

Student Policies

2025 / 2026



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Welcome to Keyin College!

We're thrilled to have you join our vibrant community at one of Canada's largest private colleges. At Keyin, your success is our top priority, and we're proud of the strong ties we've built with industries both here in Newfoundland and Labrador and across the nation.

Since 1980, over 45,000 Keyin graduates have gone on to meaningful careers, making a real difference in their communities and workplaces. You'll find our alumni in every corner of the province, contributing their skills and expertise in countless ways.

We believe in you and your potential to achieve great things, just as we believe in the countless graduates who have come before you. Many of our alumni have returned to Keyin as colleagues, partners, employees, and friends, a testament to the lasting connections we foster here.

Once again, welcome to the Keyin family!
I look forward to meeting you and seeing all that you will accomplish.

A handwritten signature in black ink, reading "Jennifer Dinn". The signature is fluid and cursive, with the first name "Jennifer" written in a larger, more prominent script than the last name "Dinn".

Jennifer Dinn
President

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.

Partnership with College of the North Atlantic

Keyin College and College of the North Atlantic have entered into a Memorandum of Understanding for an Entrance Eligibility Agreement. Under this agreement, graduates of Keyin College's targeted Diploma programs will now have credits recognized and be able to transition into CNA's Information Management Post Graduate Diploma Program.

Dental Assisting Level II Program

Accredited program by the Commission on Dental Accreditation of Canada.

Pharmacy Technician Program

Accredited program by the Canadian Council for Accreditation of Pharmacy Programs.

Hairstylist Programs (Entry Level and Advanced Level)

Apprenticeship Accreditation by Provincial Apprenticeship and Certification Board.

1.0 CAMPUS INFORMATION

Bay Roberts Campus

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

Gander Campus

175 Airport Blvd.
Gander, NL A1V 1K6
Ph. 709-651-8560

Grand Falls-Windsor Campus

60 Hardy Avenue
Grand Falls-Windsor, NL A2A 2P7
Ph. 709-489-8560

Stephenville Campus

70 Main Street
Stephenville, NL A2N 1J1
Ph. 709-643-6444

St. John's Campus

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

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 local 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
- Good Friday
- June Holiday
- Labour Day
- New Year's Day
- National Day of Truth & Reconciliation
- Regatta Day
- Remembrance Day
- Thanksgiving Day
- Victoria Day

1.3 Unscheduled Closures

For unscheduled school closures, notifications will be given on local radio stations; students will also receive email notification through their keyin.com email address. In most cases, classes will continue online.

1.4 Communication

All correspondence to students will be via their Keyin.com email or text to your phone. It is the responsibility of the student to ensure they check their email accounts regularly for messages from all departments of the College.

2.0 STUDENT SERVICES

2.1 Student Services

A number of services are available to students and can be accessed through the Campus Administration or the Director of Student Services. These services include referral counseling, tutoring, support with the organization of social events, assistance with job finding and housing, student aid, general orientation to the college and the local community, and providing out-of-province information regarding Newfoundland and Labrador Apprenticeship.

2.2 My Student Support Program (MySSP)

To address the mental health and wellness needs of our students, Keyin College has partnered with GuardMe to provide our students with access to mental health services 24 hours a day, seven days a week.

Every Keyin College student will automatically be enrolled in the My Student Support Program and can access free, confidential mental health and wellness support through the website and/or downloading the GuardMe MySSP app.

2.3 MyFinances 101

Keyin College partnered with Enriched Academy to help students develop financial literacy and wealth-building skills. Upon enrollment every post-secondary will have FREE lifetime access to Enriched Academy's web-based educational curriculum as part of their orientation and continuing professional development. Additionally, Keyin developed My Finances 101, a 3-week instructor-led course powered by the Enriched Academy content, to offer students an enhanced experience and mastery of the course content. Students who complete the My Finances 101 course earn a certificate in financial literacy from Keyin College.

2.4 Student Committees

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

2.5 Tutoring

Tutoring is provided at no cost to students who receive approval from the designated Faculty Coordinator. Students seeking such assistance should see the Faculty Coordinator. Students should also note that a **maximum number of hours** per student per semester are available. Please be advised that tutoring services are not provided for the purpose of assisting students in maintaining honours status.

2.6 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. Most students will be receiving their tax receipt via Keyin emails.



2.7 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**.

2.8 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 **four to five (4 - 5) 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.**

2.9 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. Students must abide by all regulations pertaining to computer labs. Lab time is made available to students during evenings where scheduling permits and student participation warrants it.

