



2012 -2013

Admission Requirements

and

Academic Regulations

for

Degree, Diploma and Certificate Studies

July 20, 2012

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1. Admission

1.1 Admission Requirements for Postsecondary Certificate and Diploma Programs

The minimum admission requirement for eligibility into postsecondary Certificate and Diploma programs is an Ontario Secondary School Diploma (OSSD) or equivalent, or eligibility as a mature student.

In addition, most programs have program specific admission requirements. These may include specific secondary school courses, voluntary work experience, etc. As requirements vary from program to program, you should refer to the specific admission requirements for each program located in the College calendar.

Applicants who do not possess the minimum academic admission requirements but who are 19 or older by the first official day of classes may apply as mature students.

The admission department will assess the current academic strengths of mature student applicants through testing and may recommend direct entry into a program or academic upgrading to help better prepare a mature student for their studies.

Please note, if you are applying for admission to an Ontario Graduate Certificate program you must possess a University Degree, College Diploma and/or equivalent work experience.

1.1.1 Equivalent Admission Requirements

If you attended secondary school in another province or country, you must prove that your educational standing is equivalent to the Ontario Secondary School Diploma (OSSD).

1.1.2 Re-Admission

A student who interrupts their studies or has not graduated within 200% of the normal program duration (see Section 8.2) or whom the College has withdrawn is subject to the current admission requirements for the program in question and the order of priority of admissions applicable to the program.

Note: In circumstances where previous college academic progress or behavioural patterns have been unacceptable, a further admissions review may be required. In such a review, an applicant must be able to demonstrate evidence of the ability to perform at an acceptable standard in the program in question.

1.1.3 Transfer Applicants

1.1.3.1 Postsecondary Certificate and Diploma Programs

Any student who wishes to transfer from one Postsecondary program to another must apply to the Office of the Registrar. The normal admission requirements and order of priority apply to admission to the new program.

1.1.3.2 Previous Education at Humber

Students who transfer from one Humber program to another will automatically be given credit in all courses common to both programs for graduation purposes.

1.1.3.3 Previous Education in Other Educational Institutions

Students who have successfully completed certain approved Articulation courses and/or Postsecondary courses may receive transfer credit in equivalent courses.

1.1.3.4 Transfer Credit

Transfer credit for individual courses is awarded when a student is granted credit for work completed which is equivalent in content to work covered in the course/unit in question, and no other course needs to be substituted.

Students seeking Transfer Credits must provide certified transcripts, course outlines, and/or other documentation or proof to the Office of the Registrar. The Registrar, on the recommendation of the appropriate Associate Dean or designate will grant students transfer credit.

1.2 Admission Requirements for Degree Programs

1.2.1 Admission Requirements

Admission requirements for each of the degree programs are published in the College calendar. Prospective students may apply through one of the three categories identified in Section 1.2.3.

Conditional Offers of Admission

Terms of the conditional offer of admission as stated in the approval letter must be met prior to beginning studies at Humber or as otherwise stated in the approval letter. Failure to complete the conditional requirements will result in withdrawal from the program.

1.2.2 Re-admission

Students, whose studies have been interrupted for any of the following reasons, will be required to petition the Humber Admissions and Study Committee (HASC) if they desire to continue studies in the same program:

- a) Students who fail to register in four (4) consecutive terms.
- b) Students who fail to graduate within 7 years or 175% of the normal duration of the program.
- c) Students suspended for academic misconduct.
- d) Students who are suspended for academic failure.

1.2.3 Admission Categories

You may apply for admission to Humber degree programs under one of the three categories listed below. In addition to the eligibility criteria listed, please refer to the detailed admission requirements for each program to confirm specific subject requirements. Admission is competitive and will be based on your overall qualifications and the availability of space in the program.

Admission Category	Eligibility Criteria
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Secondary School Graduate	If you have successfully completed a secondary school diploma (OSSD) with 6 12U, M (U/C) or OAC level courses and a minimum average of 65% including Grade 12 U English or OAC English 1, or equivalent, you may apply as a Secondary School Graduate. In addition to the minimum average of 65%, you must achieve a final grade of not less than 60% in each of the published subject requirements for your program of interest.
Mature Student	If you are at least 21 years of age and have not graduated from secondary school with the required 12 U, M (U/C) or OAC credits and have been away from secondary school studies for at least <u>two</u> years, you may apply for admission as a Mature Student provided: <ul style="list-style-type: none"> • you possess the published subject requirements or equivalents • you have not previously attempted any postsecondary studies
Transfer Student	If you have previously attended a postsecondary institution, you must apply as a Transfer Student. Admission will be based on the <u>Grade Point Average (GPA)</u> you achieved during your most recent postsecondary studies. Once you are admitted, Humber will assess your previous postsecondary credits to determine if you are eligible for transfer credit and subsequent advanced standing in a Humber degree program.

Please refer to the sections titled “Mature Student Applicants” and “Transfer Student Applicants” for complete requirements for admission under each of these categories.

1.2.4 Mature Student Applicants

If you do not possess the published minimum requirements for admission but can demonstrate the potential to study at the degree level, you may be considered for admission as a Mature Student provided:

- a) You are at least 21 years of age at the beginning of the term in which you will commence study in the program.
- b) You have been out of secondary school for at least two (2) years and have not previously attempted full-time postsecondary studies.
- c) You possess the published subject requirements, or equivalents, and meet the minimum admission average of 65% based on these subjects.
- d) You submit official copies of transcripts for your secondary school grades, or any other academic work.
- e) You provide a letter outlining your reasons and motivations for wishing to study in the program. In the letter, you should outline:

- why you feel you will be successful in a degree program
- any experiences you believe have prepared you to undertake full-time study in the program
- your career aspirations
- your work experience since your most recent full-time attendance at school
- leisure activities, volunteer work or community service demonstrating good citizenship and leadership qualities

The Humber Admissions and Study Committee (HASC) will review your application. Applications from Mature Students will be assessed in competition with other new applicants and admissions will depend on your qualifications and the availability of seats in the program. Your ability to meet the above criteria does not guarantee admission.

In the event that your application is not approved, the Humber Admissions and Study Committee (HASC) may recommend that you begin studies in specific courses on a part-time basis. Upon successful completion of the courses, you may reapply for admission.

Alternatively, if you do not meet the criteria, but would still like to study in a degree program, you are encouraged to consider preparing for degree level studies by applying for admission to the General Arts and Science, University Transfer Program.

Before applying as a Mature Student, please contact the Admissions Department to discuss your specific requirements and the details of your application.

