

2017-18

**ADMISSION REQUIREMENTS and ACADEMIC REGULATIONS**

HUMBER COLLEGE INSTITUTE  
of TECHNOLOGY and ADVANCED LEARNING

July 12, 2017

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## 1.0 PURPOSE

The purpose of the *Humber Admission Requirements and Academic Regulations* (the *Academic Regulations*) is to document and provide a framework for policies and procedures related to the admissions, registration, progression, graduation, and academic requirements of their program of study for the programs of study at Humber College Institute of Technology and Advanced Learning (hereafter referred to as “Humber” or “the College”). In addition, this document outlines the requirements of all Humber students to fulfill and uphold their academic responsibilities for the duration of their program. Furthermore, the *Academic Regulations* provide an outline of the processes involved in resolving issues when informal resolution is not possible.

The policies and procedures outlined in the *Academic Regulations* are exclusive to Humber students and are not intended for students registered at the University of Guelph-Humber (hereafter referred to as “Guelph-Humber”) or the University of New Brunswick- Humber Collaborative Nursing program unless specifically stated.

## 2.0 SCOPE

The *Academic Regulations* apply to all faculty, staff and all (prospective, confirmed, and registered) students of the College from the time of application to a course or program through to completion of the course or graduation from the program, where these activities or actions are a component of the relationship between the (prospective) student and the institution. Non-credit general interest courses with open admission are not covered under these regulations; those courses are covered in the specific course outline for each course.

The policies and procedures contained within this document apply to all students registered in any Humber course or any program offered by the College, in any location or in any format. In addition to these *Academic Regulations*, there may be *Supplemental Regulations* that may apply and be administered by the Academic School or program area. It is the responsibility of students to familiarize themselves with the applicable requirements that may apply within their School or program. At times, the individual circumstances of a particular campus or a particular program may require a minor variation in procedure. These will be communicated to students at the commencement of the program or particular course.

The *Academic Regulations* do not supersede or negate any rights or responsibilities provided by law, and do not seek to limit the rights or freedom of expression as provided by law; however, behaviour that interferes with Humber’s operations, a student’s ability to learn and successfully graduate, and/or the academic integrity of the institution, is unacceptable and is addressed in part within this document.

**Note:** Decisions on whether a violation of the *Academic Regulations* has occurred will be based upon a review of evidence provided by the parties involved, gathered by the investigator and assessed on the standard of balance of probabilities.

**Disclaimer:** The policies and procedures contained within this document are current at the time of publication. Where changes occur, Humber will endeavor to communicate these changes immediately to students and provide them with as much advance notice as possible. Information on recent changes can be obtained from the Office of the Registrar.

### **3.0 RELATED POLICIES, PROCEDURES, and CODES**

In addition to these *Academic Regulations*, there are a number of academic program and institutional policies, procedures, and codes that may apply and which may be administered by the Academic School or area where the rules originate. Policies can be found at <http://www.humber.ca/policies/>

#### **3.1 Related Policies**

Use of the following Humber policies, procedures, and/or codes may be required in conjunction with administration of the *Academic Regulations*:

- Academic Freedom Policy
- Academic Honesty of Faculty and Staff Policy and Procedure
- Accessibility Policy
- Accessible Customer Service Policy
- Code of Ethics
- Code of Student Conduct
- Copyright Policy
- Human Rights Policy and Procedure
- Intellectual Property Policy and Procedure
- Integrity in Research and Scholarship Policy and Procedure
- Midterm and Final Grade Submission Policy
- Program Suspension/Cancellation Policy
- Student Support and Intervention: Non-Academic Voluntary/Involuntary Withdrawal Policy and Procedure

#### **3.2 Multiple Policies, Procedures, or Codes**

In some instances the actions of a student may violate more than one Humber policy, procedure, or code. Where multiple internal policies, procedures, or codes apply, those responsible for initiating the processes will confer to determine which college policies, procedures, or codes should be applied first, whether multiple procedures are warranted and which takes precedence (for example, in an instance where both the Humber

*Academic Regulations* and the *Code of Student Conduct* are violated). To the extent that there is any conflict or overlap between the provisions of any applicable policies, codes, or regulations, such conflict will be resolved by consultation between the parties responsible for the administration of the relevant policies, procedures, or codes.

## **4.0 RIGHTS, ROLES, and RESPONSIBILITIES**

### **4.1 Student Rights**

All Humber community members have rights that are protected under the Ontario Human Rights Code as well as the Canadian Charter of Rights and Freedoms. These rights are subject to limitations as described by law and some activities (rights) that are acceptable in a public place may not be appropriate in certain contexts in an institution of higher education.

Students have a right to have these *Academic Regulations* as well as all other Humber policies and procedures adhered to, in order to ensure an ethical, positive, and optimal learning environment based on procedural fairness and academic integrity.

Students have a right to procedural fairness in the investigation and determination of responsibility as it relates to these *Academic Regulations*. These rights include:

- a) the right to a fair hearing including being made aware of and given an opportunity to respond to, correct or contradict any evidence available, in person and/or in writing;
- b) the right to appeal based on the conditions explained in the “Appeals” section of the *Academic Regulations*; and
- c) the right to have an advisor or support person of their choice present at any hearing or meeting, if desired.

### **4.2 Roles and Responsibilities**

#### **All Community Members: Responsibility to Report**

All Humber community members are expected to report incidents that are in contravention of these *Academic Regulations* when there may be any risk of academic dishonesty or otherwise fraudulent misrepresentation of a (prospective) student’s credentials, skills, or academic work submitted for evaluation.

Humber community members may inform any staff or faculty member of a violation, and they in turn will provide the information to the Office of the Registrar, who will take any action required, and, in cooperation with the associated Academic School and other Departments, initiate any investigative process in order to fully address the misconduct or misrepresentation.

### **Students**

All students have a responsibility to be aware of the academic policies and procedures that govern the admissions, registration, progression, graduation, and academic requirements of their program of study. Where these policies and procedures are violated and not resolvable informally, formal processes will be engaged.

### **Academic Schools**

Incidents of academic misconduct will require more formal and/or documented follow-up with a designate of the related Academic School, in accordance with the School's and/or Humber's policies and procedures. Incidents which come to the attention of the Associate Dean and which warrant a formal letter will be communicated to the Office of the Registrar.

### **Office of the Registrar**

The Office of the Registrar is responsible for administering the policies and procedures outlined herein. Academic appeals that cannot be resolved through the School-level appeal process require the support of the Office of the Registrar. (see Section 18).

### **Office of Student Success and Engagement**

Investigation and incidents of academic misconduct that cannot be informally resolved may require the support of the Office of Student Success and Engagement, through the provision of a student advisor, during the academic appeal process. (see Section 18)

## **5.0 ADMISSION**

### **Admission Requirements**

In order to give College applicants the greatest opportunity for success, their suitability for admission to a program will be assessed and considered based on a range of factors including their academic history and credentials. Each Humber program has academic, language, and residency requirements that applicants must satisfy in order to be admitted to that program. Specific admission requirements may vary from program to program. Details of the program-specific academic or secondary requirements are referenced in the College Calendar.

Since applicants may be ranked based on a range of factors, meeting the minimum requirements for admission in any one year does not guarantee acceptance into a Humber program in a following year, as applicants are competing with others in the applicant pool for each admissions term. Admission is competitive and will be based on the applicant's overall qualifications and the availability of space in the program.

Applicants may apply in one of the three categories identified in Section 5.1, *Applicant Categories*.

### **Equivalent Admission Requirements**

Applicants who attended secondary school in another province or country must provide documentation as proof of their credentials' academic equivalency to the Ontario Secondary School Diploma (OSSD).

### **Conditional Offers of Admission**

In some cases, a student's offer letter will stipulate conditions that need to be satisfied in order for Humber to complete the offer of admission. Terms of the conditional offer of admission, as stated in the offer letter, must be met prior to beginning studies at Humber, or as otherwise stated in the offer letter. Failure to complete the conditional requirements will result in withdrawal from the program by the Admissions Office.

### **Readmission to Program of Study**

For information on interruption of studies and subsequent requests for readmission to programs, see Section 11.3, *Readmission to Program of Study*.

## **5.1 Eligibility Categories and Criteria**

The following section outlines the admission categories and general eligibility criteria for each credential.

### **5.1.a Eligibility Categories Criteria for Degrees**

#### **Degree - Secondary School Graduate**

Applicants must possess:

- a) an Ontario Secondary School Diploma (OSSD) or equivalent;
- b) a minimum average of 65% including Grade 12 University English or OAC English 1, or equivalent; and
- c) six Grade 12 University or University/College (U or M) courses;
- d) a final grade of not less than 60% in each of the published subject requirements for the applicant's program of interest.
- e) Has not previously attempted any postsecondary studies.

#### **Degree - Mature Student Applicants**

Applicant must:

- a) be at least 21 years of age on the first day of classes;

- b) not have graduated from secondary school;
- c) have been away from secondary school studies for at least two (2) years;
- d) not have previously attempted any postsecondary studies;
- e) possess the published secondary school subject requirements, or equivalents, and meet the minimum admission average of 65% based on these subjects;
- f) submit official copies of transcripts for her/his secondary school grades, or any other academic work

### **Degree - Transfer Student Applicants**

Applicants, who have undertaken previous full-time postsecondary studies, will be considered as a Transfer Student applicants. Criteria for consideration for admission of Transfer Students are determined by level of previous study and outlined below.

#### **1) Previous Studies in a Bachelor's Degree Level Program**

An application will normally be considered for admission provided the applicant meets **each** of the following criteria.

- a) The applicant possesses an Ontario Secondary School Diploma (OSSD) with the specific published subject requirements, or equivalents, for the program of interest.
- b) The applicant has completed at least one (1) year of study at the postsecondary level.
- c) The applicant is eligible to return to her/his most recent institution in good standing. If the student is ineligible to return to continue studies, the student's application will not be considered for admission until the period of rustication has expired.

#### **2) Previous Studies In a Diploma or Certificate Level Program**

If the applicant has previously been admitted to a postsecondary program that did not require him/her to meet OSSD requirements, with the published subject requirements, the applicant may still be considered for admission, provided the applicant meets each of the following criteria.

- a) The applicant possesses the specific published subject requirements, or equivalents, for the program of interest.
- b) The applicant has demonstrated her/his ability to study at the degree level through **one** of the following:
  - completion of at least one (1) year of a college diploma level program with a minimum average of 65% or equivalent, including all attempted courses; or
  - completion of a *General Arts and Science, College or University Transfer Program* in an Ontario college or university with a minimum average of 65%, or equivalent; or,

- completion of an Ontario College Certificate program with a minimum average of 65%. Typically, pre-postsecondary certificate programs will not be considered.
- A transfer student's application will be considered for admission in competition with other applicants. More information can be found online: <http://www.humber.ca/transferoptions/>.

Students, who fail to disclose previous postsecondary studies and are admitted based on incomplete information, will be subject to a disciplinary hearing, the results of which may be expulsion from Humber.

International credentials and English proficiency will be validated to Canadian standards. Refer to the *English Language Proficiency Policy* for more information. Meeting the minimum requirements does not guarantee admission to the program.

### **5.1.b Eligibility Categories and Criteria for Postsecondary Diplomas and Certificates**

#### **Diploma and Certificate - Secondary School Graduate**

Applicant must possess:

- an Ontario Secondary School Diploma (OSSD) or equivalent;
- published academic and secondary requirements for the applicant's program of interest; and
- admission cut-offs and grades required for published subject requirements which will vary from program to program.

#### **Diploma and Certificate - Mature Student Applicants**

An applicant, who does not possess the minimum academic admission requirements but can demonstrate the potential to study at the postsecondary diploma or certificate level, may be considered for admission as a Mature Student provided the applicant:

- a) will be at least 19 years of age at the beginning of the term in which studies will commence; and
- b) has not graduated from secondary school with the required Grade 12 credits.

International credentials and English proficiency will be validated to Canadian standards. Refer to the *English Language Proficiency Policy* for more information. Meeting the minimum requirements does not guarantee admission to the program.

### **5.1.c Eligibility Categories and Criteria for Ontario Graduate Certificates**

#### **Ontario Graduate Certificate - Secondary School Graduate**

Applicants, who possess only an Ontario Secondary School Diploma (OSSD), or equivalent, are not eligible to apply for Ontario Graduate Certificates.

### **Ontario Graduate Certificate - Mature Student Applicants**

Applicants who do not possess an undergraduate degree or a completed College diploma, as outlined in Humber's College Calendar, may be considered for admission to an Ontario Graduate Certificate program. Individuals must possess some postsecondary education plus significant, related, work experience. Documentation and a personal interview may be required.

### **Ontario Graduate Certificate – Transfer Student Applicants**

Applicants seeking admission to Ontario Graduate Certificate programs must possess either an undergraduate degree or a College diploma, as outlined in Humber's College Calendar, to be eligible for admission. Students who do not possess a completed credential may be considered as mature students for admission. Additional program-specific admission requirements for each of the Ontario Graduate Certificate programs are published in the College Calendar.

International credentials and English proficiency will be validated to Canadian standards. Refer to the *English Language Proficiency Policy* for more information. Meeting the minimum requirements does not guarantee admission to the program.

## **5.1.d Eligibility Categories and Criteria for General Interest Courses**

For most postsecondary courses, including those offered evenings and weekends a student must be 19 years of age or possess an Ontario Secondary School Diploma (OSSD) or equivalent. For many of the general interest courses offered, the above qualification normally does not apply. Refer directly to the Course Calendar and specific courses for admission requirements.

Humber reserves the right to determine a minimum literacy and language proficiency level as a prerequisite to any course. In some cases, students will be required to complete placement testing prior to being able to register for classes, as in the case with English and math courses. Students who are unable to meet an acceptable level of applicable verbal and written skills will be withdrawn from the course/program until the acceptable literacy level is achieved.

## **5.1.e Eligibility Categories and Criteria for Academic Upgrading and Apprenticeship**

### **Academic Upgrading**

Academic Upgrading provides learners with the opportunity to improve their English, math and/or science skills in order to meet the admission requirements for further post-secondary studies at the diploma or certificate levels. Fully funded by the Ministry of

Training, Colleges and Universities, this program may be suited to individuals who are unemployed, out of school, and/or who want to improve their reading and writing skills in order to explore different employment opportunities.