2.10 Graduation Requirements

To receive a diploma, the student must:

- Successfully complete all course work; and
- Successfully complete the prescribed work placement, if applicable; and
- Student accounts paid in full.

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

Highest Academic Achievement: An award based on academic performance for the highest overall class average.

Award of Excellence: An award based on professionalism, participation, attendance, suitability to the program, respect for the industry and overall attitude.

Industry Award (2/Faculty): An award given to graduates who exemplify the essential qualities required to succeed and thrive in their chosen industries; based on academic performance, communication skills, teamwork, critical thinking, professionalism, and excellent attendance.

Honours Diploma: Given to each student who achieves a minimum of 80% per course with an overall average of 85%. Students enrolled in digital programs must achieve Pass Outstanding in 80% (16/19 courses) of their courses 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.

Honours with Distinction: An award given to each student who achieves a minimum of 90% per course with an overall average of 90%. Students enrolled in the digital programs must achieve Pass Outstanding in all courses 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.

Graduation ceremonies are organized, at least twice per year, by our Graduation Committee with input from our graduating classes.

2.11 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. Fire Drills will occur twice a year.

2.12 Dress Code

Professional Dress - Up Day provides students with the opportunity to demonstrate pride in their chosen field of study by wearing attire that reflects the professional standards of their discipline. This initiative encourages career readiness, reinforces program identity, and promotes respectful representation of each profession. ***Designated dates for Professional Dress-Up Day will be determined and communicated by Faculty Coordinators.***

2.13 Accommodations for Students with Disabilities

Keyin College promotes and welcomes an inclusive and diversified workplace for both staff and students. All program policies, facilities, and faculty continue to design their curriculum to maximize an environment that is welcoming and productive for everyone. Keyin College will endeavor to provide accommodations for an individual who has been **formally diagnosed** with a disability, **once documentation has been provided**.

Consultation would have to occur between the student, Keyin Administration and the Director of Student Services in order to determine what accommodations are necessary and/or supported by the college.

Accommodations must be disclosed prior to registration and signing of an official registration contract to ensure an academic plan may be designed to help the student receive the best educational experience. For financial assistance, Student Aid has several grants available for students with diagnosed disabilities, including equipment and services grants.

All persons with a disability should have another person to advocate for their needs and speak on behalf of the student, if desired. Students of legal age must have a consent form completed and on file.

A team consisting of the student, advocate for the student, Faculty Coordinator Director of Student Services will work together to develop the appropriate plan that will work best for student success. All support and information will be communicated to the student, in addition to the student advocate.

The plan will need to be approved by both the student and Director of Student Services prior to the start of the program. The plan will be reviewed at the end of each semester to ensure it is beneficial to all parties.

Internal policies will guide the instructional staff on the accommodation plans for all students and the expectations to assist with achieving the outcomes.

Evaluation and assessment must be seriously considered within the accommodation plan with the determination if the accommodation will hinder safety and security of any beings such as in health related programs.

If in the case of disciplinary actions, the College must determine if the behavior in question is a result of the disability or accommodation, or other means, and address the consequences appropriately.

Examples of typical accommodations include:

- Testing in a distraction free environment
- Extended time allocation of 1.5 hours maximum for tests and examinations
- 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 to allow for the most reasonable timeline to complete the program and to ensure that courses deferred will be available to allow for continued progression to completing the program. The College will do its utmost to provide accommodations as listed above. Other accommodations may be discussed with outside sources, the student and a college representative.*

3.0 ADMISSION POLICIES

3.1 Academic Requirements

- **High school diploma or high school equivalency** and at least 16 years of age (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 (WRAT Wide Range Achievement Test) 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. These requirements will include a variety of academic and medical conditions or procedure

Each program may have additional entrance requirements. These are located on the program page of www.keyin.com

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.

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. Official enrolment and signing of a student cannot occur until all entrance requirements have been met.

3.5 Course Exemptions/Transfer Credits

Students requesting course exemptions/transfer credits must make a formal application to the Director of Student Services 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 request by email or 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.

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. Courses completed more than ten years ago are ineligible for course transfers/exemptions. A few exceptions in our Accredited programs may be found on our "Program Pages" found at www.Keyin.com.

Please Note: *Students are permitted a maximum of two course exemptions per semester. This policy ensures academic integrity and maintains a balanced course load.*

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. If you pay by credit card, there will be an additional processing fee. If you withdraw from a program with an account balance, you cannot return in a future semester, until your account bill is settled.

4.2 Recognizing Your Rewarding Work

Keyin College offers a variety of industry scholarships from the local area. Contact the Director of Student Services 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.