1.2.5 Transfer Applicants

If you have undertaken previous full-time postsecondary studies you must apply for admission as a Transfer Student.

1.2.5.1 Previous Studies in a Bachelor's Degree Level Program

Your application will normally be considered for admission provided you meet *each* of the following criteria:

- a) You possess an Ontario Secondary School Diploma (OSSD) at the university preparatory level and the specific published subject requirements, or equivalents, for your program of interest.
- b) You have completed at least one (1) year of study at the postsecondary level.
- c) You are eligible to return to your most recent institution in good standing. (If you are ineligible to continue studies, your application will not be considered for admission until the period of rustication has expired.)

1.2.5.2 Previous Studies in a Diploma or Certificate Level Program

If you have previously been admitted to a postsecondary program that did not require you to meet Ontario Secondary School Diploma (OSSD) requirements at the university preparatory level, you may still be considered for admission provided:

- a) You possess the specific published subject requirements, or equivalents, for your program of interest.

- b) You have demonstrated your ability to study at the degree level through *one* of the following:
- completion of at least two (2) years of a college diploma level program with a minimum average of 70%, or equivalent, including all attempted courses
 - completion of a General Arts and Science, University Transfer Program in an Ontario college or university with a minimum average of 70%, or equivalent
 - on a case by case basis, graduates of an Ontario College Certificate program with a minimum average of 70% will be considered. Typically, preparatory or pre post-secondary certificate programs will not be considered.

Please note, as a Transfer Student Applicant, your application will be considered for admission in competition with other applicants.

1.2.6 Advanced Standing and Transfer Credit

Once you are approved for admission, Humber will assess your previous postsecondary work for possible transfer of credit and subsequent advanced standing in the program. Students may apply for transfer credit after they have been approved into a program. The amount of credit granted will depend on the academic content of your previous studies, the grades received, and the requirements of the program to which you have applied. You should be prepared to arrange for the submission of all of your previous postsecondary transcripts. Upon request, you may also be required to submit institutionally prepared Course Outlines for the courses appearing on your transcripts.

Degree students will be assessed for transfer credit as part of the post admission process. Diploma, Certificate and Graduate Certificate students must apply for transfer credit using the Transfer Credit/Exemption form located at <http://admissions.humber.ca/exemptions.htm>

If you are a Humber student and wish to apply to transfer from one program to another program at Humber, you will be subject to this policy.

Transfer of credit for courses, including those obtained through Letter of Permission may normally replace no more than 75% of the course credits in any degree, diploma or certificate program. Credit for courses obtained through Prior Learning Assessment and Recognition (PLAR) may normally replace no more than 50% of the course credits in any degree program.

For degree programs, the limit on the number of credits that will be awarded for prior diploma level study, with and without affinity (Course affinity is based on similarity of course content and the level of learning outcomes), toward the degree program (excluding any work experience/internship requirements) such that the advanced standing to be awarded will not exceed:

- a) 65% of the course credits for a four (4) year degree program from a completed three (3) year diploma program
- b) 40% of the course credits for a four (4) year degree program from a completed two (2) year diploma program

Transfer credit to meet the work experience requirement in any degree program, will not be granted for work experience garnered while studying in a diploma or certificate program.

If you have attended postsecondary institutions outside of the Province of Ontario, your application will be assessed on an individual basis.

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

1.2.7 Bridging Options for Diploma Students

If a Transfer Applicant is applying to a degree level program, and he or she has previously studied in the same or related discipline at the diploma level, Humber may offer bridging courses to assist the applicant in transferring to the degree level program. For this purpose, Humber keeps on file an analysis of the requirements for specific bridging courses for selected programs. Bridging courses have been designed to allow qualified applicants to develop the competencies required to study at the degree level. In most cases, the courses will be in the following subject areas:

- a) Quantitative methods
- b) Breadth courses
- c) Statistics
- d) Calculus
- e) Research Methods
- f) Academic Writing and Critical Reading
- g) Science (Chemistry, Biology, Physics)
- h) Vocational Content (program specific courses)

Courses **a** to **g** are generic and available to all students pursuing the diploma to degree transition. Bridging options and articulated transfer arrangements from a diploma program to a degree program in the same or related discipline will be reviewed by the Degree Council to ensure that the learning outcomes of the degree program are fully satisfied.

Although bridging courses may be approved for a specific program, the amount of credit granted remains at the discretion of the Associate Dean of the School within the confines of Humber's Academic Regulations.

The bridging courses may be available through continuing education formats. On-line versions of some or all of the courses may be available. Applicants are required to successfully complete the required course(s) prior to beginning their degree studies.

Bridging courses will be eligible for prior learning assessment challenge following normal Prior Learning Assessment and Recognition (PLAR) guidelines.

Applicants, who have attended postsecondary institutions outside of the Province of Ontario, will be assessed on an individual basis.

Applicants, who fail to disclose previous post secondary studies and are admitted based on incomplete or fraudulent information, will be subject to a disciplinary action, the result of which may be expulsion from Humber.

1.3 English Language Proficiency Policy

Since most activities (lectures, seminars, laboratories) at Humber are conducted in English, it is essential that all students possess the writing and speaking skills necessary to cope with the rigors of the academic curriculum and successfully complete the co-operative components of the programs. Therefore, if your first language is not English, or if your previous education has been

conducted in another language, *you will normally be required to demonstrate proficiency in English by undertaking and submitting the results of one of the following at the level relative to the program to which you apply:*

a) A Minimum of three years of full-time study, in an English language school system (i.e. the primary language of instruction and evaluation is English) with acceptable grades in all English courses. Applicants must complete courses at the following levels:

<u>Program Level</u>	<u>Requirement</u>
Certificate & Diploma:	C, M (U/C), general level or higher, or equivalent
Degree:	U, M (U/C), OAC or advanced level, or equivalent
Graduate Certificate:	Programs require a degree/diploma for admission

b) A minimum of one full year of study in an accredited university degree program or two full years of study in an accredited post secondary diploma program in a country where English is considered a primary language.

c) The Humber English Language Proficiency (HELP) test with an overall minimum placement score at:

<u>Program Level</u>	<u>Requirement</u>
Certificate & Diploma:	ESL 200
Degree:	ESL 300
Graduate Certificate:	ESL 300

d) Test of English as a Foreign Language (TOEFL) with a score at:

