



HUMBER

School of Hospitality,
Recreation & Tourism

POLICY HANDBOOK

2016/2017 Academic Year

Updated September 2016

The purpose of this document is to establish standards across the School of Hospitality, Recreation and Tourism and to assist students in the successful completion of their program. This document is supplementary to the Humber College Academic Regulations found at:

<http://www.humber.ca/academic-regulations>

It is the responsibility of both students and faculty members to understand and follow these policies.

1) PROGRAM REQUIREMENTS

In order to graduate, it is the responsibility of the student to ensure successful completion of all courses listed in the current program curriculum with a minimum cumulative program grade point average (CPGA) of 60%. Academic progress can be viewed on myhumber.ca. If in doubt, please speak to your Program Coordinator or Program Support Officer located in C105.

2) GRADES / TRANSCRIPTS

Students are responsible for reviewing their unofficial transcripts to ensure that grades are accurate and complete. It is the responsibility of the student to clarify any inaccuracies with their Faculty/Program Coordinator within **ten (10) business days** after the release of 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 college 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 the student's 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.

Transcripts will record the grades of all courses attempted. Failed course grades will remain on the final transcript, a passing grade from a subsequent successful attempt in the course will not replace the failed attempt grade. The highest course grade in a repeated course will be used to calculate the student's overall program grade point average (CPGPA). Transcripts will also reflect the probationary status of students if and when they have been placed on academic probation (see academic probation on page 7).

3) EXEMPTIONS

Students may be exempt from certain Humber College courses based on prior learning experiences. The exemption procedures are listed in the *Humber College Academic Regulations* and are noted on each course outline. Exemption procedures must be adhered to for an exemption to be considered.

4) DEPARTMENT

As aspiring professionals in the School of Hospitality, Recreation and Tourism, students are expected to demonstrate a professional attitude toward all program activities (classes, field trips, labs, special events and internships).

4.1) Required Uniforms (Specific Programs): Students not wearing the full and appropriate uniform, footwear and safety equipment in specified labs or specified program activities may not be admitted or may be asked to leave the lab, and will therefore, be marked as absent.

4.2) Class Attendance and Punctuality: For courses involving computer lab work, practical lab classes, classroom group activity or student/industry guest presentations, **absenteeism is generally not permitted and may result in a failing grade for the course.** The specific number of absences which will result in course failure is clearly stated in the individual course outlines. The student will be responsible for registering and paying for this course in a subsequent semester in order to graduate. See section 5.2 for valid reasons for missing a mandatory class.

4.3) Class Behaviour/Conduct: Disruptive behaviour in the classroom or lab will not be tolerated, as it affects the learning of other students and the ability of faculty to deliver curriculum content. Faculty have the right to ask students to leave the class should they deem student behaviour as disruptive (as per Humber College policies).

4.4) Electronic Communication Devices: The use of electronic communication devices (examples may include but are not limited to smart phones, cell phones, and tablets) is generally not permitted in the classroom or lab, unless otherwise instructed by the faculty member. Sound and vibration modes must be turned off during class time. Failure to comply with this policy may result in the student's expulsion from the class. The presence of unauthorized electronic devices in an examination, on the desk or on the student's person will be interpreted as a breach of academic integrity.

4.5) Use of Unrelated Software: Only software pertaining to specific courses being taught may be open on any computer in the classroom. No unrelated software should be accessed during scheduled class times. Failure to comply with this policy may result in the student's expulsion from the class.

4.6) Laptop Computer use in Computer Labs: Personal laptop computers are generally not permitted to be used when attending a class in a computer laboratory. Faculty members have the right to ask students to leave the class should they observe laptop use by any student.

5) COURSE GRADES

5.1) Grading:

- 0 – 49 Failure
- 50 - 79 Pass
- 80 - 100 Honours

Note: Some courses may be graded as satisfactory (**SAT**) and unsatisfactory (**UNSAT**). Specific grades for industry certifications may also exist.

5.2) Evaluations: The due date, time and method of submission of assignments will be specified **in class** by the course instructor. It is the student's responsibility to be aware of all due dates related to course evaluations.

In order to be eligible to complete a missed evaluation, a student must contact the course instructor **prior to the start time** of the missed evaluation or mandatory class. Permission to make up the missed evaluation or mandatory class will be granted by the course instructor, or program coordinator, based on the student providing **valid written documentation** regarding their absence. The written documentation must be produced upon the student's first day of return to the College.

Valid reasons for missing evaluations or mandatory classes are limited to:

- i. medical emergencies (physician note dated on the day of the evaluation and for each day following the evaluation that the student is away),
- ii. mandatory court appearances (court documentation required),
- iii. death in the immediate family (documentation from the funeral home or similar required). Immediate family is defined as the smallest family unit of an individual consisting of the closest relatives,
- iv. participation in a Humber College varsity athletic competition or related travel (this does NOT include exhibition competition), and
- v. other documented extenuating circumstances. These must be discussed with the Program Coordinator and Associate Dean.

