



# ACADEMIC UPGRADING PROGRAM 2024/2025 Student Guide

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**EMPLOYMENT  
ONTARIO**

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# WELCOME

Dear Students,

Welcome to the Academic Upgrading (AU) Program at Humber Polytechnic! On behalf of the AU faculty and staff, we are thrilled that you have chosen to embark on your academic journey with us, and we extend our best wishes for your success. Whether you're preparing for a postsecondary program, apprenticeship studies at Humber, or aiming to achieve an employment goal, we are here to support you every step of the way.

This handbook has been thoughtfully crafted to provide you with the most up-to-date and essential information about our Academic Upgrading program. The AU Program at Humber delivers the Ontario Government's Academic and Career Entrance (ACE) program curriculum, credential and graduation requirements for you. Within these pages, you will discover how to access and enjoy the wide range of services offered by Humber Polytechnic while you are enrolled in our program. Availing yourself of these services can facilitate a smooth transition into your studies and increase your chances of successfully completing your courses. Furthermore, this handbook outlines the program and student policies for you to meet the certificate requirements of both Humber and the Government.

We encourage you to take the time to familiarize yourself with the contents of this handbook. If you have any questions about its contents or the program in general, the entire Academic Upgrading team is available to address your inquiries. Please don't hesitate to visit the AU main office whenever you require our support; we are here to assist you.

After completing the Academic Upgrading Program, we would love to hear your success stories. We invite you to stay in touch with us and share your achievements.

Once again, welcome to the Academic Upgrading Program at Humber Polytechnic. We are honored to have you as part of our community and look forward to witnessing your growth and accomplishments.



Tumpe Trotter  
Manager, Pathways Programs  
Faculty of Liberal Arts and Sciences  
Humber Polytechnic

# CONTACT US

**Main Office Hours:** Monday to Friday, 8:30am to 4:30pm  
**Location:** 5<sup>th</sup> floor, LRC Building, North Campus  
**Phone:** 416-675-6622  
**General email:** [academicupgrading@humber.ca](mailto:academicupgrading@humber.ca)  
**Program web:** [Academic Upgrading Program](#)  
**Faculty web:** [Faculty of Liberal Arts & Sciences](#)

## Main Contact

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## Staff

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# PROGRAM INTRODUCTION

AU at Humber is a tuition-free in-person program, funded by the **Ontario Ministry of Labour, Training, and Skills Development (MLTSD)**. However, the tuition for most ACE online courses offered through **Ontario Learn** is not covered by the Ministry, so students who choose to take these online courses would need to pay for them. Also, the ACE online courses are not offered at Humber.

In order to be eligible for Humber's Academic Upgrading program, students must meet all criteria:

- be 19 years of age or older
- be a resident of Ontario
- be legally eligible to work in Ontario (have a Canadian Social Insurance Number)

AU classes at Humber are in person and usually run Monday to Friday at our North Campus, between 8:55 a.m. and 3:15 p.m. but they may be scheduled to start earlier or run later and learners are expected to be available to attend all their scheduled classes.

Learners can expect to spend anywhere from 1 to 3 semesters in Academic Upgrading. Humber AU semesters are normally 15 consecutive weeks in length and begin in September, January or May. Academic Upgrading (AU) provides learners with the opportunity to build their confidence and skills in several key subject areas:

- Communications (English)
- Mathematics
- Self-Management Skills
- Computers
- Sciences

The ACE Communications, ACE Business Math, ACE Biology, and ACE Chemistry courses in our AU program are considered equivalent to Ontario high school courses. The grades earned in these courses may be used when students apply for admission to post-secondary programs. The table that follows lists the Ontario high school course codes equivalent to Humber's AU courses.

ACE Course Name	Humber Course Code	High School Equivalent Course Code	High School Equivalent Course Name
Communications	ACEC E10	ENG4C	English, Grade 12
Computers	ACEC C10	No equivalent	-
Math – Core	ACEM 019	MEL4E	Math for Workplace, Grade 12
Math – Business	ACEC M20	MAP4C	Math, Grade 12
Science – Biology	ACEC S20	SB13C	Biology, Grade 11
Science – Chemistry	ACEC S10	SCH4C	Chemistry, Grade 12
Skills for Success	ACEC A10	No equivalent	-

# ATTENDANCE POLICY

After a student has established regular class attendance, he/she will be given guidance on uploading a photo to [MyHumber](#) so that a Humber Polytechnic student ID card can be processed.