StudentAidNL assesses students for both the federal and provincial student financial assistance programs through one application; however, there are two independent assessments as the two programs have different eligibility criteria.

The student may be eligible for the following loans and grants depending on assessed need and the student's circumstances.

- Canada Student Loans
- Canada Student Grant for Full-Time Students
- Canada Student Grant for Full-Time Students with Dependents
- Canada Student Grant for Students with Disabilities
- Canada Student Grant for Services and Equipment – Students with Disabilities
- Provincial Student Loans
- Provincial Student Grant
- Provincial Grant for High Need Students with Disabilities
- Early Childhood Education (ECE) Needs-based Incentive Grant

Students may qualify for a Debt Reduction Grant upon completion of the program.

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 Jobs, Immigration and Growth (JIG)

JIG 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 JIG'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.

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.

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.

If a student withdraws, the grants that you have received will become repayable loans to student aid.

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. All our programs have different evaluation methods and varying criteria of success. Some programs use the numerical grading (with 65% being the minimum pass rate in most courses), while others use an alphabetical grading system with P – Pass PO – Pass Outstanding. Please check each course outline to see what evaluation method and criteria is utilized in the evaluation of that course.

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.**

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 provided they can prove working experience in this area of study 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. Please note the Faculty Coordinator, Director of Student Services and Registrar must be advised.

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.

Training in labs, shop, practical, and clinical must be attended. Employers and industry require regulated attendance for performance; and transferring critical workplace skills and knowledge is important and necessary.

If labs, shop, practical and clinical time is missed, students will be required to perform the missed practicum at the end of the program by re-registering at a cost to them.

If participation is missed due to medical, legal or bereavement, students can meet with the Faculty Coordinator or Campus Manager to request special considerations.

Where applicable:

1. Students must provide practical services to clients when scheduled. Inability to perform services or duties due to chronic medical/physical issues must be supported by medical documentation.
2. Students not attending or refusing to perform scheduled services or duties may be terminated from the program.

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 Campus Administrator**:

Chapter Quizzes – The marks may be allocated to the final exam at the discretion of the Campus Administrator; otherwise, a grade of zero will be given. Although we allocate marks to the final, no final examination may be worth more than 60% of a term mark through allocations of missed work.

Mid-Term/Final Exam – Students may be permitted to write at the discretion of the Campus Administrator.

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

Assignments must be submitted via MS TEAMS.

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.

Online Testing and Presentations – Should you miss a scheduled presentation; you will be required to meet with the Faculty Coordinator upon returning to school. Your presentation will be rescheduled in consultation with your instructor and at the discretion of the Faculty Coordinator. Students must have cameras on during ALL online evaluations.

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

Prior to the start of each semester, the Faculty Coordinator and Campus Manager will meet with the student to review and discuss their academic plan moving forward. This meeting is intended to ensure the student is on track with their program requirements, address any academic concerns, and provide guidance on courses, support services, and long-term goals.

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 Faculty Coordinator.
- 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 each week except where approved absence is otherwise granted by the Campus Administrator or Faculty Coordinator.
- Maintain a passing grade on all tests, assignments and other evaluations conducted by the instructor.

The Faculty Coordinator will meet with the student and review the probation letter. The probation letter will be placed in student's file, and the Faculty Coordinator will follow up with student bi-weekly to review and monitor ongoing progress.

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

6.5 Independent Course Study

A student may apply to the Campus Manager to complete an Independent Study. The study would need to be approved and the student would be expected to complete all class materials. There will be scheduled sections with Instructors to ensure the student is meeting all course objectives and scheduling of evaluations will be arranged at the beginning of the study period. Feedback will be provided weekly to the student. Any practical components will need to take place as per scheduled by the

Campus Manager. Tuition for program/courses will remain the same. Students are reminded that prerequisite courses must be completed within the structured program schedule and cannot be taken as independent study courses. This policy maintains academic integrity and ensures students are adequately prepared for subsequent coursework.

6.6 Student Access to Evaluation Results

Students may have access to all evaluations except the final examinations. Results will be reviewed with students and filed with administration; however, they are only available upon request. In an online system, most of the evaluations are available online for the full semester.

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 at 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.

With the exception of the Primary Care Paramedic (PCP) program, students must adhere to the institution's general attendance regulations. PCP students are required to consult directly with the PCP Faculty Coordinator regarding attendance expectations and program-specific requirements, as these may differ due to regulatory or accreditation standards.

Accredited programs may have additional attendance requirements, which will be reviewed by the Faculty Coordinator during your Faculty orientation.