To be eligible for Academic Upgrading, learners must be 19 years of age or older, a resident of Ontario, and legally able to work in Ontario. Meeting eligibility requirements does not guarantee admission to Academic Upgrading.

Contact the School of Liberal Arts and Sciences for specific admission requirements and intake processes, including dates for information and assessment sessions. More information can be found online: <http://www.humber.ca/liberalarts/programs/academic-upgrading>.

### **Apprenticeship**

Apprenticeship is an on-the-job training program for people who want to work in a skilled trade or occupation and includes learning new skills from skilled journeypersons as well as classroom instruction. The Ministry of Training, Colleges and Universities (MTCU) contracts Humber to deliver the in-school portion of certain apprenticeship programs.

Students must find an employer and be approved by the MTCU prior to being approved for admission by the College. Some apprenticeships are regulated by the *Trades Qualification and Apprenticeship Act*. Applicants are required to register through their local Apprenticeship Branch Office of the MTCU.

To be eligible for the program, applicants must meet the specific and varied admission requirements for the program in question. More information and detailed admission requirements can be found online: [www.humber.ca/content/apprenticeships](http://www.humber.ca/content/apprenticeships). Admission requirements are published in the College Calendar by program.

## **5.2 English Language Proficiency Policy**

Since most activities (lectures, seminars, laboratories, clinical, and work placements) at Humber are conducted in English, it is essential that all students possess the writing, reading, listening, and speaking skills necessary to cope with the rigors of the academic curriculum and successfully complete the practical (co-operative, clinical, field placement, work term, etc.) components of their programs.

If a student's first language is not English, or if a student's previous education has not been conducted in English, the student will be required to demonstrate acceptable proficiency in English by undertaking and submitting the results of one of a range of English language proficiency tests. Specific details of these requirements can be found in the *English Language Proficiency Policy* online: <http://www.humber.ca/english-language-proficiency-policy>.

### **5.3 International Student Admission**

Applicants applying from outside Canada must review and adhere to admission requirements and equivalencies by country. The requirements, equivalencies and process can be found online:

<http://international.humber.ca/study-in-canada/step-by-step-process/admission-requirements>.

#### **Admission Requirements**

International applicants must provide proof that they meet English language proficiency requirements. This can be demonstrated through various tests (i.e. TOEFL, IELTS, CAEL, MELAB). Transcripts, TOEFL, IELTS, CAEL and MELAB scores must be original or attested copies. Refer to the *English Language Proficiency Policy* for more information and further acceptable tests and scores.

Additional program-specific requirements can be found in the program pages of the postsecondary and postgraduate calendars. Admission requirements are subject to change without notice.

#### **Conditional Acceptance through English for Academic Purposes**

Students who do not meet Humber's English language requirements may satisfy these requirements through completion of the English for Academic Purposes (EAP) program. More information is online: <http://www.humber.ca/liberalarts/programs/eap>.

EAP students may be granted conditional acceptance into many of Humber's certificate, diploma, degree, and Ontario graduate certificate programs after successful completion of the program as stated in the *English Language Proficiency Policy*.

### **5.4 Admission Appeals**

An applicant who has been refused admission to a Humber program has the right to request an appeal within ten (10) business days of the admission decision. Such requests must be made in writing to the Associate Registrar, Enrolment Services. Information can be found online: [http://www.humber.ca/selection-procedures#Admission\\_Review\\_Process](http://www.humber.ca/selection-procedures#Admission_Review_Process).

## **6.0 RECOGNITION of PREVIOUS LEARNING (Effective October 1, 2017)**

Humber's strives to support the development of pathways for students and maximize student mobility. The primary purpose of recognizing previous post-secondary learning is to increase student access to post-secondary education at Humber by facilitating mobility within and between other recognized institutions and Humber. When possible, Humber will maximize a student's ability to satisfy program requirements through transfer credit.

Humber's Transfer Credit Policy is aligned with the Ministry of Advanced Education and Skills Development's (MAESD) student mobility strategic plan, which supports a transparent and consistent transfer credit framework that will ensure student mobility success

Once the applicant has been approved for admission, the applicant may apply to have Humber assess previous postsecondary credentials for possible credential recognition, transfer of credit, and block transfer credit into a program (see Section 6.1 Definitions). The student may also apply to have previous formal or informal learning recognized through the Prior Learning Assessment and Recognition (PLAR) processes. All requests for Transfer Credit, Block Transfer Credit and PLAR require the proper application form(s) and documentation and payment of any applicable fees, where appropriate.

Graduates from the same MAESD-approved programs will be awarded equal block transfer credit regardless of the originating institution. If a student has attended postsecondary institutions outside of the province of Ontario, the student's transfer credit will be assessed on an individual basis.

In all transfer credit arrangements the academic integrity of Humber's courses and programs will be protected and preserved.

## **6.1 Definitions**

**Articulation:** The process of assessing courses or programs offered at other institutions to determine whether to grant credit towards the earning of a Humber post-secondary credential. Articulation is therefore the process, while Block Transfer Credit or Transfer Credit is the end result.

**Articulation Agreement:** A formally recognized agreement between Humber and a sending or receiving institution that specifies the terms and conditions enabling students to transfer between specific programs.

**Block Transfer:** The granting of a block of credit for the completion of a group of courses, typically based on the completion of an approved credential or program, from Humber or another institution.

**Grouped Credit:** The credit awarded when two or more courses must be combined in order to obtain Transfer Credit.

**Transfer Credit:** The granting of credit for coursework undertaken at another recognized institution

## 6.2 Recognized Institutions

Humber considers the following as “recognized” for the purposes of evaluating transfer credit and awarding block transfer credit:

- a. Member institutions of the Ontario Council on Admission and Transfer (ONCAT)
- b. Canadian public post-secondary institutions
- c. Universities Canada member institutions
- d. International institutions considered accredited or recognized in their country, as determined by the Office of the Registrar and/or the International Centre through accreditation reference materials or the Ministries of Education of that country
- e. All other institutions are considered unrecognized. This would include but is not limited to private institutions that do not meet any of the criteria listed above
- f. Any educational institution or other organization that is not a post-secondary institution (e.g., secondary schools, professional organizations).

The Office of the Senior Vice President, Academic, may approve credits obtained from any institution or organization that does not meet the above criteria upon consultation with the Registrar and at the request of the appropriate Dean.

## 6.3 Articulation and the Awarding of Transfer Credit

### General Guidelines

- a. Transfer credit decisions are normally precedent-setting and will be recorded in Humber’s transfer credit database.
- b. Transfer credit decisions remain active in Humber’s transfer credit database for a maximum of five years for post-secondary credit courses.
- c. Transfer credit will be awarded for approved courses with a minimum grade of 60% or equivalent except in the case of transfer from diploma-level to degree-level programs where a minimum of 65% is required. Some exceptions by program may be required at the direction of regulatory bodies.
- d. Transfer credit will normally be assessed for course work completed within 5 years of the term of admission for core courses and 10 years of the term of admission for general education, breadth, English and Mathematics courses.
- e. Applicants or students seeking transfer credit must provide an official transcript from each institution at which the course(s) being considered for transfer credit were taken.
- f. If an articulation agreement does not already exist for the course(s) or program, it is the student’s responsibility to provide a detailed course

outline(s) for each course being considered for transfer credit. For documents that are not in English, a translation by a certified translator is required. For documents from a country other than Canada a WES or ICAS course-by-course evaluation is required.

- g. The grade for transferable courses will be recorded on the student's academic record as "TRC", and will indicate the number of credits at Humber for which transfer credit is granted. The grade from the sending institution will not be used in the calculation of any Humber GPA.
- h. Transfer credit decisions are recognized by Humber regardless of a student's program, but the application of transfer credit for any particular course is determined by the department responsible for the course or the appropriate academic school.
- i. When course information is reviewed and transfer credit is denied, appropriate reasons shall be provided and made available.
- j. Transfer credit decisions are normally considered final. Requests for an additional review will only be considered if the student submits additional relevant information along with a written request and rationale for a second review.
- k. Admission to Humber programs as a result of the awarding of transfer credit is based on availability in the program. Meeting minimum eligibility does not guarantee admission.

When courses have been articulated for precedent-setting transfer to Humber, credential evaluation staff will grant transfer credit. When precedent-setting transfer has not been established, the following guidelines will be used:

**Institutions Not Recognized by Humber:** The decision to award transfer credit for courses from institutions not recognized by Humber requires approval of the Office of the Senior Vice President, Academic.

**Non-credit Courses and Non-credit Programs:** Transfer credit is not normally given for non-credit courses or non-credit programs taken at any institution, except when, upon review of detailed course and/or program material, transfer credit is recommended by the appropriate Dean, and the transfer credit is approved by the Office of the Senior Vice President, Academic.

**Special Types of Programs and Courses:** Clinicals, practica, field study courses, internships, and cooperative education courses will be given transfer credit according to any existing agreements. When no agreements exist, transfer credit is not automatically assigned; however, the appropriate Dean may approve transfer credit for courses from recognized institutions that are comparable to Humber courses as per the guidelines above.

**Assigning of Credit:** In order to receive transfer credit, it is expected that a course be comparable in breadth and depth in its essential features. Not all elements of the

curriculum need be identical. When a course from another recognized institution is deemed equivalent to a Humber course, credit will normally be assigned as follows:

- a) Courses completed at recognized institutions will normally be given transfer credit for credits comparable, but not necessarily identical in number to the number of credits given at the originating institution.
- b) Courses with equivalent learning outcomes will normally be awarded an equivalent number of credits as the Humber course.
- c) If a student is awarded transfer credit for a course AND takes the equivalent course at Humber, both courses will become part of the student's academic record. If the Humber course is a passing grade, it will be used in the calculation of the student's GPA. If the Humber course is a failing grade, the transfer credit will be used to meet graduation eligibility and the Humber course will not be used in the calculation of the student's GPA.

#### **6.4 Granting Block Transfer Credit**

The following guidelines are used to establish block credit:

- a) The amount of block credit assigned will be determined by the academic school together with the department of Program Planning, Development and Renewal and the Office of the Registrar. Transfer agreements require the approval of the Office of the Senior Vice President, Academic, and must be accompanied by an approved Schedule of Study which follows consultation between the appropriate Academic Dean, Dean of Program Planning, Development and Renewal and Registrar.
- b) A student granted block credit will be assigned credit based on the equivalent number of semesters or courses determined in the approved Schedule of Study. Individual courses will not be listed on the student's record but will be recorded as "Block" credit.

#### **6.5 Granting Grouped Credit**

Credit for groups of courses is given where equivalencies to Humber coursework can be established. Individual courses must still meet the minimum GPA required in each course. No averaging of grades is permitted.

#### **6.6 Transfer Credit as Part of the Academic Record**

Residency Requirement- Transfer of credit for courses, including those obtained through Letter of Permission and Block Transfer Credit, will not exceed 75% of the credits contained in the certificate, diploma, advanced diploma or degree program. Student must take at least 25% of their credits for the program at the appropriate credential level at Humber in order to satisfy Humber's residency requirement.

Duplicate Transfer Credit will not be awarded- When a student has completed courses at multiple institutions and the courses are equivalent to the same Humber course, Humber will only grant transfer credit once.

## **6.7 Required Documents**

Applicants for assessment of credit are responsible for submitting official documents. A transcript is considered to be official only when it is sent directly to Humber through [ontariocolleges.ca](http://ontariocolleges.ca), from the originating institution or issuing body. Hard copies must be received in the original sealed envelope signed by the institution or bearing an official stamp or seal or they will be deemed unofficial. Exceptions may be made when it is not possible for a transcript to be sent directly to Humber, provided the Office of the Registrar can reasonably determine the document's authenticity.

Documents submitted to Humber become the property of Humber and are normally not returned to the student. In cases where documents are irreplaceable, the documents will be returned to the student provided the student requests return of the documents upon submission. Electronic images of documents will be retained by Humber.

In cases where a course has not yet been recorded in the Transfer Credit Database, the applicant will be asked to provide detailed course outlines.

If the issuing institution is not able to provide an official document in English, the student must arrange to have the document translated by an Ontario-certified translator. In this instance the documents should be sent directly from the issuing institution and Humber will provide the student with a copy for translation. Cost of translation will be the responsibility of the student.

## **6.8 Authority and Responsibility**

- a) Transfer credits are assessed by a designate of the academic school responsible for the delivery of the course at Humber.
- b) The Office of the Registrar has the responsibility to maintain a record of precedent-setting decisions within the Transfer Credit Database.
- c) The Office of the Registrar has the authority and responsibility to equate the students' grades to Humber's grading system, and to record all transfer credit decisions and appropriate grades in each student's permanent student record.

## **6.9 Timelines of Evaluation Process**

In order to facilitate students' admission, registration and program planning, Humber endeavors to ensure timely evaluation of transfer credit. Normally, the following time limits apply:

- a) Up to four weeks to assess courses that are not recorded in the Transfer Credit Database.

- b) Students should refer to their Academic Progress in MyHumber and may consult with student advisors and/or the Program Coordinator to determine if and how transferred courses apply toward satisfying graduation requirements.
- c) Requests for transfer credit should be submitted as early as possible for efficiency and to maximize potential transfer credit. Requests for transfer credit should be received prior to the last date for withdrawal without academic penalty in the student's final semester of their current program.

## **6.10 Course Equivalency**

If a Humber student transfers from one program to another program within the same credential level at Humber, the student will be subject to a course equivalency policy and process.

Course equivalency for individual courses is awarded when a student is granted credit for Humber credit work completed previous to their current program. That Humber credit work must be equivalent in content to credit work covered in the course/unit in question. No other course needs to be substituted.

A student may apply for course equivalency after having been admitted into a program. The student must initiate the course equivalency process by submitting a completed *Course Equivalency Form* to the Office of the Registrar. This form can be found online: <http://registrar.humberc.on.ca/ride2011/doc/ProgramCourseSubstitutionForm.pdf>.

Upon request, the applicant may be required to submit institutionally issued course outlines for the courses appearing on her/his transcripts.

The Registrar, on the recommendation of the appropriate Associate Dean or designate, will grant students course equivalency. To earn a course equivalency, students must have earned a minimum passing grade of 50% in the completed course. The amount of credit granted will depend on the academic content of the applicant's previous studies, the grades received, and the requirements of the program to which the applicant has been admitted.