There is a strong relationship between attendance and grades: higher grades are associated with regular class attendance. As Humber students, AU learners are responsible for regular attendance, punctuality, and facilitating a positive and productive learning environment. Latecomers and early leavers cause unnecessary distractions to the class and disrupt learning. **Students are expected to attend all their classes, arrive on time, and stay for the entire class** unless prior arrangements have been made with the professor.

Due to safety concerns, if a student is late for a science lab, he/she may not, for example, be admitted to class. Before participating in any science labs, students must also successfully complete a lab safety quiz. Any student absent on the day that this quiz is administered will not be able to participate in any science labs until the quiz has been completed.

Students must maintain an attendance record above 80% in all classes. If a student's attendance falls below 80%, he/she will be notified in writing, and the student may be placed on probation or withdrawn from the program. **In instances where students are withdrawn from the program, they can only re-apply for enrollment after a period of one (1) year.**

**Please note that only registered students can attend classes. Once students have been withdrawn, they cannot continue to attend classes for the purposes of auditing the class.**

**Please note that students cannot bring children, friends, or spouses to class with them.**

Due to safety and security concerns, the AU staff will **NOT** confirm by telephone or in person, whether students are registered in, or attending Academic Upgrading at Humber Polytechnic. Students must give their consent in writing by identifying specific individuals who can receive this information.

# ABSENCES / CLASS CANCELLATIONS

When students are absent from class, they **MUST** notify their professors directly about their absences. **Students who are absent are responsible for catching up on missed lessons.**

If the professor is absent and needs to cancel a class, a notice will be placed outside the classroom, and an announcement may be posted on the Blackboard course website – although this may not always be possible. Always wait 15 minutes in the classroom for the professor to arrive before going to the office to make an enquiry.

# GRADES

All Humber students receive both mid-term and final grades in each of their classes. While mid-term grades will not be used to calculate a student's grade point average (GPA) and will not appear on a student's transcript, they can be used in a variety of other ways. First and foremost, mid-term grades provide both faculty and students with valuable information about students' academic progress in their courses. In certain cases, mid-term grades can be used to assess a student's application for admission to a Humber program. Grades are accessed on [MyHumber](#). In such cases, Humber may issue a conditional offer of admission based upon a student's mid-term grades. Such offers will be reassessed when final grades are made available.

Each term, final grades will be issued and noted on a student's transcript for each course that the student has been registered into, unless the student has dropped a course from his/her timetable before the specified drop date for that term. Drop dates are published by the Office of the Registrar and made available on Humber's Academic Calendar which students can access at: <https://humber.ca/admissions/office-of-the-registrar/academic-calendar.html>

# WITHDRAWAL

Students are encouraged to meet with the Student Support Advisor *prior* to dropping a course in order to fully understand the academic impact and consequences of their decisions. **In all cases, it is the student's responsibility to drop the course from his/her timetable.**

If students decide to withdraw from the Academic Upgrading program, **they must formally notify the Academic Upgrading Office and meet with the Student Success Advisor** in order to withdraw in good standing.

Dropping all of your courses does **NOT** mean that you have withdrawn from the AU program. The Ministry of Advanced Education and Skills Development requires that you complete an **Exit Form** when you withdraw from or complete your AU studies.

# STUDENT SUCCESS ADVISOR

All students in Humber's Academic Upgrading have access to a Student Success Advisor who is directly attached to this program.