<u>Program Level</u>	<u>Requirement</u>
Certificate & Diploma:	550 for the paper based test or 213 for the computer-based test, or 80+ minimums of 20 for the Internet-based test
Degree:	560 for the paper based test or 220 for the computer-based test, or 84+ minimums of 21 for the Internet-based test
Graduate Certificate:	580 for the paper based test or 237 for the computer-based test, or 88+ minimums for the Internet-based test

e) The Canadian Academic English Language Assessment test with a score at:

<u>Program Level</u>	<u>Requirement</u>
Certificate & Diploma:	Overall Band Score of 60
Degree:	Overall Band Score of 60 and Writing 60
Graduate Certificate:	Overall Band Score of 70

f) International English Language Testing (IELTS) with a score at:

<u>Program Level</u>	<u>Requirement</u>
Certificate & Diploma:	Overall minimum 6.0 (with no single test score below 5.5)
Degree:	Overall minimum 6.5 (with no single test score below 6.0)
Graduate Certificate:	Overall minimum 6.5 (with no single test score below 6.0)

g) Michigan Test of English Language Proficiency (MELAB) with a score at:

<u>Program Level</u>	<u>Requirement</u>
Certificate & Diploma:	76
Degree:	78
Graduate Certificate:	82

h) Completion of the Humber English for Academic Purposes (EAP) program:

<u>Program Level</u>	<u>Requirement</u>
Certificate & Diploma:	Successful completion of all EAP courses with a minimum GPA of 60% in Level 8
Degree:	Successful completion of all EAP courses with a minimum GPA of 75% in Level 8
Graduate Certificate:	Successful completion of all EAP courses with a minimum GPA of 80% in Level 8

Note: Applicants to the UNB-Humber collaborative Bachelor of Nursing (BN) degree program, whose first language is not English, must meet the English language requirements established by the University of New Brunswick. Applicants to Humber's degree programs, whose first language is not English, must meet the requirements of the English Language Proficiency Policy.

The above requirements are in addition to the Grade 12 U, M (U/C) or OAC English subject requirements, or equivalents. The above requirements are general guidelines only. Humber reserves the right to require a successfully completed language proficiency test based on the requirements of the specific program.

For admission purposes, some programs require a higher score than the minimum stated above. The above requirements are general guidelines only. Humber reserves the right to require a successfully completed language proficiency test based on the requirements of the specific program.

Applicants whose first language is French must present transcripts to indicate that they have taken three (3) years of English in a Canadian Secondary School, or equivalent in order to be admitted without an English as a Second Language Requirement.

1.4 Prior Learning Assessment and Recognition (PLAR)

Applicants who can demonstrate knowledge and skills gained through work experience or learning outside of a postsecondary environment may apply for PLAR if it corresponds to a specific Humber course or program.

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

- a) analyze their prior learning and achievements
- b) compare the learning outcomes to specific course requirements
- c) credit will be awarded only for demonstrated learning and not for experience

Requirements will vary from program to program but generally, applicants will be required to demonstrate skills and knowledge in the following ways:

- a) development of a portfolio (a collection of materials that document skills and knowledge)
- b) demonstration of a particular skill through role-playing or simulations
- c) written or oral tests and/or structured interviews
- d) completion of assignments designed to demonstrate specific knowledge and skills in action
- e) development of a product to demonstrate skill

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

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 SAT (Satisfactory).

1.5 Admissions Appeals

An applicant who has been refused admission to Humber has the right to request an appeal within ten (10) working days of the admissions decision. Such requests must be made in writing to the Deputy Registrar 205 Humber College Boulevard, Toronto, Ontario, M9W 5L7. The request must include the reasons why you are appealing the decision.

2. Registration

A Degree, Diploma or Certificate program of study prescribes the number and types of courses, including Communications, General Education and Breadth, leading to a degree, diploma or certificate. Upon payment of the prescribed tuition and non-tuition related fees, a duly registered student is entitled to receive instruction to the maximum number of courses as set out in the official program of studies for each semester of the program. Should a student wish to take one or more additional credits, repeat a course taken previously, or be required to take remedial courses, additional tuition fees will be charged for each course beyond the established number of courses/credits for the prescribed semester.

Note 1: Students may only register in degree level courses if they have met the admission requirements and have been formally admitted into the degree program.

Note 2: Throughout this document, references to the title “Professor” refers to the person delivering the instruction and includes persons with titles such as trainer, instructor and preceptor.

Note 3: Students enrolled in a degree program may not take diploma or certificate level courses for degree credit recognition.

When a student is over the credit limit for a semester, the student will be required to pay the additional fee. This requirement applies even if the student is repeating a previously dropped course(s).

2.1 Full-time and Part-time Classifications

2.1.1 Full-time

A student is considered to be a full-time student if officially enrolled in at least 66 2/3% of the courses, or if the student is enrolled in at least 70% of the credit hours prescribed for the semester in the student’s current program. A student wishing to exceed the normal course load must obtain program approval from the Program Co-ordinator and pay additional fees.

In some cases, students studying part-time who are taking multiple courses may be considered fulltime. Students must be enrolled in 66 2/3% of credits in a given semester as required by the program. The Office of the Registrar will identify these students and notify these students as to the adjustment of their classification, fees and tax information.

2.1.2 Part-time

A student, who is registered in less than 66 2/3% of the courses, or less than 70% of the credit hours prescribed for the program in the current semester, will be considered to be a part-time student.

2.2 Registration Procedures

2.2.1 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 deadline, an invoice for fees will be forwarded to students who are eligible to register. It is the student's responsibility to ensure that fees are paid or satisfactory arrangements are made for the payment of fees prior to the payment deadline. A student is considered registered for a particular term only when courses to be attempted for that term have been confirmed with the Office of the Registrar and payment has been arranged for the associated tuition and other fees.

A late payment penalty applies if payments are not made by the fee payment due date.

2.2.2 Course Pre-requisite(s)

A student wishing to enrol in a course for which the student does not have the stated course pre-requisite(s) must seek permission from the Program Co-ordinator to have the pre-requisite(s) waived. If a pre-requisite course is waived, the Program Co-ordinator must inform the Office of the Registrar, in writing, of this approval.

2.2.3 Returning Students – Eligibility to Continue Studies

All returning students must complete the registration procedures prior to the deadline dates set out for each term. Returning students who complete the registration procedures 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 may not attend classes and the student's registration will be cancelled.

2.2.4 Program Approval to take Additional Courses – Probationary Students/ Course Overload (Degree Students Only)

Program Approval is required to add courses if a student's status is probationary or if the student is adding more than the normal course load. The student must petition the Program Co-ordinator for Program Approval when required. The Office of the Registrar will facilitate registration based on the approval received by the student.