## **6.11 Prior Learning Assessment and Recognition (PLAR)**

### **6.11.a PLAR for Academic Credit**

Applicants, who can demonstrate knowledge and skills gained outside a formal education environment through work, volunteer, or other life experiences, may apply for Prior Learning Assessment and Recognition (PLAR) if that knowledge and skill corresponds to a specific Humber course or program.

To receive credit for prior learning, an applicant will need to:

- a) analyze prior learning and achievements;
- b) compare that knowledge and those skills to specific learning outcomes for specific Humber courses; and
- c) demonstrate knowledge, skills, and learning acquired, as opposed to experience.

Requirements will vary from program to program and course to course. Generally applicants and students will be required to demonstrate skills and knowledge in one or more of the following ways:

- a) development of a portfolio (a collection of materials that documents skills and knowledge);
- b) demonstration of skills through role-playing or simulations;
- c) written tests, oral tests, and/or structured interviews; and/or
- d) completion of assignment(s) or development of product(s) designed to demonstrate specific knowledge and skills in action.

Failed courses are not eligible for PLAR challenge. Humber reserves the right to determine the PLAR assessment method for a particular course.

Applicants who wish to apply for PLAR must submit a *PLAR Application Form* with the required documentation and assessment fees to the Office of the Registrar. It can be found online: <http://registrar.humberc.on.ca/ride2011/doc/PLARApplication.pdf>.

Depending on the method used to demonstrate and assess the skills and knowledge the applicant has acquired, credits earned through PLAR will be recorded on the student's transcript either as a percentage grade or as a SAT (Satisfactory) grade. Unsuccessful PLAR attempts will not be recorded on the student's transcript.

PLAR grades that were obtained through a challenge exam will be calculated into the student's weighted cumulative program grade point average (CPGPA). PLAR grades that were obtained through a portfolio review (SAT) will not be calculated into the student's weighted cumulative program grade point average (CPGPA). Students are granted only one opportunity to PLAR a course.

Credit for courses obtained through PLAR may normally replace no more than 50% of the course credits required for any degree program and 75% required for any diploma or certificate program.

**Note:** A reduction of course load as a result of earning credits through PLAR may affect a students' eligibility for financial assistance through OSAP.

### **6.11.b PLAR for Work Experience**

Applicants who can demonstrate knowledge and skills gained through previous postsecondary placements or work experience may apply for PLAR. The knowledge

and skills must correspond to a specific Humber program and the Academic School responsible for the program must have available a mechanism for assessing work experience credit. Students may receive no more than 50% of the work placement requirements (paid or unpaid experiences) once registered in a program.

It may be possible to receive credit for prior learning for a work term. Applicants will need to:

- a) analyze their prior learning and achievement gained through previous placement and/or work experience; and
- b) compare the learning value of the previous placements/work experience to the specific program level work placement standards.

Credit will be awarded only for demonstrated learning value and not simply life/work experience. Specific requirements will vary from program to program but normally, applicants will be required to demonstrate skills and knowledge through the development of a portfolio (a collection of materials that document skills and knowledge against the degree level work placement qualifications standard.) The amount of credit given will be determined by the assessment of the portfolio and the quality of the evidence provided.

Applicants who wish to apply for PLAR must submit a PLAR Application along with the required documentation and assessment fees.

PLAR work equivalent hours will be kept on file in the Academic School and combined with any remaining degree work placement credits before the completion of the work experience is documented on the student transcript as SAT (Satisfactory).

Note: Degree students who do not complete a work term, including any PLAR work credits, prior to the final academic semester of study will be required to defer the final academic semester requirement until the work term requirement is successfully completed.

## **6.12 Awarding of a Second Credential**

Humber is committed to recognizing learning common across curricula while ensuring that each credential earned recognises new learning by the student. The intent is not to allow a student to earn multiple credentials for studying the same subject areas and completing the same evaluation methods.

A student who has completed one credential at the College and wants to apply credits and courses toward a second credential, in a related or unrelated area of study, must meet the admission requirements for the second program and complete all outstanding credits.

A student must meet all the current standards and credential requirements of a program in order to be awarded a Humber College credential as outlined in the *Academic*

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*Regulations, section 13.2 Graduation Requirements.* Students must complete a volume of new learning for each subsequent credential. The volume of new work must be 25% to 40% unique for the subsequent credential. These courses must be completed at Humber in order to satisfy Humber's residency requirement.

Courses considered for transfer to a second credential will be considered automatically for transfer if they have been completed within five years for core courses and 10 years for elective/breadth courses. Completed courses which exceed this time limit will be considered on a case-by-case basis.

Students who have completed the highest level of a credential in a field of study do not qualify to receive credentials at a subordinate level.

## **7.0 REGISTRATION**

A degree, diploma, or certificate schedule of study prescribes the number and types of courses required to complete the specific credential. Upon receipt of the prescribed payment a registered student is entitled to receive instruction up to the maximum number of courses/hours of instruction as set out in the official schedule of studies for each semester of the program. Should a student wish to a) take one or more additional courses over the course limit for the semester, b) repeat a course taken previously, c) be required to take foundation-level courses, or d) be required to take a course outside of the curriculum (eg. CPR) such additions will result in an increase in the hours of instruction and additional tuition fees will be charged for the semester.

### **Notes:**

1. A student may register in degree-level courses only if they have met the degree program admission requirements and have been formally admitted into the degree program.
2. A student enrolled in a degree program may not take diploma, Ontario graduate certificate, or certificate level courses for degree credit recognition.

## **7.1 Full-time and Part-time Status**

### **Full-time Student**

Students must be enrolled in a Ministry approved full-time program. Students are considered to be a full-time student if they are officially enrolled in at least 66.66% (two-thirds) of a full-time course load or if the student is enrolled in at least 70% of the contact hours prescribed for the semester in the student's current program. Students with disabilities, who require a reduced course load as an accommodation, and who are registered with Accessible Learning Services, may be considered full-time students when they are registered in 40% or more of a full course load. Students should contact Accessible Learning Services.

Students wishing to exceed the normal course load will pay additional fees.

A student registered in a non-Ministry approved program and funded programs, such as Certificates of Achievement, will be considered part-time.

### **Part-time Student**

A student, who is registered in less 66.66% full-time course load, or less than 70% of the contact hours prescribed for the Ministry approved program in the current semester, will be considered to be a part-time student.

Additionally, a student who registers in multiple postsecondary courses offered in the evening, weekend, or online may be considered full-time if enrolled 66.66% of a full-time course load in a given semester as specified in the program's schedule of study. The Office of the Registrar will identify and notify the student as to the adjustment of their student status classification, fees, and tax information.

## **7.2 Registration Procedures**

### **New and Returning Students**

All new and returning students must complete the registration process by the deadline date set for each term. Prior to the registration, a prescribed fee must be paid. Full payment is due before the tenth (10) day of class. It is the student's responsibility to ensure that these are paid or that satisfactory arrangements are made for the payment of fees prior to the payment deadline. A late payment penalty will apply if payment is not made by the fee payment due date.

### **Course Prerequisites and Co-requisites**

A student wishing to enroll in a course for which the student does not have the stated course prerequisites and or co-requisite must seek permission from the appropriate Program Coordinator to have these waived.

### **Returning Students: Eligibility to Continue Studies**

Returning students who complete the registration process are advised that such registration is conditional on their eligibility for continuation of study in the next term. A student who is required to withdraw for academic or other reasons may not attend classes and the student's registration will be withdrawn.

## **7.3 Financial Deregistration and Reinstatement**

Financial deregistration occurs when a student fails to settle their financial account (pay in full or have an arrangement for payment approved by the Registrar's Office) by the published payment deadline date. Financial deregistration is the removal of all course

sections in a specific semester. Dates and deadlines for fees are posted in [humber.ca/myhumber](http://humber.ca/myhumber) and as per Humber's academic calendar.

Prior to financial deregistration taking place payment reminder emails and paper invoices are sent. If the account is still not settled, financial deregistration occurs. Students are notified by email to the student's email account on file and by mail to the student's mailing address on file. In addition to all course sections in the specific semester being removed, any tuition and compulsory fees already paid will be retained by Humber.

Reinstatement of courses following financial deregistration requires a student to settle their account with the Registrar's Office. Students must be reinstated five days following a financial deregistration. Following the five day deadline, students will not be allowed to re-register until the next semester. A reinstatement fee may apply. A student who is being reinstated is not guaranteed the same timetable/schedule as originally selected during the registration process.

#### **7.4 Course/Timetable Changes after Registration (Added or Dropped Courses)**

All course additions to a student's timetable for a given term are to be completed by the end of the fifth (5<sup>th</sup>) day of classes from the beginning of the term as indicated in Humber's Academic Calendar. The addition of a course after the end of this period will be considered only in exceptional circumstances and will require the approval of the Associate Dean of the program in which the student is enrolled. A late fee will apply if a student registers for courses after the registration deadline.

A course must be dropped prior to Last Day to Withdraw without Academic Penalty as listed in the Academic Calendar for each term. This deadline date is normally at the two-thirds point of the course. For information related to withdrawing from courses see Section 8.0, *Course/Programs Fees and Refunds*.

Students may withdraw from a course through My Humber at <http://www.humber.ca/myhumber>. Students must understand that dropping courses may impact their full-time status and change their financial aid (OSAP) status and eligibility. Students wishing to withdraw from their program, including all their courses must make a formal request to withdraw through the Office of the Registrar. The program withdrawal process may not be completed online.

Students who submit formal notification of withdrawal from a full-time program of instruction are entitled to a refund of tuition and ancillary fees as outlined in Section 8.0, *Course/Programs Fees and Refunds*.

#### **7.5 Late Withdrawal**

Following the Last Day to Withdraw, as per Humber's Academic Calendar, a late withdrawal without academic penalty may be allowed in cases of illness or other compelling circumstances.

A student seeking withdrawal for such reasons must appeal to the Registrar in writing, with supporting documentation, within 12 weeks of the date of the release of final grades. In the case of illness documentation from a medical professional is required. An appeal committee will consult with the academic school. If the appeal is granted, "W" (withdrew) will be assigned to the course. "W" is not considered a grade and will not be included in the GPA calculation. The decision of the appeal committee is final.

## 7.6 Letter of Permission (Degree Programs)

This process applies to degree students only. Once a student has been enrolled in a degree program, with written approval a student may register in and complete a credit course at another institution and apply the credit(s) to their Humber degree.

The student must submit a completed *Letter of Permission Application Form* with applicable fee and detailed course outline(s) for the course(s) in question to the Office of the Registrar for approval *before registering in a course at another post-secondary institution as a visiting student* and 30 days prior to the start of term. The student must submit separate application forms for courses requested from each distinct host institution. The form can be found online:

<http://registrar.humberc.on.ca/ride2011/doc/LetterofPermission.pdf>

The Registrar's Office will submit the completed *Letter of Permission Application Form* to the Program Coordinator for consideration of approval of the course. If the Program Coordinator approves the course, the Office of the Registrar will add the course to the student's academic record and communicate the decision to the student. The student will receive an electronic copy of the approval via email that the student will be required to submit to the host institution during the application for course registration as a visiting student. The student is responsible for applying to the host institution and for paying any applicable tuition and ancillary fees. The student is also responsible for knowing and understanding the withdrawal dates and academic regulations of the institution where they are completing the course a Letter of Permission.

In order for a grade to be recorded on the student's academic record, upon completion of the course, the student must provide Humber's Office of the Registrar with an official transcript from the host institution indicating the final grade earned in the course in question. Students must arrange to have an official transcript sent directly from the host institution to Humber's Records Department in the Office of the Registrar. If this official transcript is not submitted to the Office of the Registrar by 20 business days following the end of the course, a grade of zero (0) will be assigned.

Credits earned on Letters of Permission will be noted on a student's transcript with a grade of LOP (Letter of Permission). Courses completed through a Letter of Permission will not be included in the calculation of a Cumulative Program Grade Point Average (CPGPA) but will count as a course attempt. If the student fails the course, it will be recorded as an UNS (Unsatisfactory) grade on the transcript. For more information see Section 14.3, *Special Grades*. Courses completed through Letters of Permission will be considered for progression purposes. Students will be granted Letter of Permission only if they are currently registered in good standing in their Humber degree program.

Students who do not register in, or withdraw from, approved Letter of Permission course(s) must request written verification of this fact of the host institution and submit this verification to Humber's Records Department in the Office of the Registrar. The Office of the Registrar will remove the Letter of Permission course from the student's academic record. There will be no refund of the application fee.

Students completing their last course on a Letter of Permission must have their official transcript sent from the host institution to the Humber Records Department in the Office of the Registrar forty-five (45) days prior to their applicable Spring or Fall Convocation Ceremony as published in Humber's Academic Calendar. Students who do not meet this deadline will not be included in the Convocation Booklet.

## 7.7 Audited Courses

Where applicable, a student may request to audit a course. A student must obtain written permission to audit a course from the appropriate Associate Dean. The Associate Dean will submit appropriate authorization to the Office of the Registrar and the faculty member teaching the course so that they are aware of the student's status in the course. The request to obtain audit status in a course must be submitted and approved prior to the fifth (5<sup>th</sup>) day of class. The Associate Dean, in consultation with the faculty member, will provide documentation to the student prescribing the extent to which the student may participate in the content of the course.

The procedures for registration and course changes of audited courses are the same as for regular course registrations, except that, after the end of the fifth (5<sup>th</sup>) day of classes, a student who is registered under audit status for a particular course is committed to that status and may not convert to credit status for the same course. With the approval of the Associate Dean, a student may change from credit to audit status up to the end of the fifth (5<sup>th</sup>) day of class. Students who are auditing courses will not be evaluated, nor will credits be earned for that course. The regular course fee will apply.

Audited courses will be noted on the transcript however audited courses will not be used in the determination of eligibility for continuation of study.

Audited courses are considered part of the normal course load for a student's term, but **not for the purposes of assessing eligibility for Financial Assistance (OSAP).**

## 7.8 Leave of Absence

A student may withdraw from a course or program without academic penalty up to the ***Last Day to Withdraw without Academic Penalty*** as listed in Humber's Academic Calendar for each term: <http://www.humber.ca/academic-calendar>.