## The Student Success Advisor

- Provides academic support and advice to new and returning students in relation to their goal paths, learning plans and programs of study
- Collaborates with students to set short-term and long-term goals, and coordinates the development of their individual training plans based on these goals
- Refers students to relevant campus student support services and partner organizations within the community which will enable a successful transition through the program
- Assists students to identify potential barriers to success and other difficulties that may be impacting on their performances and to help them to create student success plans to enhance their academic, personal and social growth
- Assist students with registration for courses and managing their course load for the semester  
Monitors the academic progress of students on probation and advises students who wish to re-enter the program after an absence
- Assists students with transition into postsecondary programs by discussing strategies that will enable them to maximize their full potential

**Please do not hesitate to meet with or email the Student Success Advisor if you have any questions or need any assistance as you continue through the program.**

## **YOUR STUDENT SUCCESS ADVISOR IS:**

**Isabella Barimayena, [Isabellan.s.barimayena@humber.ca](mailto:Isabellan.s.barimayena@humber.ca)**



# PROGRAM EXPECTATIONS AND GUIDELINES

Every member of the Humber Academic Upgrading community is responsible for helping to create and maintain a positive learning environment. This involves not only attending class, but preparing for class, completing homework and assignments on time, actively participating in classroom discussions and activities, and working collaboratively with colleagues in a manner that is respectful of the diversity in our classrooms. Any behavior that disrupts the learning environment will not be tolerated. This includes the use of cell phones/mobile devices in the classroom. Students must **turn off their cell phones** and refrain from using mobile devices while in class.

Students are also reminded that given the sensitive nature of the equipment and activities being conducted in many of our classrooms, such as in our computer labs and science labs, food and drinks are not permitted. If students are eating on campus, please remember to dispose of waste or garbage in the appropriate containers located throughout the campus.

Students are also asked to remember that some of their colleagues may suffer from a variety of allergies. While Humber is not a scent-free or nut-free environment, we appreciate student efforts to help us create a positive and welcoming learning environment for everyone.

## **After Orientation:**

In some cases, students request that Humber provide information to other agencies or service providers (i.e. Ontario Works, Second Career, Children's Services, etc.) regarding their admission, attendance, and progress in our program.

- Please contact the Student Support Advisor to make an in-writing request about to whom and where to send this information. Please allow 3-5 business days for processing.

**As Academic Upgrading students, you must complete a variety of different Ontario Ministry-mandated forms to study in our Academic Upgrading program.**

## **During the Semester:**

- Milestones & Culminating Tasks Learner Service Plan / Goal Setting
- Student Feedback Questionnaires (SFQ) Exit Form

## **To Graduate:**

- AU Application to Graduate Form

## **After Graduation:**

- Once students have completed our program, please note that Humber will contact them, as per Ministry requirements at 3, 6 & 12 months after exiting the program, to follow-up on their academic and/or employment status.

# TEXTBOOKS & SUPPLIES

## **Textbooks:**

Required textbooks and other course materials will be provided by the Polytechnic free of charge. If you require any learning materials in an alternative format, please connect with your professor and/or the Academic Upgrading support team.

## **Science Lab:**

For students taking science courses, safety glasses and lab coats will be provided for use in the lab. These safety glasses and lab coats must be returned at the end of the semester to avoid having replacement charges registered against the student's Humber account.

## **Calculators:**

Calculators may be supplied for use in the class and must be returned at the end of each class. Students are encouraged to become familiar with using the various functions of the calculators as they may be required to use them in postsecondary classes; the expectation is that they will have already been trained in the use of a scientific calculator. If students want to use calculators at home for practice or to complete assignments, then they will need to buy their own.

Students **MUST** supply their own paper, pens, notebooks, etc. Using a binder for each course helps to keep notes and any handouts organized.

# TRANSPORTATION AND CHILD CARE

## [North Campus Location Map](#)

### Transportation Allowance

Eligible students may be eligible to receive a transportation subsidy in the form of a daily stipend to assist with covering the costs to travel to and from school (\$10.00 daily for each in-person class they attend). This training support is only provided to students who can provide documentation of financial need as determined by the latest Statistics Canada LIM-AT (Low Income Measures after-tax income).