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 Campus Manager.

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 counsellors 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:

- In the event of an absence, students must submit either a verbal or written request and/or complete an official Absence Excuse Form, which must be submitted for approval prior to or immediately following the absence. Failure to follow this procedure may result in the absence being recorded as unexcused and could impact academic standing or funding eligibility.
- In the case of illness, contact the Instructor, Faculty Coordinator and/ or Campus Manager.

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 because of excused absence.

8.0 DIVERSITY, EQUITY, INCLUSION, AND INDIGENOUS ENGAGEMENT

At Keyin College, we are dedicated to fostering an inclusive, equitable, and respectful learning environment that celebrates the diversity of all students. We believe that diversity—in all its forms, including race, ethnicity, gender identity, sexual orientation, ability, socioeconomic status, and cultural background—enriches our academic community and drives innovation.

We commit to:

Promoting Equity and Inclusion – Ensuring that every student has fair access to opportunities, resources, and support services.

Supporting Indigenous Learners – Guided by the Truth and Reconciliation Commission’s Calls to Action, we honor Indigenous knowledge systems and remain committed to the success and well-being of First Nations, Métis, and Inuit students

9.0 CODE OF CONDUCT

Keyin College is committed to fostering a safe, respectful, and fair learning environment. All student relations issues and concerns will be addressed in a timely, transparent, and consistent manner, respecting the rights of all parties involved.

Any reported incidents or student-related matters will be documented using the Student Relations / Concern Incident Report, which constitutes a required component of this policy’s procedural framework.

The Faculty Coordinator and Director of Student Services shall convene with the student(s) in conflict. Disciplinary action may range from a verbal warning to a written warning placed in the student’s file, or immediate dismissal, depending on the nature of the incident.

We expect our students to act in a professional businesslike manner at all times. Any sign of disrespect such as obscene language, online harassment, cyberbullying or harassment will not be tolerated.

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
- Bullying and harassment
- Cyberbullying

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. A committee consisting of student representation, Faculty Coordinator, and Director of Student Services will meet to discuss the claim and repercussions if any. Finally, the college is not responsible for the loss or theft of personal property.



10.0 CONFLICT RESOLUTION POLICY

Students with concerns should make all reasonable attempts to resolve their concerns directly with the instructor or Faculty Coordinator. If the issue remains unresolved, students should submit their concern in writing or complete the Conflict Resolution Form and send it to the Faculty Coordinator.

The Faculty Coordinator will make every effort to resolve the issue in a timely manner. This process may involve utilizing the services of internal or external individuals. The Coordinator may also arrange for an independent review of the issue by one or more impartial parties.

If the complaint involves a Faculty Coordinator, students should first attempt to resolve the issue directly with that individual. If the concern remains unresolved, students should contact the Director of Student Services. This will initiate a process similar to the one outlined above.

The college will respond in writing to any complaint received through the appropriate procedure.

Concerns must be submitted while the individual is an active student. Alumni may not submit complaints more than three months after their official graduation or withdrawal date. This ensures timely resolution and fairness to all parties involved.

11.0 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 Faculty Coordinator - unless the Campus Manager 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 Campus Manager. These individuals should in no way have a personal interest in or involvement with the issue.

If any complaint is not resolved, students may contact the Department of Education and include the written complaint along with the response from the College.

Concerns must be submitted while the individual is an active student. Alumni may not submit complaints more than three months after their official graduation or withdrawal date. This ensures timely resolution and fairness to all parties involved.

12.0 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.

Orientation Requirement - All students participating in a work term placement are required to attend an orientation session. This orientation will be provided by the Faculty Coordinator and will review all academic, professional, and administrative requirements associated with the work term placement.

Requests to delay a work term must be submitted to your Faculty Coordinator, accompanied by supporting documentation. Final decisions will be made in consultation with the appropriate campus manager, and Director of Student Services.

- 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 Coordinator, work term host and the student outlining the duties expected of the host, the College and the student during the placement.

- A work term training agreement is to be signed by the Faculty Coordinator, 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 for any reason. If dismissed, 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.
- Students expected to work the hours of operation of the host.
- If a student refuses a work term the College deems as sufficient, the student will need to secure their own or wait until all other students are placed.
- If a student does not graduate due to missing host information, Campus Administration may contact the host to complete an online or phone evaluation.
- If a student receives full time employment in field of study, they may be exempt from work term

Online Learning Policies

2025 / 2026



Online Learning Practices for Students

In an effort to bring post-secondary education to everyone in our province and beyond, Keyin College will continue to operate in a Hybrid System of Learning utilizing both Asynchronous and Synchronous Online Learning Platforms.