This deadline date is the two-thirds point of the duration of the course. For courses taught in a condensed format, students should check with the Program Coordinator to confirm the exact date they can withdraw without academic penalty.

Students who drop all of their courses prior to the last day to withdraw without academic penalty will be considered to be withdrawing from the program. This will be considered as a voluntary suspension of studies. Students who withdraw in this manner may be required to apply for readmission to the program. See Section 11.3 *Readmission to Program of Study* for more information.

Withdrawn courses, prior to the last day to withdraw without academic penalty, do not appear on the official transcript and will not be counted as course attempts, or used in the calculations of a CPGPA. See Section 14.3, *Special Grades*, for more information. If a course is dropped after that date, the in progress grade will appear on the official transcript and will be counted as a course attempt, and used in the calculation of the cumulative program grade point average (CPGPA).

## 7.9 Experiential Learning

### 7.9.a Diploma Level Experiential Learning

Experiential Learning, which may include Field Experience, Mandatory Professional Practice, Co-Op, Work Term, Community Service Opportunities, and Internships are facilitated within a competitive environment whereby students are normally required to demonstrate the initiative required to successfully secure an experiential learning opportunity. This includes developing a resume and practicing interview skills in order to secure a position that will meet the requirements of the specific program of study. If students experience difficulty in securing a placement it is expected that the students will continue the search until they are successful. Students may discuss their placement situation with their Program Coordinator.

Students who fail to secure a placement during the period in which the placement is scheduled must re-register and pay the appropriate fees for the course once a placement has been secured. Students who fail to complete the placement prior to exceeding the 200% of the normal program duration must be re-admitted to the program and may be required to complete additional course requirements plus the placement to qualify for graduation.

### 7.9.b Degree Level Experiential Learning

Normally, degree-level study students will complete the experiential learning component as a block placement of 14 consecutive weeks of full-time activity. Placements may be paid or unpaid depending on the nature of the program of study and the opportunities which are available. Opportunities to complete the equivalent of no less than 14 weeks (420 hours,) either in whole or in part, on a part-time basis may be considered and must be approved in advance by the Program Coordinator.

Degree students who do not complete the required experiential learning or field experience prior to the final academic semester of study will be required to defer the final academic semester requirement until the experiential learning requirement is successfully completed.

### **7.10 Study Abroad**

Students may participate in a study abroad activity in order to fulfill credit requirements in their program of studies. When students participate in a semester abroad activity for academic credit, their Program Coordinator must pre-approve their proposed schedule of studies by completing and signing a Learning Agreement <http://international.humber.ca/assets/files/Study-Abroad/learning-agreement.pdf> This document must be submitted to the Office of the Registrar prior to departure so that the student can be properly registered.

In accordance with Humber's Travel Policy, the student must also submit a copy of the approved Learning Agreement along with a completed Student Travel Information Form to the International Office three (3) weeks prior to the start of the semester abroad activity. The form can be found at <http://international.humber.ca/assets/files/Study-Abroad/student-travel-information-form.pdf>

Semester abroad courses undertaken through a Learning Agreement will not be included in the calculation of any Grade Point Average (GPA). Students will receive a grade of SAT or UNSAT on their Humber transcript.

Upon completion of the semester abroad activity, the student must arrange for the host institution to send an official transcript, indicating the final grades earned, to Humber's Office of the Registrar and resubmit an up-to-date Learning Agreement to the Office of the Registrar in order for a grade to be recorded on the student's academic record. If both these documents are not submitted to the Office of the Registrar within 90 days of course completion, a grade of zero will be assigned.

Students who do not register in or withdraw from courses approved through the Learning Agreement need to request that the host institution submit written verification of this fact. This verification then must be provided to the Program Coordinator and Humber's Office of the Registrar.

Students must follow the academic calendar and regulations of their host institution.

Successfully completed semesters abroad through exchange agreements will not impact OSAP loans. If a student is academically successful and is currently receiving a renewable scholarship from Humber, the scholarship will be eligible for renewal.

## **8.0 COURSE/PROGRAM FEES and REFUNDS**

Tuition and non-tuition fees for all programs are revised each year and are available from the Office of the Registrar. Fees paid for courses not taken in the term for which they were originally scheduled are not transferable and may not be applied to subsequent terms of study.

### **8.1 Refunds**

#### **Full-time and Part-Time Students**

A refund for a full-time course or program will be issued only if a student withdraws by the close of business on or before the tenth (10<sup>th</sup>) day of classes. A non-refundable tuition deposit will apply.

A full-time student who drops a course may or may not be eligible for a refund depending on their remaining course load. Students who have dropped a number of courses and as a result become part-time in status will qualify for a refund. Changing from full-time to part-time status may impact a student's eligibility for Financial Assistance/Aid (OSAP). Students who require courses in addition to a standard course load in subsequent terms will be required to pay additional fees in any future term when the student registers for courses in excess of a standard course load.

Students who submit formal notification of withdrawal from a full-time program of instruction are entitled to a refund of tuition and ancillary fees as follows:

For Domestic Students who have dropped courses within ten (10) business days of the beginning of a term, or onset of study, a full refund of tuition and ancillary fees, minus a \$500 tuition deposit, will be issued. If a domestic student drops a course online through MyHumber <http://www.humber.ca/myhumber>, the refund is automatically issued.

For International Students who have dropped courses within ten (10) business days of the beginning of a term, or onset of study, a full refund of tuition and ancillary fees, minus a \$1,000 administrative fee, will be issued. If an international student drops a course online through MyHumber <http://www.humber.ca/myhumber>, the request for a refund will be issued following review by the international office.

As well, a full refund will be paid for any tuition and ancillary fees paid in advance for subsequent terms. Students who have paid for future terms will be eligible for a refund for future terms if they formally withdrawn before the start of classes. Students who

formally withdraw from courses after ten (10) business days from the start of the term will only be entitled to a refund of any fees paid in advance for subsequent terms.

### **General Interest Courses**

When a student drops a General Interest course, if they are eligible for a refund, the Office of the Registrar processes the refund when the course is dropped. The request to drop the course must be through MyHumber <http://www.humber.ca/myhumber> by a particular deadline in order to be eligible to receive a refund. Students should contact the Registrar's Office for the specific date. Refunds may not be issued for supplies which have already been received by the student.

Where payment was made by Visa or MasterCard, a credit will be made to the credit card that was used. All other refunds will be issued and sent by mail.

## **8.2 Late Fees**

If a student misses a prescribed payment date, a late fee will apply.

## **9.0 COURSE OUTLINES and EVALUATION**

At the beginning of each course, each student will have access to the course outline for the course. This is an important document that specifies the learning agreement between the student and Humber and describes important aspects of taking the course.

In particular, the course outline includes essential course details such as: the course description and content, learning outcomes, delivery methods, prerequisite and co-requisite courses, employability skills, student performance and attendance requirements, and the evaluation methods employed in the course. It also provides information on policies and procedures related to copyright, academic integrity and appeals, research ethics, prior learning recognition, and student support. It is strongly advised that the student read and understand this document at the start of the course.

It is the student's responsibility to read and understand the course outline, including associated timelines and evaluation methods employed in the course. Students are responsible for retaining course outlines for any future requirements they might have to certify or confirm details of the course content.

## **10.0 EXAMINATIONS and FINAL EVALUATION**

### **10.1 Exam Period**

#### **Certificate and Diploma Programs**

The final week of each term may be used for final examinations or for final tests. Unless there is a formal exam schedule, these tests and examinations will be conducted in the regularly scheduled class during that period. Students who encounter a conflict between a scheduled midterm or final examination and a religious obligation must contact the faculty member in charge of her/his course to request that alternate arrangements be made to complete the examination. Students must do this as soon as the conflict is identified and in advance of the scheduled final test or examination.

### **Degree Programs**

A five (5) to seven (7) day examination period is set aside following the end of regular classes. During the examination period, Saturday and Sunday are considered business days and exams may be scheduled on these days. Students who encounter a conflict between a scheduled midterm or final examination and a religious obligation must contact the faculty member in charge of her/his course to request that alternate arrangements be made to complete the examination. Students must do this as soon as the examination schedule is published.

Final tests or final examinations must be held during the examination period.

## **10.2 Exam Guidelines**

### **Certificate and Diploma Programs**

The following guidelines for conducting final tests and examinations have been approved:

- a) Students with disabilities who require accommodations during examinations are required to self-identify with the Accessible Learning Services department. Accommodation instructions will be provided to appropriate faculty by Accessible Learning Services. Information can be found online:  
<http://www.humber.ca/student-life/swac/accessible-learning>.
- b) Faculty members will retain unreturned final examination papers and final assignments for a period of twelve (12) months after the end of the term, or twelve (12) months after the date of last use. Printed or written materials directly related to examinations conducted in the final examination time, or related to final assignments, shall be made available to a student upon request. The request shall be made by the tenth (10<sup>th</sup>) day of class of the following term. If the course instructor is not available, the request should be made to the Program Coordinator. Printed or written materials to be made available include: the examination question paper; the marking scheme keyed to desired responses to questions, where appropriate; the student's response to the examination questions; and records taken by examiners during oral and any other examination. Faculty members are encouraged to discuss with the student any questions raised.

## **Degree Programs**

The following guidelines for conducting final examinations have been approved:

- a) The final examination period consists of five (5) to seven (7) days and may include Saturday and Sunday.
- b) Where final tests or final examinations are to be given, they are to be given during the final examination period.
- c) No examination held during the dates scheduled for final examination period shall be longer than three hours.
- d) Students with disabilities who require accommodations during examinations are required to self-identify with the Accessible Learning Services department. Accommodation instructions will be provided to appropriate faculty by Accessible Learning Services. Information can be found online:  
<http://www.humber.ca/student-life/swac/accessible-learning>.
- e) Faculty members will retain unreturned final examination papers and final assignments for a period of (12) months after the end of the term, or (12) months after the date of last use. Printed or written materials directly related to examinations conducted in the final examination time, or related to final assignments, shall be made available to a student upon request. The request shall be made by the tenth (10<sup>th</sup>) day of class of the next term. If the course instructor is not available, the request should be made to the Program Coordinator. Printed or written materials to be made available include: the examination question paper; the marking scheme keyed to desired responses to questions, where appropriate; the student's response to the examination questions; and records taken by examiners during oral and any other examination. Faculty members are encouraged to discuss with the student any questions raised.

### **10.3 Supplemental Privileges**

A supplemental privilege is the opportunity to earn credits for a course that a student has failed. Normally, a supplemental privilege will be granted only in instances where the student has successfully passed all evaluation components awarded throughout the course but did not achieve a passing grade after completing the final exam or final evaluation. In such instances, the student's final grade will normally fall between 45% and 49%.

A student who wishes to request a supplemental privilege must apply to the Associate Dean, or designate, of her/his program, using the *Application for Supplemental Examination*, which can be found online at <http://www.humber.ca/academic-regulations>. The Associate Dean, or designate, may allow a student to complete up to one (1) supplemental exam or other evaluation measure per term provided they do not have a registered academic or student code of conduct offence in that term. The request for a supplemental privilege must be made within ten (10) business days from the end of the

term in which the failed course appears. The ten (10) day period may be extended by the Associate Dean or designate in exceptional circumstances.

If the supplemental privilege is granted, the student must pay a \$40.00 fee through the Office of the Registrar. Once proof of payment is received, a supplemental examination or evaluation will be arranged by the Associate Dean or designate. The maximum grade that a student can achieve through the supplemental privilege process is the minimum passing grade or the minimum grade required for progression purposes. A supplemental exam or evaluation must be completed within six (6) weeks of the end of term in which the failed course appears. Normally, courses that have a prerequisite may not be taken until the prerequisite course(s) has/have been successfully completed and passed.

Supplemental privileges will not be granted for experiential learning courses, such as, but not limited to: mandatory professional practice; cooperative education; internship; and/or field experience courses.

Students who apply for and are granted a supplemental privilege forego the right to pursue an academic complaint, grade review, or appeal of their final grade. More information can be found in Section 18.0, *Grade Review and Academic Appeal*.

It is the student's responsibility to read and understand the course outline, including associated timelines and evaluation methods employed in the course. Students are responsible for retaining course outlines for any future requirements they might have to certify or confirm details of the course content. Policies may vary by Academic School. Applicable supplemental privileges policies can be obtained from the appropriate Academic School.

## **10.4 Deferred Privileges**

### **Certificate, Diploma, and Degree Programs**

In special circumstances, students who are unable to finish the examination (exam) requirements by the end of the examination period (or the specified end of a course) may request and be granted a deferred privilege in order to complete the final examination and have it calculated in their final grade. Deferred grades are issued at the end of the examination period and are not factored into the students CPGPA at the end of term. The deferred grade is not intended to be a permanent grade. It is only a temporary acknowledgment of a legitimate reason for granting a one-time, limited, extension to the time normally allowed to complete all course examination requirements.

A deferred privilege allows a student the opportunity to complete the final exam course requirements after the end of the term's exam period and up until the end of the course change period in the following term (the course change period is normally the first five (5) days of classes). The Associate Dean grants deferred privileges on the basis of

medical, psychological, or compassionate consideration. Normally a student must make the request for a deferred privilege, in writing, to the Associate Dean within 24 hours of the scheduled due date for the final assignment or examination.

In order to be evaluated and counted toward the student's grade, the requirements for the final examination must be completed within a period of time assigned by the College/School/Faculty (usually by the end of the course change period in the following term). Failure to meet the deadline will result in the deferred grade being changed to permanently represent the student's grade in that course. The final grade in the deferred course will be calculated and recorded with the course work that was complete at the time of the deferral. This grade will be assigned at the end of the course change period in the following term, and will constitute the grade earned at the time the deferred grade was assigned. Students who do not complete the final exam requirements by the end of the course change period in the following term must register for the course again and pay the appropriate fee.

If the requirements for the final examination are completed within the required timeframe, the faculty member notifies the Office of the Registrar of the results of the deferral, normally within five (5) days of its completion.

Applicable deferred privileges policies can be obtained from the appropriate Academic School. A deferred grade for a prerequisite course must be completed prior to being allowed to proceed to a higher-level course unless otherwise approved by the Associate Dean.

## **11.0 CONTINUATION OF STUDY (PROMOTION & PROGRESSION)**

Students must achieve and adhere to certain course and program criteria and requirements in order to progress and be promoted in their program of study.