In order to apply for this allowance, each semester, an eligible student must do the following:

- Provide his/her SIN number and **latest** CRA Income Tax return or Notice of Assessment, line 260: taxable income amount from Schedule 1. The amount will be verified; no copies will be made or kept.
- Complete the *Transportation Allowance* application form.
- Submit the *Transportation Allowance* application form to the Faculty of Liberal Arts and Science office LRC, 5th Floor, by the deadline specified.
- Transportation allowances are paid to students in the form of an e-Transfer

Transportation allowance payments are normally paid at least two weeks in arrears by e-Transfer. It is also important to note that the transportation allowance is a taxable benefit. Students will receive a tax receipt from Humber Polytechnic reflecting the total benefit that they received in any given taxation year.

The transportation allowance will be paid several times during the semester: **starting around week 3** and then bi-weekly until the end of the semester. There are no back payments made — only payments for the current semester will be processed, after the AU office receives your forms. Also, if a student drops out of the program or has finished the program, the payments will cease.

### Parking Allowance

We now have parking allowance per semester, available to all currently enrolled Academic Upgrading students in financial need. Any students interested, please visit the front desk of the main Faculty Office (5th floor, LRC Building) to fill out a form – bring vehicle information (license plate, vehicle make, model and colour). Eligible students will be covered for the cost of \$293.25 (tax in) per semester. If the parking permit is requested later in the semester, the permit cost will be pro-rated.

Bring original copies of **one** of the following documents for verification: 1) CRA notice of assessment; 2) CRA T1 Tax return (line 260); Most recent paystub if currently working.

Please note that parking permits are limited at Humber. This offer is on a first come, first-serve basis and is only available in limited quantity.

### Child Care Allowance

Child Care Support for the Academic Upgrading Program is available. If you are interested in obtaining more information, regarding the Child Care support, please contact of the main office for forms (see page 4).

Bring original copies of **one (1)** of the following documents for verification: 1) CRA notice of assessment; 2) CRA T1 Tax return (line 260); Most recent paystub, if currently working.

# GENERAL STUDENT INFORMATION

## **Humber Student ID Card**

**Student ID is required to access many of the student services at Humber, including the Registrar's Office.** During Orientation, students will have an opportunity to learn more about how to acquire their Humber student identification cards. Students are required to carry their Humber Student ID cards at all times while on campus, so they are able to identify themselves as current students.

**Blackboard** is Humber's online Learning Management System (LMS) where students can access the learning materials from their courses, communicate with their professors and other students, and monitor their progress in the course by reviewing their posted grades. **Start at the [myHumber portal to access all your Humber services](#).** To receive help with navigating Blackboard, please visit <https://humber.ca/innovativelearning/support-centre/>.

## **[Student Life Services](#)**

Below are highlights to key areas that will impact your daily campus life: wellness, campus services, careers, orientation, volunteer opportunities, and student support.

## **[Math & Writing Centre](#)**

The Math Centre is a drop-in Centre offering math help to all Humber. No appointment is required. The Writing Centre offers individualized help with all stages of the writing process. It is recommended that students book an appointment before visiting the Writing Centre.

## **[Peer Assisted Learning Support \(PALS\)](#)**

PALS offers a variety of learning support services like Peer Tutoring, Learning Skills Workshops, Note Taking Services and the PASS Program.

## **[Student Wellness and Accessibility Centre \(SWAC\)](#)**

The provision of health, counselling and accessible learning services in one Centre enables seamless, holistic support for students' where/if necessary.

## **[Humber Library Services](#)**

Students can borrow some course textbooks, as well as other print and e-resources from the Humber Library. Students need to visit the circulation desk at the library to activate their Humber Student ID card for library services.

## **[Test Centre](#)**

In all cases, students should speak with their professor(s) if they are absent and have missed a test or assignment. When students are granted the opportunity to write a make-up test, it will be written in the Test Centre. Students need to ensure that they know the Test Centre hours for each term and have photo identification with them when they go there.

## **[Athletics and Fitness](#)**

Humber has state-of-the-art fitness facilities that students can access.