2.3 Course/Timetable Changes after Registration (Addition or Deletion of a course)

All course additions or deletions to a student's program for a given term are to be completed by the end of the fifth (5) class day from the beginning of the term as indicated in the Calendar of Important Academic Dates. 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. In practice, the following may be deemed to be exceptional circumstances: illness or compassionate grounds for missing all or part of the first five (5) class days; interchanging courses with common lectures, one with and one without labs; late resolution of appeals; failure of a deferred course condition or examination; Humber errors in registration procedures. A late fee may apply if a student registers for courses after the registration deadline.

2.4 Letter of Permission (Degree Programs)

Once a student has been admitted to a degree program, the student may register in a credit course at another institution and transfer the credit to the Humber degree *only with prior permission from the Program Co-ordinator*. The student must acquire a “Letter of Permission” form from the Office of the Registrar and provide a completed form, along with the detailed course outline for the course involved, to the Program Co-ordinator for approval.

The completed “Letter of Permission” form, indicating the Program Co-ordinator’s approval for the course, must then be submitted to the Office of the Registrar who will add the course to the student’s academic record.

Upon completion of the course, the student must present an official transcript indicating the grade earned to the Office of the Registrar in order that the grade can be recorded.

Courses undertaken through a “Letter of Permission” will not be included in the calculation of the GPA (Grade Point Average).

2.5 Auditing Courses

Where applicable, a student may apply to audit a course. The request to audit a course must be submitted at the time of registration. A student must obtain written permission to audit a course from the Associate Dean and the faculty member. Appropriate authorization must be presented to the Office of the Registrar to receive Audit Status.

The procedures for registration and course changes are the same as for regular course registrations, except that, after the end of the course change period, 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 and faculty member, a student may change from credit to audit status up to the end of the course change period applicable to the course.

Students who are auditing courses will not be evaluated nor will credits be earned. The regular course fee applies.

An approved audit course does not constitute a course attempt. Audit 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.

2.6 Voluntary Withdrawal (Hiatus)

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 the Calendar of Important Academic Dates for each semester. This deadline date is the two-thirds point of the course. Procedures for withdrawal from a course or a program (in whole or in part) must be initiated with the Office of the Registrar.

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 and do not register for the following four (4) terms will require re-admission to the program.

Withdrawn courses will appear on the official transcript with the notation “WTH”. Withdrawn courses will not be counted as course attempts or be used in the calculation of Grade Point Averages (GPA).

2.7 Work Placements, Internships and Work terms

Work Placements, Internships and work terms are facilitated within a competitive environment whereby students are normally required to demonstrate initiative in terms of developing a resume and practicing their interview skills in order to secure a position that will meet the requirements of the specific program of study. If a student experiences difficulty in securing a placement, it is expected that the student will continue the job search until they are successful.

Degree students have one semester to complete any required work term assignments. Students who fail to do this will need to repeat the work term and will not be permitted to commence the final academic semester of study.

Degree students who do not complete a work term 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. (See 6.2 f on page 21)

3. Course/Program Fees and Refunds

Tuition and non-tuition related fees for all programs are revised each year and are available from the Office of the Registrar. Courses or fees paid for courses not taken in the semester for which they were originally scheduled are not transferable.

3.1 Refunds

A refund for a course or program will only be issued if a student applies in writing to the Office of the Registrar by the close of business on or before the tenth (10) school day after the start date of the course. A non-refundable withholding fee applies. Students who have paid for advanced semesters will be eligible for a refund for that semester if they formally withdraw before the start of classes.

3.2 Late Fees

If a student misses a prescribed payment date, a late fee will apply. In addition, if students wish to split annual fee payments an extra charge will apply.

4. Course Outlines and Evaluation

At the beginning of each course, the professor will provide the student with a course outline containing the necessary pre-requisite courses, the objectives of the course/unit, the expectations in regard to student performance and attendance, and the evaluation to be employed.

The evaluation process will normally be progressive, that is by a series of written and oral or other assignments throughout the duration of the course. A comprehensive final examination may be part of the evaluation in each course or program.

5. Examinations and Final Evaluation

5.1 Examinations and Final Evaluation – Certificate and Diploma Programs

The final week of each semester may be used for final examinations or for the last tests in a progressive examination process. Unless there is a Divisional exam schedule, these tests and examinations will be conducted in the regularly scheduled class during that period.

5.1.1 Supplemental Examinations

Applicable policies can be obtained from the appropriate School.

Course outlines and/or Supplementary Regulations will reflect the policy of Supplemental Examinations.

5.2 Examinations and Final Evaluation – Degree Programs

5.2.1 Exam Period

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 regular days. Students who encounter a conflict between a scheduled mid-term or final examination and a religious obligation must contact the faculty member in charge to request that alternate arrangements be made. Students must do this as soon as the date and time of the examination are made known.

Where final tests or final examinations are to be given, they must be held during the examination period.

5.2.2 Exam Guidelines

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) The periods scheduled for final examinations that are to be written in examination halls will be up to three (3) hours in duration. No examination held during the dates scheduled for final examination periods shall be longer than three (3) hours.
- d) Students with disabilities who require special accommodations during examinations are required to self identify with the Office of Services for Students with Disabilities (SSD) at the outset of each term of study. A representative of the SSD will write to each faculty member informing them of the needs of the individual student. Faculty members are expected to provide the accommodation that these students require. (For more information, see <http://studentservices.humberc.on.ca/ssd/>).
- e) Final examination papers and final assignments are to be retained by faculty members for a period of six (6) months. Printed or written materials directly related to examinations conducted in the final examination time period, or related to final assignments, shall be made available to a student. The request shall be made by the fifth (5) class day of the next term. (Note: If the course instructor is not available, the request should be made to the Program Co-ordinator.) 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 or any other examination. Faculty members are encouraged to discuss with the student any questions raised.

5.2.3 Supplemental Privileges

A student who wishes to request a supplemental privilege must apply to the Associate Dean of his/her program who may allow a student to complete up to one (1) supplemental per term. This request 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 in exceptional circumstances.

The maximum grade a student can achieve through the supplemental privilege process is the minimum passing grade or the minimum grade required for progression purposes. A Supplemental must be completed within 6 weeks of the end of the term in which the failed course appears.