### **11.1 Promotion and Progression Requirements**

#### **Certificate, Diploma, and Ontario Graduate Certificate Programs**

- a) The minimum passing grade for a course is 50%.
- b) Courses that have a prerequisite may not be taken until the prerequisite course(s) have been taken and passed. A student wishing to enroll in a course for which the student does not have the stated course prerequisite(s) and/or co-requisite(s) must seek permission from the Program Coordinator to have these waived.
- c) Students will be provided with a midterm grade and a final grade.
- d) Some courses have special grading methods. These will be identified in the course outline. In some courses, grades will be issued to students under the auspices of Humber. In such instances, courses will not be graded nor will they carry with them any academic credits at Humber.

### **Degree Programs**

- a) The minimum passing grade for a course is 50%
- b) Courses that have a prerequisite may not be taken until the prerequisite course(s) have been successfully completed with the required grade. A student wishing to enroll in a course for which the student does not have the stated course prerequisite(s) and/or co-requisite(s) must seek permission from the Program Coordinator to have these waived.
- c) Students will be provided with a midterm grade and a final grade.
- d) Each degree includes a one-term experiential learning component. This experience is integral to the curriculum and is a requirement for graduation. Students are normally required to complete this experiential learning term as scheduled in the program curriculum, prior to commencing the courses scheduled in the fourth year of study. Students who are experiencing difficulty in completing the requirement as scheduled should contact their Program Coordinator as soon as possible to discuss alternatives. The Associate Dean must approve all modifications to this schedule in advance.

**Note:** In addition to the above requirements, each academic program may have program specific requirements for passing grades, progression, probation, and withdrawal. It is the student's responsibility to review the academic requirements for her/his specific program.

## 11.2 Academic Standing

A student, who has been required to withdraw for academic reasons, will not be considered for readmission to a program for a period of two (2) consecutive terms. After participating in academic advising regarding the return, the student may be granted readmission into the same program at the discretion of the Associate Dean of the program.

### Certificate, Diploma, and Ontario Graduate Certificate Programs

Promotion and progression requirements are based on the principle that students must achieve a Cumulative Program Grade Point Average (CPGPA) of 60% to be eligible to graduate. Continuation of full-time study within a program is based on the academic achievement within the most recent term of study and based on Term Grade Point Average (TGPA). The following academic standings will be awarded:

	<b>Student Standing</b>
TGPA < 40%	Required to Withdraw
TGPA > 40% and < 45%	Registration Restriction / Probation *
TGPA > 45% and < 60%	Probation
TGPA ≥ 60%	Eligible to Continue

\*Students with a TGPA between 40% and 45% will be issued a “Registration Restriction” until the student meets with their program coordinator or an academic advisor. If a student does not meet with program coordinator or an academic advisor before the last day to register for the subsequent term, the student’s standing will be changed to Probation.

<b>Diploma - If on probation</b>	<b>Student Standing</b>
TGPA < 40%	Required to Withdraw
TGPA > 45% and < 60%	Probation
TGPA ≥ 60%	Eligible to Continue

<b>Diploma If on probation for two terms</b>	<b>Student Standing</b>
TGPA < 60%	Required to Withdraw
TGPA ≥ 60%	Eligible to Continue

TGPA - Term Grade Point Average

When students are required to withdraw for academic reasons, they are eligible for re-admission following a period of two consecutive terms. In some cases, students may be recommended to an Interim semester program or allowed to study part-time after being required to withdraw. Students who have been required to withdraw for academic reasons will be placed on probation when they resume study and must clear the probationary requirements in order to continue to study. Failure to clear the probationary status at the end of the first term following readmission will result in permanent withdrawal from the program.

### **Degree Programs**

Promotion and progression requirements are based on the principle that students must achieve a cumulative program grade point average (CPGPA) of 65% to be eligible to graduate. Continuation of full-time study within a program is permitted provided the standards of academic performance listed below are met.

Students in semester one will be subject to the following progression rules:

<b>Degree</b>	<b>Student Standing</b>
TGPA < 60%	Required to Withdraw
TGPA ≥ 60% and TGPA < 65%	Probationary Status
TGPA > 65%	Eligible to Continue

Following semester one, students will be subject to the following progression rules:

<b>Degree- If eligible to continue</b>	<b>Student Standing</b>
TGPA < 60%	Required to Withdraw
TGPA ≥ 60% and TGPA < 65%	Probationary Status
TGPA > 65%	Eligible to Continue

<b>Degree- If on probation</b>	<b>Student Standing</b>
TGPA < 60%	Required to Withdraw
TGPA ≥ 60% and < 65%	Probationary Status
TGPA ≥ 65%	Eligible to Continue

<b>Degree- If on probation for two terms</b>	<b>Student Standing</b>
TGPA < 65%	Required to Withdraw
TGPA ≥ 65%	Eligible to Continue

TGPA - Term Grade Point Average

When students are required to withdraw for academic reasons, they are eligible for re-admission following a period of two consecutive terms.

Students who have been required to withdraw for academic reasons will be placed on probation when they resume study and must clear the probationary requirements in order to continue to study. Failure to clear the probationary status at the end of the first term following readmission will result in permanent withdrawal from the program.

### **11.3 Readmission to Program of Study**

Students whose studies have been considerably interrupted will be required to petition the Office of the Registrar or the Associate Dean for their program if they desire to continue studies in the same program. There are two categories of readmission to a program of study: Readmission for Interrupted Students in Good Standing, and Readmission for Interrupted Students Required to Withdraw. In all cases, students who will be entering semester 1 of a program are also required to apply through [www.ontariocolleges.ca](http://www.ontariocolleges.ca).

#### **Readmission for Interrupted Students in Good Academic Standing**

Students who let their registration in courses lapse but have successfully completed previous semesters and are in good academic standing include the following:

- a) students who fail to register in consecutive terms; and
- b) students who fail to graduate within a particular period of time (a percentage (%) of the normal duration of the program).

Students whose studies have been interrupted but who remain in good academic standing must apply to resume studies using the *Readmission for Interrupted Students in Good Academic Standing* form. This form is available from the Office of the Registrar. Students must apply to be readmitted to their program of study by certain deadlines. See the Office of the Registrar and the Academic Calendar for deadline details. Requests for readmission received after the deadline will be considered only if there is space in the program.

Particular readmission requirements for each credential can be found in Chart 2: *Conditions of Interruption to Studies*.

#### **Readmission for Interrupted Students Required to Withdraw**

Students who have been required to withdraw for academic reasons include the following:

- a) students who are suspended or withdrawn for academic failure; and
- b) students suspended or withdrawn for academic misconduct.

Students who have been required to withdraw from their program will not be considered for readmission to a program in a related discipline for a period of two (2) consecutive terms. Students must reapply to the program using the *Readmission for Students Required to Withdraw* form. This form is available from the Office of the Registrar. Students must apply to be readmitted to their program of study by certain deadlines. See the Office of the Registrar and the Academic Calendar for deadline details. Requests for readmission received after the deadline will be considered only if there is space in the program. Details of the process for applying for readmission can be found under the heading, *Process of Applying for Readmission*, which follows in this section.

In circumstances where a student was involuntarily withdrawn a further review may be required prior to readmission. In such a review, an applicant may be required to submit a résumé and letter of reference from a current work or volunteer position and a personal letter outlining the student’s strategies to be successful in the program.

Particular readmission requirements for each credential can be found in Chart 2: *Conditions of Interruption to Studies*. A student who interrupts her/his studies and applies for readmission is subject to the admission requirements, ranking priority, and curriculum requirements for the program in question at the time of application for readmission. Students may be required to repeat courses if the curriculum has changed since their previous registration in the program.

Students are required to apply for readmission to their program when the following conditions apply to the interruption of their studies.

**Chart 2: Conditions of Interruption to Studies**

<u>Credential</u>	<u>Student in Good Standing</u>	<u>Student Required to Withdraw</u>
<b>Degree</b>	<ul style="list-style-type: none"> <li>• students who fail to register in four (4) consecutive terms</li> <li>• students who fail to graduate within seven (7) years or 175% of the normal duration of the program</li> </ul>	<ul style="list-style-type: none"> <li>• students who are suspended or withdrawn for academic failure</li> <li>• students suspended or withdrawn for academic misconduct</li> </ul>
<b>Certificate and Diploma</b>	<ul style="list-style-type: none"> <li>• students who fail to register in four (4) consecutive terms</li> <li>• students who fail to graduate within 200% of the normal duration of the program</li> </ul>	<ul style="list-style-type: none"> <li>• students who are suspended or withdrawn for academic failure</li> <li>• students suspended or withdrawn for academic misconduct</li> </ul>

<u>Credential</u>	<u>Student in Good Standing</u>	<u>Student Required to Withdraw</u>
<b>Ontario Graduate Certificate</b>	<ul style="list-style-type: none"> <li>• students who fail to register in two (2) consecutive terms</li> <li>• students who fail to graduate within 200% of the normal duration of the program</li> </ul>	<ul style="list-style-type: none"> <li>• students who are suspended or withdrawn for academic failure</li> <li>• students suspended or withdrawn for academic misconduct</li> </ul>

**For all credentials, before a student will be readmitted to a program:**

- the student must confer with her/his Program Coordinator to confirm her/his program curriculum, prerequisites, and the validity and appropriateness of completed courses; and
- the student who has been required to withdraw for academic failure or misconduct must sit a period of rustication before the student will be allowed to return to her/his program. This period of time will be a minimum of two (2) terms, but possibly more, depending on the program progression or academic offence.

**Process of Applying for Readmission**

Students whose studies have been interrupted for the above reasons will be required to adhere to the following steps to continue studies in the same program.

- 1) The student must petition the Associate Dean / School to request readmission.
- 2) Associate Dean / School confer with Office of the Registrar to ensure appropriate progression pathways and academic requirements are satisfied during reentry into program.
- 3) Office of the Registrar informs the student of Humber's decision and, if accepted, the steps required to complete readmission to and registration in the program.

A student who interrupts her/his studies and applies for readmission is subject to the admission requirements and ranking priority for the program in question current at the time of application for readmission. Students are encouraged to contact the Office of the Registrar as soon as possible if they are considering requesting readmission to a program.

## **12.0 GRADE REPORTS and OFFICIAL TRANSCRIPTS**

### **12.1 Release of Grades**

The Office of the Registrar will establish and post to the Academic Calendar, midterm and final grade release dates that will indicate when grades will be available for students to review.

#### **Midterm Grades**

Students registered in postsecondary, postgraduate, and degree courses will normally receive a midterm grade, which in conjunction with discussions with their faculty member, is for the purposes of providing feedback on academic performance to date. Midterm grades are not considered part of the official cumulative program grade point average (CPGPA) and will not appear on the student's official transcript. Courses graded SAT/UNSAT may not receive a midterm grade.

#### **Final Grades**

At the end of each term, or upon completion of a program of study, all students registered in credit courses will receive a final grade. Final grades are not official until released to the student by the Office of the Registrar.

The Office of the Registrar will post midterm and final grades electronically through MyHumber at <http://www.humber.ca/myhumber>.

### **12.2 Transcripts**

Official transcripts provide a record of all courses attempted by a student. The Office of the Registrar will record the student's final course grades on the student's official transcript. Transcripts are available for students upon request through the Office of the Registrar via MyHumber at <http://www.humber.ca/myhumber>. The official transcript details a student's permanent academic record at Humber and will carry the Humber seal and an authorized signature. Students with outstanding fees or fines will be required to pay their fees and/or fines in full prior to the release of official transcripts or credentials.

### **12.3 Dean's Honours List**

Full-time students with a Term Grade Point Average (TGPA) of 80% or greater in any given term will be recognized with the distinction of being on the Dean's Honours list.

Students registered with Accessible Learning Services who require official (part-time) accommodated course loads, and who earn a Term Grade Point Average (TGPA) of 80% or greater in any given term, are eligible to be recognized with the distinction of being on the Dean's Honours list.

## **13.0 GRADUATION and CONVOCATION**

### **13.1 Application to Graduate and Attend Convocation**

Students/Graduates must apply to graduate and attend the Convocation Ceremony by completing an Application to Graduate/Attend Convocation Form available online at [www.humber.ca/myhumber](http://www.humber.ca/myhumber). The form must be completed seven (7) weeks prior to the date of the Convocation. It is the responsibility of the student to ensure this form is accurately completed and received by the Office of the Registrar by the deadline.

### **13.2 Graduation Requirements**

#### **Postsecondary Certificate, Diploma, and Ontario Graduate Certificate programs**

It is the student's responsibility to be aware of all the graduation requirements for the program from which they expect to graduate.

To graduate from a postsecondary certificate, diploma, or Ontario graduate certificate program, students must meet all of the following requirements.

- a) Students must have completed the program within 200% of the normal program duration. For example, a two (2) year program would have a maximum completion timeframe of four (4) years. Failure to complete the program within the 200% timeframe would require the student to apply for readmission. Students would then have their courses evaluated for currency and would be subject to the curriculum and graduation requirements in place at the time of readmission.
- b) Students must have a 60% weighted Cumulative Program Grade Point Average (CPGPA).
- c) Students must have taken at least 25% of their program credits at Humber in order to satisfy residency requirements.
- d) Students must not have acquired more than 75% of the program credits through the Prior Learning Assessment and Recognition (PLAR) process.

Students who interrupt their full-time studies will be required to meet the readmission and program requirements in effect at the time of their return to the College. Students who have interrupted their studies will not be eligible to graduate from a program that is no longer offered by the College.

Postsecondary students who achieve an 80% or greater weighted Cumulative Program Grade Point Average (CPGPA) will graduate with Honours.

Postsecondary certificate, diploma or Ontario graduate certificate students who do not attend Convocation will have their diplomas or certificates mailed to them at their primary address.

#### **Degree Programs**

It is the student's responsibility to be aware of all graduation requirements for the program from which they expect to graduate.

To graduate from a degree program, students must meet all of the following requirements.

