said, or are perceived to have done or said, something harmful to you.
(6)	Student:	means anyone enrolled in a credit and/or non-credit program or course at the College.
(7)	Supersede:	means to take the place of (something or someone) or supplement (something or someone).
(8)	Syllabus:	means a document that outlines essential information such instructor contact information, delivery methods, course schedule, assessment details and student supports for students about the course.

C. RELATED POLICIES

- Academic Freedom Policy
- Academic Integrity Policy
- At-Risk Student Policy
- Classification of Students Policy
- Freedom of Speech Policy
- Gender-Based and Sexual Violence Policy
- Non-Academic Misconduct Policy
- Student Complaint Policy
- Substance Use Policy

D. RELATED LEGISLATION

- *Access to Information Act*
- *Alberta Human Rights Act*
- *Canadian Charter of Rights and Freedoms*
- *Criminal Code of Canada*
- *Canadian Human Rights Act*
- *Protection of Privacy Act*

E. RELATED DOCUMENTS

- Academic Integrity Procedure
- At-Risk Student Procedure
- Gender-Based and Sexual Violence Procedure
- Non-Academic Misconduct Procedure
- Student Complaint Procedure
- Student Code of Conduct
- Substance Use Procedure

F. REVISION HISTORY

Date (mm/dd/yyyy)	Description of Change	Sections	Person who Entered Revision (Position Title)	Person who Authorized Revision (Position Title)
03/27/2015	New Policy	All	Registrar	VP Academic
10/1/2025	Updated format, updated language. Previous version of Student Rights Policy from 2015 will be rescinded.	All	Registrar	VP Academic & Student Experience