5.2.4 Deferred Privileges

A deferred privilege allows a student the opportunity to complete the final course requirements after the end of the semester. The Associate Dean grants deferred privileges on the basis of medical, psychological or compassionate consideration. Students who do not meet the deferred condition by the end of the course change period in the following term (the course change period is normally the first five (5) days of classes), must register for the course again and pay the appropriate fee. The final grade in the deferred course will be recorded with the work that was complete at the time of the deferral.

The 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 assignment or examination.

The faculty member notifies the Office of the Registrar of the results of the deferral, normally within five (5) days of its completion. Students must normally complete a deferred condition within the course change period of the start of the term immediately following the completion of the course.

6. Continuation of Study (Promotion and Progression)

6.1 Postsecondary Certificate and Diploma Programs

6.1.1 Promotion and Progression Requirements

- a) The minimum passing grade is 60%.
- b) Courses that have a prerequisite may not be taken until the prerequisite course(s) have been taken and passed.
- c) Some Continuing Education (C.E.) courses, Preparatory and Skill courses have special grading methods. These will be included in the course outlines or in Supplementary Regulations. In addition, in some of these courses, grades will be issued to students

under the auspices of Humber, but will be assigned by an external organization e.g., Ontario Real Estate Association. Also, some courses will not be graded nor will they carry with them any academic credits.

- d) For Preparatory or skill courses, students will receive grades only for completed units.

6.1.2 Academic Probation and Withdrawal (Diploma Programs)

If a student's term average is below 60%, the student will be placed on probation.

If the following term's average is again below 60%, but greater than 50%, probation will continue. If the average is below 50%, while the student is on probation, the student may be withdrawn for a period of two consecutive terms.

Further, if a student's term GPA is below 60% for three consecutive terms, the student will be withdrawn for a period of two consecutive terms. (For example, a student who is withdrawn at the end of the fall term will be eligible for re-admission at the beginning of the fall term in the subsequent year regardless of whether or not the program is offered during the spring term.)

If a student is required to withdraw from a program for probationary reasons, he or she will not be considered for admission to a program in a related discipline for a period of two consecutive terms.

A student, who has 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.

Important Note: In addition to the above requirements, each academic program may have further requirements for probation and withdrawal. It is the student's responsibility to review the academic requirements for the specific program.

6.2 Degree Programs

6.2.1 Promotion and Progression Requirements

- a) The minimum passing grade 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.
- c) Students will be evaluated at the end of each term of study.
- d) Each degree includes a one semester work term. This experience is integral to the curriculum and is a requirement for graduation. Students are required to complete this work term as scheduled in the program curriculum, normally 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 to discuss alternatives. All modifications must be approved in advance by the Associate Dean.

Important Note: In addition to the above requirements, each academic program may have program specific requirements for progression, probation and withdrawal. It is the student's responsibility to review the academic requirements for their specific program.

6.2.2 Academic Probation (Degree Programs)

The Continuation of Study Regulations is based on the principle that students must achieve a cumulative grade point average 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.

Degree- If eligible to continue	Status of Student
CGPA < 60%	Required to Withdraw
CGPA ≥ 60% and CGPA < 65%	Probationary Status
CGPA > 65%	Eligible to Continue

Degree- If on probation	Status of Student
TGPA < 60% and CGPA < 60%	Required to withdraw
TGPA ≥ 60% and CGPA < 60%	Required to withdraw
TGPA ≥ 60% and CGPA < 65%	Probationary Status
CGPA ≥ 65%	Eligible to Continue

Degree- If on probation for two terms	Status of Student
CGPA < 65%	Required to Withdraw
CGPA ≥ 65%	Eligible to Continue

CGPA- Cumulative grade point average

TGPA- Term grade point average

Further, if a student's term GPA is below 65% for three consecutive terms, the student will be withdrawn for a period of two consecutive terms. (For example, a student who is withdrawn at the end of the fall term will be eligible for re-admission at the beginning of the fall term in the subsequent year regardless of whether or not the program is offered during the spring term.)

A student, who has been required to withdraw for probationary reasons, will not be considered for admission to a program in a related discipline for a period of two consecutive terms.

A student, who has been required to withdraw for probationary reasons, will be placed on probation when he/she resumes 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.

Important Note: In addition to the above requirements, each academic program may have program specific requirements for probation and withdrawal. It is the student's responsibility to review the academic requirements for the specific program.

7. Grade Reports and Official Transcripts

7.1 Release of Grades

At the end of each semester, or upon completion of a program of study, student grades will be available through the Humber Website.

7.2 Transcripts

Official Transcripts providing a record of all courses taken by a student are available upon request to the Office of the Registrar. The official transcript details a student's permanent academic record and will carry the Humber seal and an authorized signature.

7.3 Dean's Honours List

Full-time students with a GPA of 80% or greater in any given semester will be recognized with the distinction of being on the Dean's Honours List.

8. Graduation and Convocation

8.1 Application to Graduate and Attend Convocation

Students/Graduates of day and evening programs must apply to attend the Convocation Ceremony by completing an "Application to Graduate/Attend Convocation" form available from the Office of the Registrar. The form must be completed seven (7) weeks prior to the date of Convocation.

8.2 Graduation Requirements for Diploma and Certificate Programs

Postsecondary Certificate, Diploma or Graduate Certificate students who do not attend Convocation will have their diplomas or certificates mailed.

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 program, the following conditions must be satisfied:

- 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 re-admission. Students would then have their courses evaluated for currency and would be subject to the curriculum in place at the time of re-admission.
- b) Students must have taken at least twenty-five (25) percent of their credits for the program at Humber in order to satisfy residency requirements.
- c) Students who interrupt their full-time studies will be required to meet the 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.

- d) Postsecondary students who achieve an 80% or greater weighted grade point average for the program will graduate with Honours.

8.3 Graduation Requirements for Degree Programs

8.3.1 Graduation

Candidates for graduation will be required to meet all of the following:

- a) Students must complete the program within 175% of the normal program duration. For example a four (4) year program has a maximum completion timeframe of seven (7) years. Failure to complete the program within the 175% timeframe 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 in place at the time of re-admission.
- b) A 65% weighted overall cumulative program grade point average (CGPA)
- c) Students admitted to a Humber degree program beginning in September 2012 must complete the following to be eligible to graduate:
 - Two lower-level breadth courses from no less than two different breadth categories. Categories are Society, Culture & Commerce; Science & Technology or Arts & Humanities. Completion of at least 30% of breadth courses contained in the degree at the upper-level.
- d) A minimum 20% of the courses taken must be breadth courses
- e) Students must have taken at least twenty-five percent (25%) of their credits for the program at Humber in order to satisfy residency requirements
- f) No more than 50% of the program can be satisfied through the Prior Learning Assessment and Recognition (PLAR.)
- g) Satisfactory completion of the work term.