- a) Students must complete the program within 175% of the normal program duration. For example, a four (4) year program has a maximum completion time frame of seven (7) years. Failure to complete the program within the 175% time frame will require a student to apply for re-admission at which time the student's previous course work will be evaluated for currency and the student will be subject to the curriculum and graduation requirements in place at the time of re-admission.
- b) Students must have a 65% weighted overall cumulative program grade point average (CPGPA).
- c) Students must complete the following breadth course requirements to be eligible to graduate:
  - Breadth courses are divided into three categories. Categories are: Society, Culture & Commerce; Science & Technology; and Arts & Humanities;
  - Students must take courses at both the lower and upper levels;
  - Students must take a minimum of two lower-level courses in two of the three categories
  - Students must take a minimum of two upper-level courses in two of the three categories.
  - Students must have taken a lower-level course in a breadth category before taking an upper-level course in the same breadth category.
- d) Students must complete the breadth course requirements identified in the program of study.
- e) Students must have taken at least 25% of their credits for the program at Humber in order to satisfy residency requirements.
- f) Students must not have acquired more than 50% of the program credits through the Prior Learning Assessment and Recognition (PLAR) process.
- g) Students must satisfactorily complete the experiential learning requirement.

Students are encouraged to contact the Office of the Registrar or their Program Coordinator if they have questions regarding their graduation requirements or academic progression.

Students who interrupt their full-time studies will be required to meet the readmission and program requirements in effect at the time of their return to the College. Students who have interrupted their studies will not be eligible to graduate from a program that is no longer offered by the College.

Degree students who achieve an 80% or greater weighted Cumulative Program Grade Point Average (CPGPA) will graduate with Honours.

### **13.3 Programs No Longer Offered by the College**

When a program is suspended or canceled, every reasonable effort will be made to ensure that students who are currently registered in the program will be able to complete their studies and graduate from the program. Students who have left the program or who do not complete the program before the program concludes will not be eligible to graduate from a program that is no longer offered by the college.

## **14.0 GRADING SYSTEMS**

Grades will be reported in percentages or as special grades as described in Section 14.3, *Special Grades*. A pass in each course, unless otherwise stated in the course outline, is 50%. Credit will be earned only for courses with passing grades.

### **14.1 Weighted Cumulative Grade Point Average (CGPA) Calculation**

Humber calculates a weighted Grade Point Average (GPA). All graded courses taken: including those completed within and outside of a program, will be calculated in the student's GPA. Courses with higher credit values are weighted higher in the calculation.

### **14.2 Repeated Courses**

- a) Where a student repeats a course, all course attempts will show on the student's Official Transcript. The highest passing course grade in a repeated course situation will be used to calculate the student's overall Cumulative Program Grade Point Average (CPGPA).
- b) The number of course repeat attempts may not exceed three (3).

### **14.3 Special Grades**

The following notations are **not** used in the CPGPA calculation:

AEG = Aegrotat

AUD = Audit

CR = Credit Earned

DEF = Deferred Grade

EXM = Transfer Credit/Equivalency (prior to Fall 2014)

GNE	= Grade Not Earned
INC	= Incomplete
IP	= In progress
LOP	= Letter of Permission
NCR	= No Credit Granted
RTW	= Required to Withdraw
SAT	= Satisfactory
TRC	= Transfer Credit/Equivalency (Fall 2014 onward)
UNS	= Unsatisfactory
WTH	= Course Withdrawal

#### **14.4 Explanation of Special Grades**

The following special grades, and their appropriate codes, will be used on official student transcripts, where applicable.

##### **Aegrotat Grade (AEG)**

An Aegrotat grade is a final estimated grade assigned in a course where a student was physically unable to write the final exam. To qualify, a student must have experienced a severe and unanticipated personal emergency. The student is required to provide the Associate Dean with detailed documentation that supports the application. To be eligible to be considered, the student must have completed at least 60% or more of the coursework and be passing the course. Courses in which Aegrotat standing has been granted will not count toward the computation of the student's standing in the program. The Office of the Registrar grants an Aegrotat grade to a student on the recommendation of the Associate Dean.

##### **Audit (AUD)**

An Audit grade is awarded to students who successfully audit a course. See Section 7.5, *Audited Courses* for information regarding the process of gaining Audit status in a course. A student must obtain written permission to audit a course from the appropriate Associate Dean. The Associate Dean will submit appropriate authorization to the Office of the Registrar and the faculty member teaching the course so that they are aware of the student's status in the course. The request to obtain audit status in a course must be submitted and approved prior to the fifth (5<sup>th</sup>) day of class. The Associate Dean, in

consultation with the faculty member, will provide documentation to the student prescribing the extent to which the student may participate in the content of the course.

The procedures for registration and course changes of audited courses are the same as for regular course registrations, except that, after the end of the fifth (5<sup>th</sup>) day of classes, a student who is registered under audit status for a particular course is committed to that status and may not convert to credit status for the same course. With the approval of the Associate Dean, a student may change from credit to audit status up to the end of the fifth (5<sup>th</sup>) day of class. Students who are auditing courses will not be evaluated, nor will credits be earned for that course. The regular course fee will apply.

Audited courses will not be used in the determination of eligibility for continuation of study.

Audited courses are part of the normal course load for the term, but not for the purposes of assessing eligibility for Financial Assistance (OSAP).

### **Credit Earned (CR)**

Credit Earned notations on a transcript reflect the satisfactory completion of a course, where the assessment method does not lend itself to the awarding of a specific percentage grade.

### **Deferred Grade (DEF)**

In special circumstances, students who are unable to finish the examination (exam) requirements by the end of the examination period (or the specified end of a course) may request and be granted a Deferred grade in order to complete the final examination and have it calculated in their final grade. Deferred grades are issued at the end of the examination period and are not factored into the students CPGPA at the end of term.

In order to be evaluated and counted toward the student's grade, the requirements for the final examination must be completed within a period of time assigned by the College/School/Faculty (usually by the end of the course change period in the following term). Failure to meet the deadline will result in the Deferred grade being changed to permanently represent the student's grade in that course. This grade will be assigned at the end of the course change period in the following term, and will constitute the grade earned at the time the Deferred grade was assigned.

The Deferred grade is not intended to be a permanent grade. It is only a temporary acknowledgment of a legitimate reason for granting a one time, limited, extension to the time normally allowed to complete all course examination requirements.

**Note:** A Deferred grade for a prerequisite course must be completed prior to being allowed to proceed to a higher-level course unless otherwise approved by the Associate Dean. More information is available in Section 10.4, *Deferred Privileges*.

### **Letter of Permission (LOP)**

This process applies to degree students only. Once a student has been admitted to a degree program, with written approval a student may register in and complete a credit course at another institution and apply the credit(s) to their Humber degree.

### **Transfer Credit/ Equivalency (EXM) (prior to Fall 2014)**

Equivalency in individual courses is awarded when a student is granted credit for postsecondary course work completed at Humber, which is equivalent in content to the course in question. This notation is not factored into the calculation of the student's CPGPA.

Transfer credit in individual courses is awarded when a student is granted credit for postsecondary course work completed outside of Humber, which is equivalent in content to the course in question. This notation is not factored into the calculation of the student's CPGPA.

### **Grade Not Earned (GNE)**

A student is awarded a grade of GNE if the student registered, but did not attend or submit work for evaluation, and did not officially withdraw from registration in the course.

### **Incomplete Grade (INC)**

In special circumstances, students who are unable to finish coursework by the end of a term (or the specified end of a course) may request and be granted a grade of Incomplete in order to have all coursework counted toward their final grade. Incomplete grades are issued at the end of term and are not factored into the students CPGPA at the end of term.

In order to be evaluated and counted toward the student's grade, additional course work must be completed during a period of time assigned by the College/School/Faculty. Failure to meet the deadline will result in the Incomplete grade being changed to permanently represent the student's grade in that course. The partial grade, representing the work the student has completed in the course, will be assigned six (6) weeks following the end of the term, and will constitute the grade earned at the time the Incomplete was assigned.

The Incomplete grade is not intended to be a permanent grade. It is only a temporary acknowledgment of a legitimate reason for granting a one time, limited, extension to the time normally allowed to complete all course requirements.

**Note:** An Incomplete grade for a prerequisite course must be completed prior to being allowed to proceed to a higher-level course unless otherwise approved by the Associate Dean.

**In Progress (IP)**

A student is awarded an IP grade if the course is currently in progress.

**No Credit Granted (NCR)**

No Credit Granted notations reflect the unsatisfactory completion of a course.

**Satisfactory Grade (SAT)**

Satisfactory notations on a transcript reflect the satisfactory completion of a course, experiential learning, or a PLAR assessment where the assessment method does not lend itself to the awarding of a specific percentage grade. This notation is not factored into the calculation of the student's CPGPA.

**Transfer Credit/Equivalency (TRC)** Fall 2014 and onward

See definition under Transfer Credit/ Equivalency

**Unsatisfactory Grade (UNS)**

Unsatisfactory notations reflect the unsatisfactory completion of a course or experiential learning. This notation is not factored into the calculation of the student's CPGPA.

**15.0 RELEASE of FINAL GRADES**

Grades are official on the day that they are released by the Office of the Registrar to the student. It is the responsibility of the Office of the Registrar to post the grades electronically to the secure website and to record the grades on the student's official transcript. Grades for students in financial arrears will not be released until notification/authorization is received indicating that their account has been cleared to the satisfaction of the Office of the Registrar.

**16.0 ACADEMIC FREEDOM**

Academic freedom includes the freedom of research, of legitimate classroom discussion, and of the advocacy of alternative opinions to those presented in Humber's learning environments. To maintain an environment that supports academic freedom, students will be evaluated on knowledge and academic performance for the purposes of granting academic credit and not on the basis of personal or political beliefs.

## **17.0 ACADEMIC MISCONDUCT**

### **17.1 Definition**

All students are expected to act ethically, honestly and with integrity in all academic matters.

Academic dishonesty is behavior that erodes the basis of mutual trust on which scholarly exchanges commonly rest, undermines Humber's ability to evaluate a student's academic achievements, or restricts the College's ability to accomplish its learning objectives. Humber takes a serious view of academic misconduct and will penalize students who are found responsible for offences associated with academic dishonesty, misrepresentation of personal performance, restrictions of equal opportunities for access to scholarly resources, or damage to the integrity of scholarly exchanges.

This section of the regulations applies to University of New Brunswick- Humber Collaborative Nursing program

### **17.2 Responsibilities**

It is the responsibility of Humber faculty, students, and staff to be aware of and to uphold the principles of academic honesty/integrity. Furthermore, all members of Humber's community including students, faculty, and staff have the specific responsibility of initiating appropriate action in all instances where academic misconduct is believed to have taken place. This responsibility includes giving due consideration to the deterrent effect of reporting such offences when they do occur, making one's disapproval of such behavior obvious, and helping to ensure that the Humber community does nothing to encourage or facilitate academic dishonesty.

Humber students are responsible for familiarizing themselves with and abiding by the policy on student academic integrity. Faculty, staff and students have the responsibility to create an environment that discourages misconduct. The need to educate students about academic integrity places particular responsibility on faculty. Instructors should be explicit about expectations with respect to academic integrity, and information with respect to academic misconduct should be presented to students as part of the course outline, academic program orientation materials, and other materials posted and distributed to students.

### **17.3 Academic Misconduct Offences**

Academic dishonesty/ misconduct is broadly defined as an offence against the academic integrity of the learning environment. Students are responsible for knowing what constitutes an academic offence and faculty members have a responsibility to provide students, early in their course or program, with information about academic integrity. An offence may be deemed to have been committed whether the student knew a particular action was an offence or ought reasonably to have known. Ignorance does

not excuse students from the responsibility for verifying the academic integrity of their work before submitting it. Students who are in any doubt as to whether an action on their part could be construed as an academic offence should consult with a faculty member or program coordinator before submission of an assignment.

Academic misconduct includes, but is not limited to, the following examples:

### **Academic Dishonesty**

- a) Plagiarism, in the broadest sense, is misrepresenting the work of others as one's own. Plagiarism can be understood as the act of copying, reproducing or paraphrasing significant portions of someone else's published or unpublished material, and representing these as one's own thinking by not acknowledging the appropriate source or by the failure to use appropriate quotation marks. This includes, but is not limited to, print material, photos, drawings, computer code, and designs. Students have the responsibility to learn and to use the conventions of documentation, and, if in any doubt, are encouraged to consult with the faculty member of the course, or the Program Coordinator.
- b) Copying another person's answers to an examination question.
- c) Using another's data or research findings.
- d) Buying or selling essays, papers, or assignments.
- e) Copying from or using prohibited material in an assignment or examination including, but not limited to, textbooks or other documentary or electronic equipment, personal notes, or other aids not approved by the faculty member, for example, accessing unauthorized test questions from an electronic database.
- f) Improper academic practices including the falsification, fabrication, or misrepresentation of material that is part of academic evaluation, the learning process, or scholarly exchange. This offence would include reference to resources that are known not to exist or the listing of others who have not contributed to the work.
- g) Co-operating or collaborating in the completion of an academic assignment, in whole or in part, when the instructor has indicated that the assignment is to be completed on an individual basis.

Humber reserves the right to utilize authentication and/or plagiarism detection software as a means of determining academic dishonesty.

### **Misrepresentation of Personal Performance**

- a) Submitting false, fraudulent or purchased assignments, research or credentials, or the falsifying or withholding of records, transcripts, letters of reference, letters of support, or other academic documents.

- b) Impersonation by having someone impersonate oneself, either in person or electronically, in class, in an examination, or in connection with any type of course assignment or material or availing oneself of the results of such impersonation. Both the impersonator and individual impersonated (if aware of the impersonation) are subject to the academic dishonesty process.
- c) Submitting a false medical or compassionate certificate, or presenting other such documentation under false pretenses.
- d) Improperly obtaining, through theft, bribery, collusion or otherwise, access to privileged information, or examination paper or set of questions.
- e) Submitting the same course work, research, or assignment for credit on more than one occasion in two or more courses without the prior written permission of the faculty members in all of the courses involved; misrepresenting the amount of work an individual has contributed to a group assignment or activity.
- f) Possession or use of an unauthorized aid, to use or obtain unauthorized assistance in any academic examination, term test, assignment, or in connection with any other form of academic work. Such aids or material may include, but are not limited to, specific documents, electronic equipment or devices, and commercial services (such as writing, editorial, software, or research survey services).