Asynchronous Learning occurs when the instructor and the students in the course all engage in the course content at different times and locations. With this learning methodology, students will receive most of the theory content via recordings or readings on their own time. Deadlines for work are still put in place, but this type of learning is often preferred by students with a busy lifestyle.

Synchronous Learning occurs when the instructor and the students in the course are engaged at the same time. Using an online learning platform, the students may not necessarily be in the same location, however, they are able to communicate with classmates and instructors.

Some of Keyin's programs involve an Application Learning Methodology and, in these cases, students will be expected to be on campus. These are programs that have labs, practical components or non-traditional theory units included in their curriculum.

Keyin's Hybrid System of Learning involves all three of these models.

On Campus Learning – We recognize that a lot of adult learners prefer to attend a campus. Many of our programs will assign days/times that you can come to class on Campus and meet with your instructor. These classes will have some students online and others on Campus, but learning will be synchronous for most people.

We welcome all our students to study at the Campus any time they wish. You may go to any one of our Campuses if you require a quiet space to engage in person or online or if you just like the comforts of having the Educational Team around you; our doors are open for you!

Students are advised to check with rural campuses for space and classroom availability prior to finalizing plans for attending in person. Availability may vary by location and term, and early communication is encouraged to ensure appropriate accommodations.

Off Campus Learning – Many of our students do not live near a Campus and we have programs that are designed to be completely online, or you may have the choice to attend online or in person.

Practical Components such as Clinicals, Labs or Demonstrations – If you are enrolled in a program that requires practical components, you will need to attend your Campus to learn those skill sets in order to graduate from your program.

Attendance for Classes – Regardless of your preferred learning methods, attendance and participation continues to be an integral part of a student's success. Many financial aid funders have highlighted the importance of accurate reporting of a student's attendance and success in all classes. Keyin is also required to provide monthly attendance reports to all funders who have sponsored students in our programs.

We strongly encourage students to attend all synchronous classes, however, realize there are times when a student will need to watch a recording or participate in a class at a later time.

Attendance is taken in all classes including the length of time a student is signed on. Our systems also have the capabilities to take attendance of those who are watching the recordings. Please ensure you keep up on your studies as you are expected to be ready for the next class regardless of your means of participation.

IT Support: Having trouble logging on or accessing your account? Email our support desk at service.desk@keyin.com and we will get you on your way!

Online Etiquette

During orientation, an opportunity will be provided to all students to participate in a Microsoft Teams session. This is a mandatory session for new students to learn the various features available for you to use during online classes.

Below are some tips to follow to help make your online experience as comfortable and educational as possible.

1. Be on time for class. It is best to log in a few minutes early to ensure you are in the class without any technical difficulties.
2. Dress appropriately. You are often learning from home but treat the online class as though you were in person. You will feel better and more engaged. With many people working from home, this practice will help you transfer your skills to jobs in the future. Ask yourself "would I wear this to class/work"?
3. Choose your study space. Find a quiet spot with a good chair and desk and set your workstation up ergonomically. Try to stay away from television or other distracting noises. It will make for a more concentrated learning experience.
4. Do not eat/drink excessively, and no smoking or vaping while in class. You are still considered to be in a "classroom environment".
5. Practice good time management. We understand when studying remotely, things may come up around you. Try to have a non-distracted time period while attending class.
6. Respect everyone in your class. Mute your microphone when not speaking and encourage your classmates to participate in the learning discussions. Please use the "hand up" when wanting to ask a question or participate.
7. In many programs you will be discussing sensitive topics that people outside your field of study may not appreciate. To help eliminate others hearing your lectures/discussions, it is recommended you use headsets especially when people are in your direct vicinity.
8. When asking questions during a class, please use the "hand up" feature in your TEAMS, this will help your Instructor/Facilitator ensure everyone has the opportunity to participate.
9. There is a feature in TEAMS whereby you can blur out your background when your camera is on. By using this, others cannot see where you are sitting and what lies around you. The camera will only focus on you.
10. Although you may have the feature, never mute another person, or take them out of a meeting. These features are meant for the Instructor/Facilitator and can be considered a form of cyber bullying.
11. Remain self-motivated and prepare your week. Each Monday, have your week prepared for classes and learning. Know what deadlines you have and plan your study/work schedule.
12. In TEAMS, you may set up study areas with classmates and break out rooms. Join TEAMS training so you can learn all these features and make your educational experience more rewarding as you study online with classmates.