8.3.2 Graduation with Honours

- a) Graduates taking full-time studies who have obtained a minimum weighted program grade point average of 80.0%.
- b) A student with a deferred condition, or a mark not received, will not be evaluated for placement on the Honours List until the academic record for the given semester is completed. Students who have consistently maintained a high average, but for whom a change in program, to part-time status in the graduating semester, or other anomalies have prevented placement on the Honours List, should consult the Registrar regarding eligibility for the Honours List. The Registrar will be responsible for determining which students should appear on the Honours List using the guidelines above.

9. Grading Systems

9.1 Grading Systems for Diploma and Certificate Programs

- a) Grades will be reported in percentages or as special grades as described in Section 9.4.
- b) A pass in each course, unless otherwise stated in the course outline is 60 percent. Credit will only be earned for courses with passing grades.

9.1.1 Repeated Courses

- a) Where a student repeats a course, both courses will show on the students' Official Transcript. The highest course grade in a repeated course situation will be used to calculate the student's overall program Grade Point Average (GPA).
- b) The number of repeats allowed for a course/unit is established by the School or Division. Please see School/ Divisional Regulations.

9.2 Grading Systems for Degree Programs

- a) Grades will be reported in percentages or as special grades as described below.
- b) A pass in each course is 50 percent.
- c) Credit will only be earned for courses with passing grades.

9.2.1 Repeated Courses

- a) Where a student repeats a course, both courses will show on the students' Official Transcript. The highest course grade in a repeated course situation will be used to calculate the student's cumulative program Grade Point Average (GPA).
- b) The number of repeats allowed for a course is established by the School.

9.3 Weighted Grade Point Average (GPA) Calculation

Humber uses a weighted Grade Point Average (GPA) on student transcripts. All graded courses taken, as part of a program of study, will be calculated in the GPA for that program.

9.4 Special Grades

The following notations are NOT used in GPA Calculation:

AUD	=	Audit
AEG	=	Aegrotat
DEF	=	Deferred (Degree Studies Only)
GNE	=	Grade Not Earned
INC	=	Incomplete (Diploma and Certificate Studies Only)
EXM	=	Exemption
SAT	=	Satisfactory
WTH	=	Course Withdraw
UNS	=	Unsatisfactory

9.5 Explanation of Special Grades

9.5.1 Audit (AUD)

Where applicable, a student may apply to audit a course by petitioning their Program Coordinator and/or the faculty member who teaches the course. If approved, the faculty member shall provide a written statement to the student prescribing the extent to which they may participate in the work of the course. The procedures for registration and course changes are the same as for regular course registrations, except that after the end of the course change period, a student who is registered under audit status for a particular course is committed to that status and may not convert to credit status. With the approval of the faculty member, a student may change from credit to audit status up to the end of the course add period applicable to the course.

An approved audit course does not constitute a course attempt. Audit 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.

9.5.2 Aegrotat Grades (AEG)

Aegrotat Standing applies to those students whose performance, over a significant proportion of the course, was fully satisfactory but where, because of personal reasons, such as illness, the student was unable to complete the course. In the case of illness, the student is required to provide the Associate Dean with a medical certificate. Courses in which Aegrotat Standing has been granted will not count toward the computation of the standing in the program. The Office of the Registrar grants Aegrotat Standing to a student on the recommendation of the appropriate Associate Dean.

9.5.3 Incomplete Grades (INC) – Diploma and Certificate Programs Only

Students who are unable to finish course work by the end of a term (or the specified end of a course) may be granted a grade of "Incomplete". Additional course work must be completed by the end of the semester (or period assigned by the school). Failure to meet the deadlines will result in the "Incomplete" grade being permanently changed to reflect the grade, which was earned at the time of the Incomplete being assigned.

The Incomplete 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 pre-requisite course must be completed prior to being allowed to proceed to a higher-level course unless otherwise approved by the Dean.

9.5.4 Transfer Credit / Exemption (EXM)

Transfer credit in individual courses is awarded when a student is granted credit for work completed which is equivalent in content to work covered in the course/unit in question, and no other course needs to be substituted.

9.5.5 Satisfactory (SAT)

Satisfactory notations on a transcript reflect the satisfactory completion of a work placement term or a PLAR assessment where the assessment method does not lend itself to the awarding of a specific percentage grade.

9.5.6 Withdrawn (WTH)

The Withdrawn notation will appear when a student attends a course but drops it before the Last Day to Withdraw without academic penalty. Courses that hold the WTH status are not counted as course attempts or calculated in to Grade Point Averages.

9.5.7 Unsatisfactory (UNS)

Unsatisfactory notations reflect the unsatisfactory completion of a work placement term.

10. Release of Final Grades

Grades are official on the day that they are released 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. To receive grades, students must clear the outstanding balance by the last day of classes.

11. Academic Freedom

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

12. Academic Misconduct

12.1 Definition

Academic misconduct is behaviour that erodes the basis of mutual trust on which scholarly exchanges commonly rest, undermines Humber's ability to evaluate students' academic achievements, or restricts the College's ability to accomplish its learning objectives. Humber takes a serious view of academic misconduct and will severely penalize students who are found guilty of 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.

12.2 Responsibilities

It is the responsibility of Humber faculty, students, and staff to be aware of what constitutes academic misconduct and to do as much as possible to prevent such offences from occurring. 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 behaviour obvious, and helping to ensure that the Humber community does nothing to encourage or facilitate academic misconduct.

Humber students are responsible for familiarizing themselves with and abiding by the policy on student academic misconduct. Students have the responsibility to create an environment that discourages misconduct.

12.3 Offences

Academic misconduct is broadly defined as an offence against the academic integrity of the learning environment. This includes, but is not limited to, the following examples.

12.3.1 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 use the conventions of documentation, and, if in any doubt, are encouraged to consult with the faculty member of the course, or the Program Co-ordinator.
- b) Humber reserves the right to utilize authentication and/or text-matching software as a means of determining academic dishonesty
- c) Copying another person's answer(s) to an examination question.
- d) Copying from or using prohibited material in an assignment or examination including, but not limited to textbooks or other documentary, electronic equipment, personal notes or other aids not approved by the faculty member. i.e. Accessing unauthorized test questions from an electronic database.
- e) 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.

12.3.2 Misrepresentation of Personal Performance

- a) Submitting false or fraudulent or purchased assignments, research or credentials; or the falsifying or withholding of records, transcripts, 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 a penalty. In this context, plagiarism is simply another form of impersonation that misrepresents personal performance.