### **Damage to the Integrity of Scholarly Exchanges**

- a) Altering, destroying, hiding, or generally restricting the access to academic materials intended for general use.
- b) The unauthorized removal, destruction, or theft of library or other Humber resources.
- c) Inappropriate distribution of restricted material.
- d) Obstructing the academic activities of others. This may involve interfering with the scholarly activities of another or altering or falsifying the work of others, in order to harass or gain unfair academic advantage. This includes, but is not limited to, interfering or tampering with experimental data, with a written or other creation, with a chemical used for research, or with any other object of study.

### **Facilitating Academic Misconduct**

Knowingly assisting anyone in committing any form of academic misconduct is itself academic misconduct and subject to this policy. This may include, but is not limited to, offering for sale essays or other assignments with the intention that these works will be subsequently submitted for assessment.

## **17.4 Academic Misconduct Sanctions**

If a student is found to be responsible for academic misconduct, an Academic Misconduct Letter will be issued to the student by the Associate Dean or designate. An Academic Misconduct Letter will clearly indicate the outcomes of the review which may include one or more of the following:

- a) required submission of a new piece of work;
- b) partial or total loss of marks on the exam/assignment in which the offence occurred;
- c) partial or total loss of marks for the course in which the offence occurred;
- d) a notation on file in the Academic School;
- e) a notation on the student's official transcript;
- f) the rescinding of Humber-funded scholarships or bursaries;
- g) suspension from Humber for a period of between two (2) and six (6) consecutive terms. The student will not be permitted to register and will retain none of the privileges accorded to students. Students who have been expelled or suspended will not receive credit for any studies during that suspension or expulsion period. A student who wishes to be considered for readmission after this period of time must make an application for readmission that will be evaluated on the basis of eligibility to continue. A student who is suspended for academic misconduct and also fails to meet the continuation of study requirements may be required to serve the associated penalties consecutively;
- h) a recommendation for expulsion from Humber. A student who has been expelled from Humber is not eligible for readmission to Humber for at least five (5) years); and
- i) a recommendation for rescinding of the credential. A person, who is found guilty of academic misconduct after having been approved for graduation, or after having a credential conferred, may have that credential rescinded.

Sanctions for academic misconduct will consider the severity and frequency of the academic offence as determined by the Associate Dean.

**Note:** Sanctions may be applied retroactively if an offence is discovered subsequent to completion of a course or after graduation.

## **17.5 Detecting and Responding to Suspected Academic Misconduct**

### **Examinations**

Invigilators will be present at all examinations to supervise the delivery of the examination and detect any signs of academic misconduct. Invigilators may use input from others to assist them in verifying detection of academic misconduct.

In cases of suspected academic misconduct the invigilator may allow the student to complete the examination and may take action by doing one of the following.

- a) In the case of suspected impersonation, the invigilator will require the student concerned to remain after the examination until the student is satisfactorily identified.
- b) In the case of suspected copying another person's answer(s) to the examination question, the invigilator may request that the student complete the exam in another location or setting if it is deemed that such action will cause the least disruption to those taking the examination.
- c) In the case of suspected copying from or using prohibited material in an examination, the invigilator may confiscate the suspect material (including electronic devices) and request that the student make contact with the faculty member responsible for the course once the examination period is over.

In cases where the faculty member responsible for the course is not invigilating the exam, the invigilator will complete an *Academic Misconduct Form*, append any confiscated material to the form, and provide the information to the appropriate faculty member. The Program Coordinator and / or Associate Dean, when preparing the response regarding the academic offence, will also use this documentation.

### **Student Work**

The responsibility for detecting academic misconduct on term assignments and other course requirements lies with the faculty member, who may make use of reports from others and/or originality/plagiarism detection software to assist in detection. Where academic misconduct is suspected, the faculty member:

- a) shall retain possession of suspect material;
- b) may seek to interview the student to allay suspicion or to confirm it; and
- c) shall initiate the Academic Misconduct Form.

In all cases, the faculty member shall submit the Academic Misconduct Form and suspect material to the Program Coordinator and Associate Dean for further action.

### **Cases outside the Domain of Examinations or Assignments**

The responsibility for detecting academic misconduct in the context of an academic environment that is not part of the formal examination or assignment process must rest with the entire Humber community. Where academic misconduct is suspected, but where it is unclear whether it is directly related to a specific course, or where the specific course is unknown, those with knowledge of an offence should contact the Dean of the appropriate Academic School. If the suspected offence appears to be related to a specific course, then the faculty member of the course should be contacted. Instructors have access to and the right to use electronic and other means of detection.

## 17.6 Documentation of a Violation of Academic Misconduct

Where there is evidence of suspected academic misconduct, the faculty member or person aware of the issue should consult with the Program Coordinator and the Associate Dean to determine whether the offence and the associated information/documentation merit a formal complaint. If it is deemed that a formal complaint is likely and that further investigation is required, the Associate Dean shall take any or all of the following actions:

- a) notify, and arrange for an interview with the student, unless the student is unavailable or unwilling;
- b) delay the submission of the grades for the student;
- c) seek further information from faculty member(s) or any other parties involved; consult with the Office of the Registrar to ascertain if any record of a previous academic offence exists; and
- d) notify the Office of the Registrar to hold changes to the student's record.

If the Associate Dean deems the student is not responsible at this stage, no sanctions will be assessed, no record of the suspected offence or complaint will be kept, and all parties involved will be informed by the Associate Dean.

If the Associate Dean determines that the student is responsible, the Associate Dean shall:

- a) notify the student in writing of the charge of academic misconduct, including the offence, the sanction, the effective date and the student's right to appeal (see Section 17.4 on Penalties and Section 18.2 on Appeals); and
- b) notify the Office of the Registrar for purposes of documenting the offence on the student's record.

In cases where Expulsion or Rescinding of a credential is recommended, the Dean shall consult with the Vice President, Academic and the President.

**Note:** A student accused of an offence of academic misconduct in a particular course or courses will not be allowed to drop the course(s) in question during the period of the investigation. If the student is found to be responsible for the academic misconduct and receives a sanction other than an official warning, the student will not be allowed to drop the course(s).

## 17.7 Record of Academic Misconduct and/or Expulsion

### Academic Misconduct

- a) **First Offence:** a first offence of academic misconduct, unless considered severe, will be recorded by the Office of the Registrar but not placed on the student's academic record.

- b) **Second Offence:** a second offence of academic misconduct may result in a notation on the student's academic record and transcript. This notation will be expunged from the student's record and transcript upon graduation.
- c) Students who do not graduate from Humber may submit a request to the Office of the Registrar to have the record of the offence expunged no sooner than five (5) years after the date of the student's last registration.

### **Expulsion**

The record of expulsion is permanent, unless a petition to have the record expunged has been approved by the President. Students may submit a request to the Office of the Registrar to have a record of expulsion expunged from their academic record no sooner than five (5) years after the date of the expulsion.

### **Confidentiality**

Access to the record of academic misconduct will be limited to those involved in processing appeals and those involved in processing additional complaints against the student.

## **18.0 GRADE REVIEW and ACADEMIC APPEAL**

It is the intent of the Grade Review and Academic Appeal processes to provide a reasonable, efficient, and effective process to facilitate the resolution of matters affecting a student's academic performance and, where relevant, his or her standing in a program. This process applies all Humber postsecondary programs and University of New Brunswick- Humber Collaborative Nursing program.

A Grade Review or Academic Appeal is deemed to be a request to review an academic decision of Humber as a college, and not a complaint against an individual staff member. The academic decisions dealt with through this procedure are:

- a) decisions on grades;
- b) decisions arising from the methods and criteria used by a professor on assigning a final mark;
- c) decisions based on academic misconduct, including suspension or expulsion;
- d) decisions regarding academic probation and withdrawal or special consideration on the basis of medical, psychological, or compassionate grounds; and
- e) decisions regarding denial of a request for readmission to a program.

**Note:** where readmission to a program has been denied, the student must be able to present, for consideration, evidence of the ability to perform at an acceptable level in the program in question.

The intent of this policy is to allow the student and the Academic School the opportunity to attempt to resolve the issue through the **School-Level Academic Appeal** process before proceeding to a **College-Level Academic Appeal**.

A student who wishes a formal review of any of the decisions outlined above should refer to the following sections of this document.

Grade reviews and academic appeals are distinguished as follows:

### **Grade Review**

This section of the appeal policy governs concerns relating to grades assigned for in-course work such as assignments, clinical placements, final examinations, or a final course grade. All issues involving grades must be dealt directly with the School that delivered the course through the processes outlined in this section. **There is no further right of appeal of the grade once the school has completed a Formal Grade Review and made a final decision.**

### **School-Level Academic Appeal**

This section of the appeals policy governs appeals of an academic decision regarding probation; academic withdrawal and expulsion; appeals relating to academic misconduct; or a request for special consideration on the basis of medical, psychological, or compassionate grounds. The School-Level Academic Appeal allows the School to review the decision and provide the perspective of the School in writing to the student. If a student is not satisfied with this decision, and certain criteria are met, the student may request a College-Level Academic Appeal. Students must appeal the results of the School-Level decision on one or more of the following grounds:

- there is new evidence that is likely to change the outcome;
- there is evidence of procedural error or bias in the process; and/or
- the sanction imposed is not consistent with the nature of the offense.

For detailed criteria see Section 18.2.a, *Filing an Academic Appeal*.

### **College-Level Academic Appeal**

Following the completion of the School-Level Academic Appeal, if a major academic decision is not satisfactorily resolved between the student and the School through that process, or a student who is subject to the *Professional Suitability Policy*, such as that in existence in the School of Health Sciences, disputes the decision of the School, the student may file a College-Level Academic Appeal through the Office of the Registrar *if the student can demonstrate grounds for an appeal in one of the three (3) aforementioned ways. All appeals must be filed within ten (10) business days following the written decision of a Dean or an official designate regarding a School-Level Academic Appeal.*

In the event that the academic decision being appealed is not upheld through the Grade Review or Academic Appeal processes, resolutions may include, but are not limited to, student reinstatement or other corrective actions for the benefit of the student, but may not include the awarding of monetary compensation, the arbitrary awarding of a final mark different from that given by the School, or disciplinary action against any employee of Humber arising out of information presented at an academic appeal.

This policy does not apply to conflicts connected with student employment by Humber (other than required work experience components of a program) or actions covered under Humber's Human Rights Policy and Procedure.

All parties to an appeal shall understand that any postponement and/or delay of an appeal, regardless of the stage, may reduce the range of options available to the student.

### **Student Advisor**

***A student has the right to access a student advisor*** during the Grade Review and Academic Appeals processes. The function of a student advisor is outlined under the section of this policy titled, "Role of the Student Advisor." A student may contact an advisor through the Office of the Registrar.

## **18.1 Grade Review and School-Level Academic Appeal: Procedure**

The terms Grade Review and School-Level Academic Appeal refer to the process that a student must initiate within the School before considering a College-Level Academic Appeal by a College-Level Academic Appeal Panel.

### **18.1.a Grade Review**

Grade Reviews are concerns related to grading of coursework, assignments, clinical placements, examinations, and final course grades. Grade reviews related to grades received in any assessment must be initiated within ten (10) business days after the receipt of the graded work or release of grades.

### **Preliminary Steps toward Resolution**

If a student has questions or concerns regarding a grade on an assignment or test, the student should discuss the matter with the faculty member. The Program Coordinator and/or the Associate Dean may be asked to assist if the faculty member and student are unable to resolve the issue.

**Note:** If an assignment or test is not normally returned to the student, the School will ensure that the student has the opportunity to review the assignment or test under the supervision of the professor or designate.

### **Formal Request for a Reassessment of In-Course Work or Final Exam**

If a student is not satisfied with the outcome of the preliminary step toward resolution referenced above, a formal request for a **Reassessment of the In-Course Grade** may be made. This process applies to major assignments or tests worth at least 20% of the final grade and to cases where a student has failed the assignment or believes there is a major discrepancy of at least 10% between the grade they earned and the grade they feel they should have earned.

In such cases, a student may request a reevaluation of the test or assignment by completing a *Request for Reassessment of In-Course Work or Final Exam Form* and submitting it to the Associate Dean responsible for the course in question. Forms are available from the Office of the Registrar or online at <http://fulltimestudents.humber.ca/academicregulations.htm>

The Associate Dean will arrange for two professors other than the professor teaching the course to individually reevaluate the assignment/exam/paper, based on established criteria as outlined in the assignment. The original grade/marks by the course professor are to be obscured in the photocopy provided for reevaluation.

The average of the two assessors' grades will be used as the grade. This grade may stay the same or be lower or higher than the original course grade.

The School shall ensure that the reassessment of the grade is to be completed within ten (10) business days from the submission of the Grade Review unless both parties have mutually agreed to an extension. The assignment of grades is a School-Level decision and a student may not appeal the resulting grade on an individual in-course piece of work except for reasons relating to breach of process in the handling of the Grade Review.

### **Formal Request for a Review of a Final Course Grade**

A student has the right to review a final course grade with the professor. A review of the final course grade may be premised on a miscalculation of the final grade or deviation from the evaluation procedures described in the course outline. If a student is not satisfied with the outcome of the review with the professor and/or Program Coordinator, the student may submit a request in writing to the Associate Dean requesting a further review no later than ten (10) business days after the end of the term or training period within which the course or unit of instruction was offered. The request should be submitted on a *Request for Review of a Final Grade Form*. Forms are available from the Office of the Registrar or online <http://fulltimestudents.humber.ca/academicregulations.htm>.

The Associate Dean will provide a written decision within ten (10) business days of receipt of the request unless both parties have mutually agreed to an extension. A

student may not challenge a final course grade on the basis of an individual in-course piece of work that has or has not previously been re-marked.

The assignment of a final course grade is a School-level decision and may not be appealed to a College-Level Academic Appeal Panel except for reasons relating to breach of process in the handling of the Grade Review. In such cases, the College-Level Academic Appeal must be filed within ten (10) business days of the student's receipt of the decision of the Final Grade Review.

### **18.1.b School-Level Academic Appeal**

School-Level Academic Appeals are concerns regarding an academic decision pertaining to probation, academic withdrawal, expulsion, academic misconduct, or special consideration on the basis of medical, psychological, or compassionate grounds.

If a student has a concern relating to any of the issues identified above, the student shall discuss the matter with the responsible professor who shall provide the student with the reasons for the decision. The Program Coordinator may be asked to assist if the professor and student are unable to resolve the issue.