Student Policies for Online Learning

1. Keyin College provides all students with a keyin.com email address. Please be sure to check this email on a regular basis as this will be the main source of all correspondence.
2. Online classes are delivered on Microsoft Teams. You should have received a sign-in form from the College. This will include your Keyin.com email address to join, once registered for classes.
3. Please ensure your microphone and cameras are working on your devices. Cameras are expected to be turned on for some of your lectures and activities in class. It is the responsibility of the student to ensure all devices are working prior to the start of any class.
4. Cameras and microphones must be working for any type of evaluation or exams. They must remain on until the exam is over or submitted. Refusal to do so may result in receiving a failing grade. It is the responsibility of the student to ensure all devices are working prior to the start of any evaluations.
5. Smart phones and Chromebooks are not appropriate for learning and testing/evaluations cannot be completed via a phone.
6. During evaluations, you may have to show your workstations or in some cases write your exams physically at a Campus or an approved learning center. See your Campus Manager to approve a learning center for evaluation purposes.
7. All tests and assignments must be submitted via TEAMS.
8. All classes will be recorded for students to be able to view the class later.
9. Students will be invited to class by their instructor. You may enter your class by using your calendar. Students cannot invite other parties into a class.
10. The online chat in a class must only be used for conversations related to the subject being discussed in class and not for idle conversations.
11. Cyber-bullying or harassment will not be tolerated and can lead to dismissal from class or expulsion from the College.
12. Students are expected to adhere to all behavioral expectations outlined in the Student Policy. This includes academic integrity, respectful conduct, and avoidance of any form of misconduct.
13. Student attendance will be recorded for both the synchronous and asynchronous online learning environments.
14. The learning platforms will be assigned to students as they register, and the College has the right to determine if the student device is sufficient for learning. If you are unsure of your computer requirements, please contact our IT department at **service.desk@keyin.com**.
15. Students are only permitted to be added to attendance and classes when the registration form is completed and returned to the school. Students with an outstanding balance will not be added to classes until their balance is paid in full or arrangements have been made with Student Accounts.

Information Technology Policies

2025 / 2026



1.0 PURPOSE

The purpose of this policy is to outline the acceptable use of computer equipment and information technologies and to define the key policies for use of Keyin College Information Technology infrastructure, including (but not limited to) wireless and wired infrastructure, desktops, laptops, mobile devices or any other type of computing device. These rules are to protect students, employees, and the College by eliminating or mitigating risks.

2.0 SCOPE

This policy applies to the use of information, electronic and computing devices, and network resources to fulfill academic study at the College with its networks and business systems, whether owned, leased or issued by the College.

3.0 DEFINITIONS

Borrower: Any individual, student or staff to which Keyin provides access to computing devices and/or infrastructure.

College: Refers to Keyin College, any, and all of its affiliates or assigns to conduct business on its behalf.

Confidential Information: Data that if compromised can cause considerable harm or embarrassment to the College.

Computing Devices: Any electronic equipment controlled by a CPU, including desktop and laptop computers, smartphones, and tablets.

Devices: Computing Devices.

Digital Equality Program (DEP): A program introduced in September 2020 to support student learning and assist students in building the essential digital skills needed to be successful in today's society and in their careers by providing access to the Microsoft digital suite of products.

Etiquette: The conduct or procedures required by Keyin College during online or in-class instruction.

Information Security: The state of being protected against the unauthorized use of information, especially electronic data, or the measures taken to achieve this.

Infrastructure: Information technology components that are the foundation of an IT service, including physical components, various software and network components

Keyin: Refers to Keyin College, any and all of its affiliates or assigns to conduct business on its behalf.

Malware: Malicious software, programs or files that are designed to damage, disrupt or access a computer or system without the owner's consent. Examples include viruses, worms, trojans, key-loggers, ransomware, back doors, and file-less malware.

Personal and Regulated Data: Data that if compromised could result in harm or reputational risk to the College and/or to individuals, such as breach reporting, negative press, lawsuits against the College, or loss of revenue.

Personal Information: Data about an identifiable individual.

Personal Use: Use of College technology and/or resources for purposes of a personal nature, and not required for College-related activity.

Staff: Any individual currently or previously working for Keyin, either full-time, part-time, on contract or remunerated in any way.

3.0 Definitions (Continued)

Student: Refers to any individual currently or previously enrolled in any program offered by the College.