# HUMBER STUDENT POLICIES

## Student Right and Responsibilities - Code of Student Conduct

The following statement, describing the *Code of Student Conduct*, has been taken in its entirety, from the following link <https://humber.ca/knowthecode/codes-community-standards>

*The purpose of the Code of Student Conduct (the Code) is to define the responsibility of all Humber Institute of Technology and Advanced Learning (Humber) and University of Guelph-Humber (Guelph-Humber) students to act in a manner that respects the rights, safety and well-being of others. The intent of the Code is to provide a framework to resolve issues when civility and respect for the rights of others break down and informal resolution is not possible. These principles and values can only be realized in an atmosphere of respect, safety and security.*

In the context of the Code, the goal and responsibility of Humber is to provide an academic community encompassing all aspects of Polytechnic life, such that the pursuit of education and personal growth can take place in a safe and welcoming environment. The Code includes coverage of incidents that occur both on and off campus, which affect the Humber workplace, living and study environment. Off campus activities may include, but are not limited to, Polytechnic-related social functions, in the course of work or academic placements, off-campus field trips, or work or academic related travel.

## Academic Regulations

It is the student's responsibility to be aware of Humber Polytechnic's Academic Regulations which can be found on the following website: <http://www.humber.ca/academic-regulations>

## Academic Integrity

Academic integrity is essentially honesty in all academic endeavors. Academic integrity requires that students avoid all forms of academic misconduct or dishonesty, including plagiarism, **cheating on tests or exams, or any misrepresentation of academic accomplishment.**

<https://humber.ca/academic-integrity>.

# BEYOND ACADEMIC UPGRADING

Students interested in furthering their education need to begin planning for the next stage of their academic journeys well in advance to allow for enough time to obtain necessary documents and to complete necessary admissions testing where required.

For those interested in applying to Polytechnic programs, students should **begin applying no less than eight (8) months before their anticipated start dates** in their desired Polytechnic programs. Students do not have to complete Academic Upgrading first before applying and can start the application process while they are still completing the AU courses. Students can seek assistance from the AU Student Support Advisor with their applications. Applications are completed online through the Ontario College Application Service – OCAS: <http://www.ontariocolleges.ca/home>. **Students can submit their OCAS application fee receipt to the AU office for reimbursement.**

Students can apply to a maximum of five programs with one application. Please note that students cannot apply to more than three programs at any one Polytechnic. If students require a transcript of their grades for another institution, they will need to request one from the Office of the Registrar using <http://humber.ca/myhumber/>. There is a non-refundable fee for transcript requests.

If students do not meet the admission requirements, they will be invited to complete admissions testing. They will also be invited to complete admissions testing for over-subscribed, competitive programs, such as the health sciences and media studies programs. As an Academic Upgrading student, mid-term grades may be used to assess the application for admission to a program that is an open access program. **It is important to note that completing Academic Upgrading does not guarantee admission to any of Humber's post-secondary program.**

# GRADUATION REQUIREMENTS

Please note that there are more eligibility requirements to qualify for this support. Please inquire by email or at the front desk before submitting an application.

Students who complete the ACE Communications, ACE Mathematics and any other two ACE level courses (ie. ACE Computers, ACE Skills for Success, etc.) and earn a grade of 70% or higher in each of these courses receive an ACE (Academic Career Entrance) Certificate.

Once a year, a graduation ceremony is held for the Academic Upgrading students who have successfully completed the four ACE courses and submitted the *AU Application to Graduate* form. Graduates may invite up to two guests to the graduation ceremony at Humber.

# GRADUATION AWARDS

During the graduation ceremony, the Academic Upgrading Program issues two awards each semester: **The Senior Dean's - Highest GPA Award** is awarded to the graduating student with the Highest GPA (grade point average), and the Academic Upgrading faculty select a graduating student to receive the **Academic Upgrading Outstanding Student Award**.

Every semester, the AU faculty each select one graduating student from their classes to receive the AU Outstanding Student Award, who in their opinions, has demonstrated the following qualities in their classes:

- Positive role model to other AU students
- Dedication to achieving learning outcomes
- Leadership

In addition, graduates may be eligible to be nominated by the Academic Upgrading faculty for a monetary award associated with the FLAS Academic Upgrading Leadership Award and the FLAS Academic Upgrading Award of Merit.