If a student is not satisfied with the outcome of the discussions, the student may initiate a School-Level Academic Appeal by requesting that the Associate Dean responsible for the course or program review the concerns. This request must be initiated, in writing, by the student on a School-Level Academic Appeal form no later than ten (10) business days after the end of the term within which the course or unit of instruction was offered. In this request, the student shall provide any and all documentation, (for example, medical notes or letters) which may impact the resolution of the appeal. Forms are available from the Office of the Registrar or online <http://fulltimestudents.humber.ca/academicregulations.htm>

The Associate Dean will review the School-Level Academic Appeal and provide a written decision to the student within ten (10) business days of the receipt of the student's written request unless both parties have mutually agreed to an extension. It is incumbent upon both parties to make every effort to meet the deadlines.

The Associate Dean or designate is responsible for ensuring that the results and reason(s) of any and all levels of a School-Level Academic Appeal shall be documented and kept on file by the School.

## **18.2 College-Level Academic Appeal: Procedure**

College-Level Academic Appeals normally apply only to academic decisions relating to a School-Level Academic Appeal.

### **18.2.a Filing a College-Level Academic Appeal**

If a major academic decision is not satisfactorily resolved between the student and the School through the School-Level Academic Appeal process, or a student who is subject to a *Professional Suitability Policy* disputes the decision of the School, the student may file a College-Level Academic Appeal through the Office of the Registrar. All appeals must be filed within ten (10) business days following the written decision of the Dean or designate regarding a School-Level Academic Appeal.

Decisions relating to a Grade Review cannot be appealed to a College Academic Appeal Panel except for reasons relating to breach of process in the handling of the Grade Review. Students must appeal the results of their decision and demonstrate one or more of the following grounds:

- there is new evidence that is likely to change the outcome;
- there is evidence of procedural error or bias in the process; and/or
- the sanction imposed is not consistent with the nature of the offense.

College-Level Academic Appeals must be filed in writing to the Office of the Registrar on the *Application for a College-Level Academic Appeal Hearing Form*. The form is available from the Office of the Registrar or online:  
<http://fulltimestudents.humber.ca/academicregulations.htm>.

Prior to filing a College-Level Academic Appeal, students are encouraged to consult with a student advisor by contacting the Assistant to the Registrar in the Office of the Registrar.

At the time of filing the appeal, a student must:

- a) state the grounds for the appeal and the resolution being sought;
- b) provide a copy of the written decision from the appropriate Dean (or designate) indicating the outcome of the School-Level Academic Appeal or the decision confirming the charge of Academic Misconduct;
- c) include copies of all documentation supporting the reasons for the appeal;
- d) indicate if they will represent themselves at the Appeal Hearing or if they wish to have someone present the argument. If being represented, the student must provide the name and role of the individual who will represent the student;
- e) indicate who, if anyone, will accompany them at the Academic Appeal Hearing (maximum of 2 people); and
- f) indicate the name of the student advisor, or, indicate if they would like Humber to make available a student advisor to assist them in preparing for the Hearing.
- g) Identify any witnesses or other individuals the student feels have knowledge of the situation and who therefore should be at the Appeal Hearing.

Once a formal appeal is filed, the Office of the Registrar shall:

- a) schedule the appeal date and time; and
- b) distribute the application and the supporting documentation according to the appropriate timelines.

The School will, within a maximum of five (5) business days of the time the Appeal was filed, provide the following to the Office of the Registrar:

- a) a written response to the student's issue;
- b) all documentation to be presented at the College-Level Academic Appeal Hearing; and
- c) the name of the individual(s) who will be representing the School at the hearing, and the name(s) of any witnesses the School will be calling. The professor directly involved in the academic decision being appealed is expected to appear. In the event that the professor is unable to attend the Academic Appeal Hearing, a signed statement, which explains the involvement in the situation and the reasons for the absence, shall be provided to the Office of the Registrar.

Upon receipt of the response from the School, the Office of the Registrar shall distribute the complete package of documentation along with the names of all participants to the student, the Academic Appeal Panel and the School. The student shall have a minimum of five (5) business days to review the School's submission prior to the Academic Appeal Hearing.

Extension(s) to the above time frames may be granted if extenuating circumstances can be shown. Requests for extension(s) from the student and/or from the School shall be made in writing through the Office of the Registrar to the Chair of the Academic Appeal Panel. The Chair shall respond to the request through the Office of the Registrar.

No new documentation from either the student or the School may be submitted on the day of the scheduled hearing, unless otherwise directed by the Chair of the Academic Appeal Panel, following consultation with the Panel members.

### **18.2.b Role of the Office of the Registrar**

The Office of the Registrar shall be responsible for coordinating all of the activities associated with an Academic Appeal, including but not necessarily limited to:

- coordinating the Academic Appeal Hearing according to the *Academic Regulations* and distributing all documentation;
- scheduling the Academic Appeal Hearing and notifying the participants;
- distributing the decision; and
- secure storage of appeal documentation for a period of seven (7) years.

### **18.2.c Role of the Student Advisor**

A student advisor shall be made available to advise the student throughout the process and during the Academic Appeal Hearing. A student may contact an advisor by contacting the Office of the Registrar.

At the request of the student and with their express written permission, the advisor may, on behalf of the student, communicate with the School prior to the scheduled hearing. An advisor will provide guidance or advice but will not represent the student or the School at the Academic Appeal Hearing. An advisor may, with the student's permission, accompany the student to meeting(s) with School personnel and/or the Academic Appeal Hearing.

Confidential information may at times be shared by the School and/or student with the advisor. The advisor shall respect this confidentiality at all times. It is understood that at no time during either the Grade Review or Academic Appeal stages will the advisor compromise Humber's academic standards/regulations.

It is assumed that the student will disclose all relevant information to the advisor and that the student shall prepare and present all relevant material to the Academic Appeal Panel. The advisor shall listen to ensure all material is presented fully and fairly.

If the student discloses to the advisor any issues, which, in the advisor's opinion seem discriminatory or harassing in nature, the advisor is obligated to inform the student of Humber's Human Rights policy and related procedures.

Should the student elect a representative to present the case at the Appeal Hearing, the student advisor's role in the preparation for the Appeal shall cease. The representative named by the student may request information regarding college policies and the appeal procedures by contacting the Office of the Registrar.

#### **18.2.d Composition of the Appeal Panel**

Humber shall ensure that an Academic Appeal Panel is comprised of five (5) individuals (including the Chair of the Appeal Panel) selected from Schools other than the School in which the student is registered, and the School in which the academic decision being appealed originated, if the two are different.

Humber will designate a cross section of full-time administrators, faculty members, and students to serve on Academic Appeal Panels. Humber provides an orientation to the Panel members to ensure the Academic Appeal Policy and corresponding procedures are correctly administered.

Academic administrators and faculty volunteers shall serve for a three (3) year period. Approved student volunteers shall serve for a period of three (3) years provided they maintain status as a student or have graduated from a program within the last 6 months. Each Academic Appeal Panel will include at least one (1) student and one (1) faculty member.

To ensure consistency of process, each Academic Appeal Panel shall be chaired by the standing Chair(s) designated by Humber.

When a student in a degree program files an academic appeal, the Academic Appeal Panel shall be comprised of individuals actively involved in that level of study.

If deemed relevant by the Academic Appeal Panel, the Chair may invite participation from a relevant professional regulatory body or professional association where the Panel recommends that such participation would provide information required to render an informed and fair decision. Such participation will be disclosed to the appellant prior to the Appeal Hearing.

### **18.2.e Dismissal of an Academic Appeal**

An Academic Appeal may be dismissed if the student has previously submitted the same, or substantially the same complaint to any other formal College grievance procedure; if the appeal is not timely; if the student has improperly omitted a prior step(s) of the School-Level Academic Appeal process (see Section 18.1.a and Section 18.1.b); or the student has commenced civil or other litigation against Humber on the decision in question.

If the Registrar feels any of these circumstances exist, the Registrar will refer the student's written *Application for a College-Level Academic Appeal* and the student's accompanying written documentation to the Academic Appeal Panel for review. If the Panel agrees that the Appeal is beyond the normal timelines or does not conform to the appeal policy, the Appeal Panel may dismiss the appeal and provide the reasons for the dismissal to the student in writing.

A student may withdraw his or her request for an Academic Appeal prior to the scheduled hearing date.

## **18.3 Academic Appeal Hearing Protocol**

The student has the right to representation throughout the various stages of the Academic Appeal procedure, as does Humber. The student shall advise Humber of their intent to retain a representative at the time an Academic Appeal is filed. Regardless of the outcome of any Academic Appeal Hearing, any costs incurred by the student as a result of being represented are the sole responsibility of the student. In the event the student retains legal representation, Humber has the option to do the same, at its own expense. Those representing the student and/or Humber shall be allowed to present their client's case, and may direct questions for clarification through the Chair, once the person providing the information has completed his or her formal presentation.

A student may request a maximum of two people, including the student advisor to accompany them at the Academic Appeal Hearing. A student must indicate if anyone will accompany them at the time an Academic Appeal is filed.

The School will be represented by the Dean and/or the Associate Dean and the Professor directly involved.

Prior to the Academic Appeal Hearing, the Chair of the Appeal Panel will direct the Office of the Registrar to confirm the participants at the hearing with the Academic Appeal Panel, the student and the School.

An Academic Appeal Panel member having any prior knowledge of the student or of the nature and circumstances of the appeal must withdraw from the Panel.

Academic Appeal Hearings shall be conducted in private.

Recording devices are not permitted during an Academic Appeal Hearing.

All information presented and/or discussed at an Academic Appeal Hearing is deemed confidential and the Chair of the Panel will advise participants of their responsibility to maintain the confidentiality of the proceeding.

Once an Academic Appeal Hearing is in session, all participants must remain until all information has been heard and the meeting formally adjourned and/or concluded. A student may request a private caucus prior to make their closing remarks. If requested, all participants will be asked to exit the appeal hearing room for the length of time noted by the Chair.

Witnesses called by either the student or the School shall be dismissed by the Chair of the Academic Appeal Panel once they have presented their information and have been questioned by the other party to the Appeal, and by the Academic Appeal Panel.

The decision of an Academic Appeal Panel shall be by majority vote and is final and binding on all parties. The student and/or School are precluded from seeking subsequent review of the appeal decision under any office, or in accordance with any policy or procedure within Humber.

One copy of all materials presented at an Academic Appeal Hearing shall be kept on file until graduation or seven (7) years from the last date of registration. This material shall be held in the Office of the Registrar.

If two (2) or more formal appeals are submitted at the same time which involve the same or similar questions, the Chair may:

- combine the appeals or any part of them, with the consent of the parties;
- hear the appeals at the same time, with the consent of the parties;
- hear the appeals one immediately after the other;

In the event of an Academic Appeal from a group of students, two (2) students, with the written permission of the other members of the group, shall represent the interests of the group at the Academic Appeal Hearing. The decision rendered by the Academic Appeal Panel in a group appeal shall be considered binding on all members of the group identified as students in the appeal.

**The format for the Academic Appeal Hearing shall be as follows:**

- 1) The Chair shall introduce the members of the Academic Appeal Panel and review the format of the meeting and any rules of process that are appropriate. All procedural questions shall be directed to the Chair of the Academic Appeal Panel, and are subject to the final decision of the Chair.
- 2) The Chair shall ask each participant to confirm that they are willing to maintain the confidentiality of the information presented at the proceeding.

- 3) The Chair shall ensure that sufficient time is provided to cover all points that are relevant to the appeal.
- 4) The Chair shall ensure that all documentation tabled was submitted prior to the Academic Appeal Hearing and was received by all participants within the allotted time period unless otherwise ordered.
- 5) The Office of the Registrar shall provide a certified copy of the student's full academic record if it is requested by either the student and/or the School for their submission and is deemed by the Academic Appeal Panel as being relevant to the appeal being heard.
- 6) The School named in an Academic Appeal shall provide a copy of the outline(s) for the course(s) and all course materials cited in the appeal along with a copy of the appropriate curriculum in the event the course is part of a program.
- 7) The student (or the student's representative) is required to clearly state the nature of the appeal, present the case referring to any relevant documentation previously submitted, and state the resolution being sought.
- 8) The School (or its representative) shall state its position and speak to any relevant documentation.
- 9) The student (or the student's representative) and the School (or its representative) shall have the opportunity to question persons providing information through the Chair once the person providing the information has completed their formal statement.
- 10) Members of the Academic Appeal Panel may raise questions through the Chair at any time to ensure that all points are clearly understood and are relevant to the Appeal.
- 11) Based on the information provided, the School and the student shall be provided with an opportunity to summarize their position. The student will have the opportunity to speak last.
- 12) After confirming that both parties have presented all relevant information and the student has had the final opportunity to speak, the meeting shall adjourn and the Academic Appeal Panel shall caucus privately and in confidence to reach a decision. The decision shall be determined by majority vote of the Panel.
- 13) If an Academic Appeal Panel upholds the decision, the action of the School stands and is written as such.
- 14) If the Academic Appeal Panel does not uphold the decision, the Panel may award resolutions such as:
  - a. directing the School to administer and/or accommodate the student with respect to a new final examination, assignment or paper in the course; or
  - b. directing the School to reinstate the student to the program status they were prior to the academic decision being appealed.

**Note:** The Panel has no authority to provide any monetary award, to impose an actual mark, or to reprimand or take disciplinary action against any individual as a result of information presented at an appeal.

- 15) The decision and reasons of an Academic Appeal Panel shall be forwarded in writing to the student and the School within ten (10) business days of the Academic Appeal Hearing.
- 16) In the event that an Academic Appeal Panel finds in favour of the student, the School cited in the appeal shall be responsible for implementing the decision of the Panel and for ensuring the student's academic record is corrected if necessary.
- 17) In the event that an Academic Appeal Panel upholds the academic decision of the School, other than a College-initiated withdrawal/expulsion, the decision is not made part of a student's permanent academic record, but shall become part of a student's confidential record. Upon graduation, a student's confidential record is expunged. Should a student not graduate, a student's confidential record is expunged five (5) years after the disposition of an appeal.

## **19.0 ACKNOWLEDGEMENTS**

This document was amended and updated in 2017 and informed by current Humber policies, regulations, and codes. Portions of the *Admission Requirements* and *Academic Regulations* policy were adapted from our partner institutions, the University of Guelph and the University of New Brunswick.