- c) Submitting a false medical or compassionate certificate, or presenting other such documentation under false pretences.
- 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.

12.3.3 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.
- e) Aiding or abetting academic misconduct. Knowingly aiding or abetting anyone in committing any form of academic misconduct is itself academic misconduct. This may include, but is not limited to, offering for sale essays or other assignments with the intention that these works be subsequently submitted for assessment.

12.4 Penalties

If a student is found guilty of academic misconduct, one or more of the following penalties may be assessed:

- a) Required submission of a new piece of work; partial or total loss of marks on the exam/assignment; partial or total loss of marks for the course in which the offence occurred; a notation on the student's transcript.
- b) An official warning that the penalty for a subsequent offence will be suspension from Humber for a period of up to two years or expulsion.
- c) The rescinding of Humber-funded scholarships or bursaries.
- d) Suspension from Humber for a period of between two (2) and six (6) consecutive semesters. A student who wishes to be considered for readmission after this period must make an application for readmission that will be judged 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 will normally be required to serve the associated penalties consecutively.
- e) 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.
- f) A recommendation for revocation/rescinding of a degree/diploma. A person, who is found guilty of academic misconduct after having been approved for graduation, or after having a degree/diploma conferred, may have the degree/diploma rescinded or revoked.

Note: Students who have been expelled or suspended will not receive credit for any studies during that time.

12.5 Detection and Responding to Suspected Academic Misconduct

12.5.1 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 other students to assist them in verifying detection.

In cases of suspected impersonation, the invigilator shall require the student concerned to remain after the examination until the student is satisfactorily identified.

In other cases of suspected academic misconduct, the invigilator shall allow the student to complete the examination and may take action by:

- a) Requesting that the student complete the examination in another location or setting if it is deemed that such action will cause the least disruption to those taking the examination; or
- b) Confiscating the suspect material (including electronic devices) and requesting 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 shall give a full report, together with any confiscated material, to the appropriate faculty member. This documentation is also used in consultation with the Office of the Registrar when preparing a formal complaint.

12.5.2 Term Assignments Including Research

The responsibility for detecting academic misconduct on term assignments, etc., lies with the faculty member, who may make use of reports from others to assist in detection. Where academic misconduct is suspected, the instructor:

- a) shall retain possession of suspect material
- b) may seek to interview the student to allay suspicion or to confirm it

In any case, the instructor shall make a full report in writing together with any confiscated material to the Associate Dean.

12.5.3 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 Registrar. If the suspected offence appears to be related to a specific course, then the faculty member of the course should be contacted.

12.6 Documentation of an Offence of Academic Misconduct

Where there is evidence of suspected academic misconduct, the faculty member or person aware of the issue should consult with the Associate Dean to determine whether the offence and the

associated evidence/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:

- a) Notify the student in writing of the suspected academic misconduct.
- b) Notify the Office of the Registrar to hold changes to the student's record.
- c) Delay the submission of the grades for the student.
- d) Interview the student, unless the student is unavailable or unwilling.
- e) Consult with the Office of the Registrar to ascertain if any record of previous academic offences exists.
- f) Seek further information from faculty members or any other parties involved.

If the Associate Dean deems the student is not guilty at this stage, no penalties 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 guilty*** they shall:

- a) Notify the student in writing of the charge of academic misconduct ***including the offence, the penalty, the effective date and the student's right to appeal.*** (See Section 12.4 on Penalties)
- b) Notify the Office of the Registrar for purposes of documenting the student's record.

In cases where Revocation/Rescinding of a credential is recommended - the Dean shall consult with the Vice President, Academic and the President's Executive Committee.

Note: A student charged with the 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 guilty of the academic misconduct and receives a penalty other than an official warning, the student will not be allowed to drop the course(s). If the penalty selected is an official warning, the student will be allowed to drop the course(s).

12.7 Appeal Process

If a student charged with academic misconduct wishes to appeal the decision, they may submit a request for an appeal to the Office of the Registrar within ten (10) days of the date indicated on the written copy of the formal complaint specifying the offence and penalty.

The appeal process for Academic Misconduct follows the Formal Appeal Process. Details are available in Section 13.2 of the Academic Regulations.

12.8 Record of Academic Misconduct and/or Expulsion

12.8.1 Academic Misconduct

- a) First Offence- First offences of academic misconduct, unless considered extreme, 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 will result in a notation on the student's academic record. This notation shall be expunged from the student's file upon graduation.

- c) Students who do not graduate from Humber may submit a request to an Academic Appeal Panel to have the record expunged no sooner than five (5) years after the date of the student's last registration.

12.8.2. Expulsion

The record for expulsion is permanent, unless removed by petition to the President of Humber College.

12.8.3. 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.

13. Academic Complaint and Academic Appeal

PURPOSE AND SCOPE

It is the intent of the Academic Complaint and Academic Appeal policy 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.

An Academic Complaint or Academic Appeal is deemed to be an appeal of an academic decision of Humber, and not a complaint against an individual staff member.

The academic decisions dealt with through this policy are:

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

Humber is organized into a number of Schools, for example, The Business School or the School of Health Sciences. The intent of this policy is to allow the student and the School the opportunity to attempt to resolve the issue through the *Academic Complaint* 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.

Academic Complaint, Category 1 – 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. Normally, there is

no further right of appeal once the School has completed a *Formal Grade Review* and made a final decision.

Academic Complaint, Category 2 – This section of the appeal policy governs appeals of an academic decision regarding probation, academic withdrawal and expulsion as well as appeals relating to academic misconduct or a request for special consideration on the basis of medical, psychological or compassionate grounds. The Academic Complaint 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 the decision, the student may then proceed to a final Academic Appeal.

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

In the event the academic decision being appealed is not upheld through Academic Complaint or Academic Appeal, 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.

Humber shall be responsible for ensuring that all students are made aware of the Academic Complaint and Academic Appeal Process by publishing the policy in the Academic Regulations on the Humber website.

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

13.1 Academic Complaints – Category 1 and Category 2

The term Academic Complaint refers to the process that a student must initiate within the School before considering a formal Academic Appeal by a college level Academic Appeal Panel.

13.1.1 Academic Complaint, Category 1

Academic complaints relating to grades for course work, assignments, clinical placements, examinations and final course grades.

Academic Complaints related to grades received in any assessment must be initiated within ten (10) working 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 Co-ordinator and/or the Associate Dean may be asked to assist if the faculty member and student are unable to resolve issues.