Note: The student **MUST** complete the missed evaluation upon the **first day** of return to campus, unless otherwise arranged with the course instructor. It is the student's responsibility to communicate effectively with their course instructor and/or program coordinator in order to make these arrangements. Failure to meet ALL of the requirements above will result in a grade of zero for the missed evaluation.

All paper assignments must be submitted within the first fifteen (15) minutes of the specified class. All electronic submissions must be submitted by the time specified by the course instructor. After this time, the assignment is deemed to be late.

Unless the student has a valid, documented reason for submitting a late assignment, 20% of the total possible grades for the assignment will be deducted per day, for a maximum of 3 days. After 3 days, the assigned work will receive a grade of zero. Each day will consist of the 24-hour period following the start of the class in which the assignment was due, including weekdays, weekends and holidays.

When exceptional circumstances prevent a student from submitting an assignment on time, the student must notify the course instructor **prior to the date and time the assignment is due**. This communication must include the valid reason for the late submission and a copy of the assignment to-date in order to avoid the late penalty described above. Students must provide valid documentation of the exceptional circumstance prior to the marking of their assignment.

5.3) Tests & Exams: During a test or exam, the following will be implemented:

- i. Students should be prepared to present photo identification (student ID) at the time of entering or exiting a test or exam.
- ii. All cell phones and other electronic devices must be turned off and placed with other personal belongings in a designated area.
- iii. No outerwear, such as hats, gloves, overcoats, jackets, vests, etc., is permitted to be worn. Religious head coverings are exempted.
- iv. Students must be punctual for all tests and examinations. Students must stay in the examination room for the first 30 minutes. No student will be permitted to enter the room once another student has left. Students arriving after the first 30 minutes OR after at least one (1) student has left the examination room, will not be permitted to write the test or exam and will therefore receive a grade of zero (0) on the evaluation.
- v. Students who arrive late will not be given extra time.
- vi. Once a student has left the examination room, there will be no re-admittance.
- vii. No food is permitted in the examination rooms. Only beverages in clear containers (with no labels) will be allowed.
- viii. Only authorized material is permitted at student's desk during the test/exam period.
- ix. Students are expected to arrive prepared. Pencils, erasers, calculators etc. will not be provided and may not be shared with other students during the test/exam.
- x. Students are to follow the instructions of the staff or faculty member for collection of exams and dismissal procedure at the end of the examination.
- xi. Staff and faculty members have the authority to remove any unauthorized material for the period of the examination. It can be retrieved when the exam materials have been handed in. Refusal to surrender unauthorized materials will remove eligibility to continue to write the test/exam.
- xii. Staff and faculty members may direct students to move to another seat during the test/exam.
- xiii. If a student witnesses cheating during a test/exam, it should be reported to the invigilator.

5.4) Incomplete Course Work: In exceptional circumstances, students who are unable to finish course work by the end of a term (or the specified end of a course) may be granted incomplete status. All incomplete grades must be accompanied with the student's grade earned to date. The maximum allowable time an incomplete grade can stand is six (6) weeks. Following this time period, the grade entered becomes final.

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 Program Coordinator.

6) Academic Integrity

The School of Hospitality, Recreation & Tourism is dedicated to ensuring that students graduate from their programs with the skills, attitudes and competencies required for successful careers and citizenship. Together, we can create a community dedicated to academic integrity and the pursuit of learning, by committing to the fundamental values of honesty, trust, fairness, respect, responsibility and courage (ICAI, 2014). The students, faculty, staff and administrators are collectively responsible for demonstrating and upholding these shared values.

6.1) Breaches of Academic Integrity: Below, are some examples of breaches of academic integrity. These are only examples and this is not an exhaustive list of the behaviours and actions that might breach academic integrity. Staff and faculty members may provide additional examples of breaches of academic integrity specific to their courses or evaluation. The following categories and descriptions come from DePauw University (2015).

Cheating is the act of using or attempting to use unauthorized materials or having someone else do work for you. Examples of cheating include looking at another student's paper during a test, bringing an answer sheet to a test, obtaining a copy of a test prior to the test date or submitting homework borrowed from another student.

Fabrication is the act of inventing or falsifying information. Examples of fabrication include inventing data for an experiment you did not do or did not do correctly or making reference to sources you did not use in a research paper.

Facilitating academic dishonesty is when you help someone else to commit an act of academic dishonesty. This includes giving someone a paper or homework to copy from or allowing someone to cheat from your test paper.

Plagiarism is the act of using the words or ideas of another writer without attribution, so that they seem as if they are your own. Plagiarism ranges from copying someone else's work word for word, to rewriting someone else's work with only minor word changes (mosaic plagiarism), to summarizing work without acknowledging the source.