Teams: Microsoft Teams is a digital hub that brings conversations, content, assignments, and apps together in one place, letting Keyin College create vibrant online learning spaces. We build collaborative classrooms and workspaces, and connect with colleagues – all from the Teams environment. Within Teams, our instructors quickly converse with students, share files and websites, create a OneNote Class Notebook, and distribute and grade assignments. Built-in OneNote Class Notebooks and end-to-end assignment management allow our instructors to organize interactive lessons and provide effective and timely feedback. Keyin administrators and staff stay up-to-date and collaborate using Teams for calls, conversations, meetings, and projects.

Technology: Refers to any equipment provided by the College to a student. This can include laptops, mobile devices, cameras, or any other type of equipment.

4.0 POLICY STATEMENTS

4.1 General

- a) Infrastructure provided by Keyin or which Keyin provides access to is intended for the sole purpose of providing a reliable, secure and effective learning experience for students and staff.
- b) Technology at the College is provided to fulfill the requirements of academic study, work, and to support a superior learning environment. When provided to members of the College community by the College, the technology is intended for use for College-related activity.
- c) Access to Keyin infrastructure is a benefit that Keyin has chosen to provide to students and staff. As such, students and staff must adhere to all rules and guidelines as set forth by Keyin management.
- d) Systems access is to be granted only to authorized users on an as-needed basis and removed in a timely manner.
- e) Personal use of College information technology is allowed, providing that it does not incur a significant cost and/or risk to the College, and does not interfere with or take time away from academic programming time. Use of College resources for any non-College business purpose is strictly forbidden.

4.2 Prohibited

Whether or not explicitly outlined in any policy, under no circumstances are students or staff to:

- a) Use Keyin Infrastructure, digital or otherwise, to engage in any type of illegal, immoral or unethical behavior. This includes, but is not limited to pornography, gambling, bullying, trolling, harassment, misinformation, inappropriately accessing or sharing 3rd party information, hacking, and unapproved (by Keyin) commercial activities.
- b) Share their College login credentials (login name and password) with anyone.
- c) Copy confidential information to personal email, any personal computer drive or other non-college computer drive, unless appropriate approval is granted by a College IT department member.
- d) Store any College login credentials in any system (e.g., email, spreadsheet) with exception of those approved by a College IT department member.
- e) Create generic accounts, generic mailboxes, or system accounts without appropriate approvals.
- f) Alter any preinstalled software or systems on College issued equipment.
- g) Loan or transfer any Computing Devices to a third party.
- h) Modify the equipment in any way without written approval from Keyin's IT Department.

4.3 Protected

- a) Students and staff are responsible for the safe and secure protection of any devices that may be provided to them, including prevention of damage of any sort, theft, hacking, etc. This includes not sharing the Device with anyone else, keeping the Device in a secure location at all times, not sharing any usernames or passwords or any other activity that could lead to damage of the Device, or the data on the Device or on an associated network.
- b) Exercise good judgment regarding appropriate use and safekeeping of information, electronic devices, and network resources in accordance with College policies and standards, and with local laws and regulations.
- c) Ensure that all Devices connecting to the College network and/or systems are equipped with current and adequate anti-malware capabilities.
- d) Take all necessary steps to stay informed on how to be cyber aware and cyber safe, including participation in relevant training.
- e) Backup any academic work on the College issued "OneDrive". Students and staff are prohibited to save any personal, non-College related data on the College "OneDrive". Furthermore, the College is not responsible for loss or corruption of any personal data that is saved on college-issued equipment.

4.4 Ownership

- a) Keyin is the sole owner of all infrastructure and retains full rights of ownership, including all digital content stored on any Keyin owned devices or network. While Keyin may provide students and staff with access to computing devices, network storage and IT infrastructure, this access for students and staff is in no way intended to be interpreted as a transfer of ownership, temporary or otherwise.
- b) Any Devices and information provided by the College to the student and staff are the exclusive property and intellectual property of the College. The Technology is being provided to individuals on a loan basis and it is the full expectation of the College that the technology will be returned to the College in a timely manner in the same condition as when it was originally provided to the individual.
- c) The College's IT department has a right to request remote access to college-issued equipment at any given time.

4.5 Return

Keyin can request the immediate return of any Device it may provide to students and staff. Upon request, students and staff are to immediately return the Device as well as provide the necessary login information to allow access to the Device, network resources, or Infrastructure.