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 Re-Assessment of an Individual In-Course Piece of Work or Final Exam

If a student is not satisfied with the outcome of the preliminary step toward resolution referenced above, he or she may make a formal request for a *Re-Assessment of the In-Course Grade*. *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% in the grade.*

In such cases, a student may request a re-mark by completing a **Request for Re-Assessment of In-Course or Final Exam Form*** and submitting it to the Associate Dean responsible for the course in question.

The Associate Dean will arrange for two (2) professors other than the professor teaching the course to individually re-mark 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 re-grading.

The average of the two (2) 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 and student shall ensure that the re-assessment of the grade is to be completed within ten (10) working days unless an extension has been mutually agreed to by both parties. It is incumbent upon both parties to make every effort to meet the revised deadline.

The assignment of grades is a School level jurisdiction 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 Academic Complaint.

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 will normally 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, the student may submit a request in writing to the Associate Dean requesting a *further review no later than ten (10) working 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***. The Associate Dean will provide a written decision within ten (10) working days of receipt of the request unless an extension has been mutually agreed to by both parties. 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 jurisdiction and may not be appealed to an Academic Appeal Panel except for reasons relating to breach of process in the handling of the Academic Complaint or if the decision has a direct impact on a student's standing relating to academic probation or withdrawal from a program. The Academic Appeal must be filed within 10 working days of the student's receipt of the decision of the Final Grade Review.

*** Forms are available from the Office of the Registrar or online at:**

<http://fulltimestudents.humber.ca/academicregulations.htm>

13.1.2 Academic Complaint, Category 2

Academic complaints 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/trainer who shall provide the student with the reasons for the decision. The Program Co-ordinator may be asked to assist if the professor and student are unable to resolve issues.

If a student is not satisfied with the outcome of the discussions, he or she may initiate an Academic Complaint by requesting the Associate Dean responsible for the delivery of the course or program to review the concerns. This request must be initiated in writing by the student on a **Request for Review of an Academic Complaint Form*** no later than ten (10) working days after the end of the term or training period within which the course or unit of instruction was offered. In this request, the student shall provide any and all documentation, (e.g. medical reports) which may impact on the resolution of the complaint.

The Associate Dean will review the Academic Complaint or accusation of Academic Misconduct and provide a written decision to the student within ten (10) working days of the receipt of the student's written request unless an extension has been mutually agreed to by both parties. It is incumbent upon both parties to make every effort to meet the deadlines.

The appropriate Dean (or designate) is responsible for ensuring that the results (and reasons why) of any and all levels of an Academic Complaint shall be documented and kept on file by the School.

The student faced with termination from a program shall be given written notice, including the reason(s) for termination, and shall be given an opportunity to respond to the School making the decision prior to the student launching a formal Academic Appeal should the student elect to do so.

*** Forms are available from the Office of the Registrar or online at:**

<http://fulltimestudents.humber.ca/academicregulations.htm>

13.2 Academic Appeal

13.2.1 Filing an Academic Appeal

If a major academic decision is not satisfactorily resolved between the student and the School through the Academic Complaint process, or a student who is subject to the Professional Suitability Policy disputes the decision of the School, the student may file a formal Academic

Appeal through the Office of the Registrar. All appeals must be filed within ten (10) working days following the written decision of a Dean or designate regarding an Academic Complaint.

Academic Appeals normally apply only to academic decisions relating to an Academic Complaint, Category 2.

Academic Appeals must be filed in writing to the Office of the Registrar on the [Application for an Academic Appeal Hearing Form](#).

The form is available from the Office of the Registrar or online at:

<http://fulltimestudents.humber.ca/academicregulations.htm>.

Prior to filing for an Academic Appeal, students are encouraged to consult with a Student Services 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 Academic Complaint or the decision confirming the charge of Academic Misconduct.
- c) Include copies of all documentation supporting the argument.
- 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 status 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).
- f) Indicate the name of the Student Services Advisor, or, if they have not contacted Student Services, indicate if they would like Humber to make available a Student Services Advisor to assist them in preparing for the Hearing.

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

- a) Schedule the appeal date and time.
- b) Distribute the application and the supporting documentation according to the appropriate timelines.

The School will, within a maximum of five (5) working 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 Academic Appeal Hearing.
- 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 as a witness. 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 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) working 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.

13.2.2 Role of the Office of the Registrar

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

- co-ordinating 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
- secure holding of appeal documentation for a period of 5 years

13.2.3 Role of the Student Services Advisor

A Student Services 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.

With the student's written request and permission, the Advisor may, on behalf of the student, communicate with the School prior to the scheduled hearing. The Advisor will provide guidance or advice but will not represent the student or the School at the Academic Appeal Hearing. The Advisor may, with the student's written permission, accompany the student to meeting(s) with School personnel and/or the 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 Academic Complaint 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 harassment 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, the Student Services 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.

13.2.4 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.

13.2.5 Dismissal of an Academic Appeal

An Academic Appeal may be dismissed if the student had 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 had improperly omitted a prior step(s) of the Academic Complaint process (see Section 13.1.1. and Section 13.1.2) or the student has commenced civil or other litigation with Humber on the decision in question.

If any of these circumstances exist, the Registrar will refer the student's written Request for an 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.

13.3 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 Services 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 an 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. 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 five (5) years from the last date of attendance. 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
- stay one or more of the appeals until after the determination of one of them

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:

- a) 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.
- b) The Chair shall ask each participant to confirm that they are willing to maintain the confidentiality of the information presented at the proceeding.
- c) The Chair shall ensure that sufficient time is provided to cover all points that are relevant to the appeal.
- d) 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.
- e) 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.
- f) 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.
- g) 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.
- h) The School (or its representative) shall state its position and speak to any relevant documentation.
- i) 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.
- j) 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.
- k) Based on the information provided, the School and the student shall be provided with an opportunity to summarize their position.
- l) After confirming that all relevant information has been presented by both parties 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.
- m) If an appeal upholds the decision, the action of the School stands and is written as such.
- n) If the appeal panel does not uphold the decision, the panel may award the resolution being sought.
 - o Directing the School to administer and/or accommodate the student with respect to a new final examination, assignment or paper in the course; or
 - o Directing the School to reinstate the student to the program status he or she was at 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.

- o) The decision and reasons of an Academic Appeal Panel shall be forwarded in writing to the student, School and the student's Advisor, if applicable, within ten (10) working days of the Academic Appeal Hearing.
- p) 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.
- q) 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.