Multiple submission is the act of submitting work you have done in previous classes as if it were new and original work. Although professors may occasionally be willing to let you use previous work as the basis of new work, they expect you to do new work for each class. Students seeking to submit a piece of work to more than one class must have the written permission of both instructors.

Abuse of academic materials is the act of harming, appropriating or disabling academic resources so that others cannot use them. This includes cutting tables and illustrations out of books to use in a paper, stealing books or articles and deleting or damaging computer files intended for others' use.

Deception and misrepresentation is the act of lying about or misrepresenting your work, academic records or credentials. Examples of deception and misrepresentation include forging signatures, forging letters of recommendation and falsifying information on an application or resume.

Also included in this area is taking credit for group work to which you did not contribute significantly or meet your obligations. In a collaborative project, all members of the group are expected to do their share. Group members may work together on each phase of the project or they may divide the tasks--one person might do background research; another might take charge of the lab experiments; another might be responsible for drafting the report. However, each member of the group is responsible for being familiar and involved with the entire project. Be sure to get clear instructions on your individual and collective responsibilities from each faculty member for each course.

Electronic dishonesty is the act of using network access inappropriately, in a way that affects a class or other students' academic work. Examples of electronic dishonesty include using someone else's authorized computer account to send and receive messages, breaking into someone else's files, gaining access to restricted files, disabling others' access to network systems or files, knowingly spreading a computer virus or obtaining a computer account under false pretenses.

6.2) Promoting Academic Integrity: In order to support students in maintaining their academic integrity, several strategies and procedures are in place. These include, but are not limited to, originality checking software (such as Turnitin.com), referencing resources, and test and exam procedures.

For more information on what plagiarism is, how to avoid plagiarism, and how to properly reference please visit: <http://www.humber.ca/hospitality/sites/default/files/Plagiarism.pdf>. In addition, staff, faculty, and students are encouraged to use resources available from the library (APA & MLA resources - <http://library.humber.ca/APA-MLA>; copyright - <http://library.humber.ca/copyright>).

6.3) Reporting Breaches of Academic Integrity: When a student suspects another student of breaching academic integrity, they should report this suspicion to their faculty member or Program Coordinator immediately. If a faculty member suspects a student of breaching academic integrity, they should follow the procedure for reporting breaches of academic integrity. This includes completing a report that is filed with the Program Coordinator and the Associate Dean. (See Appendix A: Process for Reporting Suspected Breach of Academic Integrity)

6.4) Consequences of Breaching Academic Integrity: In the instance when a breach of academic integrity has been confirmed, an academic penalty will be determined. The penalty can include a grade of zero (0) on the evaluation, a grade of zero (0) in the course and may be extended up to a notation on the student transcript, suspension from a program and expulsion from the College.

Note: A student's grade on a particular assignment will be withheld until a decision has been made. The decision will be communicated to the student in writing and will be confirmed with the Office of the Registrar, so that repeat offences can be tracked within the student record system. A student has the right to appeal decisions relating to breaches of Academic Integrity, as per the Humber College Academic Regulations.

7) GRADUATION AND LENGTH OF TIME TO COMPLETE A PROGRAM

A student must complete the program they are enrolled in within 200% of the normal program duration. For example, a two (2) year program would have a maximum completion timeframe of four (4) years. Failure to complete the program within the 200% timeframe would require the student to apply for readmission. Students would then have their courses evaluated for currency and would be required to complete the

program curriculum in place at the time of re-admission. Where courses have changed, students may be required to repeat some courses to meet program graduation requirements.

8) GRADE REASSESSMENT

Students may request an individual piece of work or the final course grade to be reviewed within **ten (10) business days** of receiving the graded evaluation. The academic appeals process will not apply to work that is worth less than 20% of the overall course grade. For work that is worth 20% or more, two external reviewers will evaluate the work and the average of the two grades awarded will be taken as the final grade.

The decision of that review is documented in writing by the Associate Dean and will be shared with the student and the Office of the Registrar.

9) ACADEMIC PROBATION AND WITHDRAWAL

Certificate, Diploma, and Ontario Graduate Certificate Programs

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

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

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

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

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

CPGPA - Cumulative Program Grade Point Average. See section 14.1 for definition.

TGPA - Term Grade Point Average

The authority to defer a withdrawal, based on extenuating circumstances, will reside in the School.

10) REFERENCES

DePauw University. (2015). *Types of academic dishonesty*. Retrieved from <http://www.depauw.edu/handbooks/academic/policies/integrity/types/>

International Center for Academic Integrity (ICAI). (2014). *Fundamental values project*. Retrieved from <http://www.academicintegrity.org/icaei/resources-2.php>