4.6 Keyin Provided Devices

- a) Personal computing devices may be used by students for their programs at the discretion of Keyin's IT Department.
- b) Students and staff are fully expected to protect any device that may be issued to them. Any loss, damage to or tampering with a Device will result in a financial penalty to students, commensurate with the damage to the Device. No transcripts or documentation will be provided to students or graduates until the financial obligation arising from Device damage is paid in full to Keyin. Keyin also reserves the right to pursue any other financial or legal options at its disposal to recoup damages.
- c) Students and staff are required to return their Devices in the same working condition as the Device was provided to them.
- d) Upon program or work completion, students and staff are expected to immediately return the Device which they have been provided. Unless otherwise specified, students and staff may keep their devices during non-study periods while enrolled at Keyin.

4.7 Personal Computing Devices

- a) Given the nature of the Digital Equality Program, student-owned computing devices will be allowed to access the physical Keyin network and used for online Keyin courses. However, these devices must be inspected and verified by Keyin's IT Department before they can be connected to our network.
- b) Smartphones with wifi will be allowed to connect to the Keyin Infrastructure, via a dedicated network. This is a service being provided to Keyin students as a 'bonus' service to allow them to minimize personal data usage charges while at the campus. The same safety, legal and security conditions will apply to the use of smartphone and other devices on the Keyin network. Failure to comply with all policies and conditions may result, at Keyin's exclusive discretion, in the removal from the network and termination from Keyin.

4.8 Breach

- a) A breach of these terms may, at the sole discretion of Keyin management, result in revocation of those privileges as well as possible termination from Keyin College.
- b) The College's IT department has the right to request the immediate return of the Device. Refusal to return the Device within 5 business days will be interpreted as willful theft and could result in further significant action being taken by the College, including but not limited to legal action, collections proceedings and reporting to legal authorities.
- c) Students and Staff in violation of this policy may be subject to further disciplinary action under the College's Code of Conduct Policy outlined in the Student Handbook, as well as further civil or legal actions at the College's sole discretion.
- d) Student obligations hereunder will continue, even in the event that a student should drop out of the College program. These obligations will continue until all outstanding items are resolved to the satisfaction of the College.
- e) In the event that a Device is lost, stolen, or damaged, and not covered under warranty, students and staff shall incur cost associated with repair or replacement as deemed by the College IT Department.

5.0 REFERENCES/RECORDS

- Keyin College Policies 2025/2026
- Keyin Equipment Loan Sign-Off
- Keyin Privacy Policy

6.0 BORROWER RESPONSIBILITIES

- 6.1 The Borrower will be responsible for return of the equipment in like condition as received and will assume responsibility for all damages or loss that is caused by neglect or abuse.
- 6.2 The equipment cannot be loaned or transferred to a third party.
- 6.3 The Borrower cannot modify the equipment in any way without written approval from Keyin's IT Department.
- 6.4 The equipment will be used exclusively for Keyin business.
- 6.5 The Borrower will make equipment available, either physical, digitally or remotely, at any time as requested by Keyin College
- 6.6 At its sole discretion, Keyin reserves the right to remotely access any Keyin provided Computing Device(s). Best effort will be made to notify the student or staff that remote access is required. However should it be determined by Keyin IT that timely access is necessary, such as, but not limited to, a security breach or cyber attack, students or staff may not be notified before remote access occurs.

7.0 IT POLICY DISCLAIMER

Keyin College reserves the right to change this policy at its sole discretion; changes will be posted on the Keyin website.

Keyin College

Non-Disclosure Agreement

Curriculum and Learning Platforms

This agreement is between Keyin College and the College's registered students. The duration of the agreement will be for the time-period a student is registered in a given semester and who has not graduated or terminated from the College.

While a registered student, this agreement will give permission for that student to:

- A. Access all learning platforms of Keyin College.
- B. Utilize all Keyin curriculum and upload/download any materials that are pertinent to the course of study.
- C. Participate in all classes in your course of study.
- D. Follow the guidelines and policies as per the Student Policy Handbook.
- E. Follow the guidelines and policies as per the Digital Equality Program and our IT Department.
- F. Share curriculum that is uploaded for classroom use and learning materials.
- G. Follow all policies and procedures as per our assignment, testing, and evaluation methodologies.

While a registered student (or after), this agreement will not give permission for the student to

- A. Share classroom materials outside the class of study.
- B. Use materials that may prove to be copyrighted or produced by another person owned or not by Keyin College.
- C. Share any testing or online teaching methodologies outside the classroom.
- D. Invite, willingly or not, others to participate or listen to online courses in a means to obtain information outside the classroom usage.
- E. Share confidential information with persons outside the classroom.
- F. Share publicly or privately any information that would affect the integrity of the curriculum and programs.
- G. Record or share lectures without other parties' approval and/or knowledge

Note: *This form will be sent to you during registration to digitally sign and return with your official documents.*



keyin.com