Academic Upgrading graduates may also be eligible for scholarships and awards once they enter into their post-secondary programs. For a list of these awards and the criteria for application, please visit: <http://www.humber.ca/studentawards/>



On the left, the 2024 Humber Academic Upgrading Program Graduation

# FREQUENTLY ASKED QUESTIONS

## **English is not my first language; can I still study in Academic Upgrading?**

Yes, ESL students can still study in the AU program provided that the assessments they completed in English indicate that they are functioning at either the Pre-ACE or ACE levels. However, students need to understand that our courses are not specifically designed to accommodate the language needs of second or additional language learners.

## **How long can I expect to be in the program?**

Students are registered into English, Mathematics, and Computer courses based upon the results of their initial assessment. If students are placed in the ACE level courses, then they can complete the core courses in as little as one semester (15 weeks). If students must take Pre-ACE level courses, then they can spend anywhere from 2 - 3 terms in our program, especially if they also want to take courses in the sciences.

## **Who qualifies for the transportation allowance?**

Many students qualify for the transportation allowance. However, students who are sponsored by another government agency, such as, but not limited to, Ontario Works, EI, or WSIB are normally **not** eligible to receive the transportation allowance.

## **When is the last day to drop a course?**

The last day to drop a course is posted in the Polytechnic's Academic Calendar, found here: <https://humber.ca/admissions/office-registrar/academic-calendar.html>. The date changes each term. You can no longer drop a class beyond 2/3 of the scheduled class meetings. The last day to drop a course without academic penalty will be communicated to you by your professors via Blackboard and the Student Support Advisor. It is the student's responsibility, however, to meet with the Student Support Advisor and to formally request and sign a form to drop a course.

## **If I fail a class, can I retake it?**

Provided that students have not been withdrawn from the program, they can repeat a class that they have failed *if there is room in the course*. Priority in course enrollment will be given to new students. Please note that the failing grade will still appear on a student's Humber academic transcript.

## **What is the maximum number of times that I can repeat a failed class?**

As per Humber's Academic Regulations, students cannot repeat a failed class more than three times, even if they are in good standing academically.

## **If I passed a course but want to improve my grade, can I retake it?**

Students can retake a class that they have passed provided that there is enough space in the class to accommodate the request. Please note that students must meet with the Student Success Advisor, they can only repeat a passed class **once**, and both grades will appear on a student's Humber academic transcript.

## **Will the grades I receive in courses that I failed appear on my Humber student academic transcript?**

Any course that students take at Humber Polytechnic, where a final grade has been issued, will appear on the student's Humber academic transcript. Only courses that students have dropped will not appear on their transcripts.



Frequently Asked Questions continued:

**How do I obtain a copy of my Humber transcript?**

Humber transcripts can be ordered through <http://humber.ca/myhumber/>

Once students log into <http://humber.ca/myhumber/>, they should select “Request an Official Humber Transcript” from the “Student Records” option.

**If I have been away and need to submit an assignment late, or reschedule a test, what should I do?**

Any policies around missed tests and assignments will be included in the course outlines. If students have been away and have either missed a test or have not been able to submit an assignment on the scheduled due date, they will need to contact their professors to discuss the matter.

**Are the courses that I take in Academic Upgrading recognized outside of Humber Polytechnic?**

Two of the ACE courses that students take in Humber’s Academic Upgrading are equivalent to courses that students complete in secondary school and are widely recognized by both the Ontario Ministry of Education and most of the colleges in the province of Ontario. If students are exploring programs outside of the province of Ontario, they should be prepared to provide these institutions, not only with their academic transcript but also with a copy of the course outline that they received in each of their AU classes. This will help other postsecondary institutions assess the course(s) completed against the admission criteria. Many employers also recognize the ACE certificate.

**If I complete the Academic Upgrading program, will I earn my high school diploma or a GED?**

No, completion of Academic Upgrading courses does not grant students a high school diploma or GED. However, students can complete the requirements for the ACE Certificate. The ACE Certificate is a grade 12 equivalent certificate that is recognized for admission to most Ontario Polytechnic certificate and diploma programs and for registering as an apprentice in Ontario. A growing number of employers also recognize the ACE Certificate for hiring and/or promotion purposes. Students are eligible to receive an ACE Certificate if they received a grade of 70% or higher in each of their four ACE courses. The four required courses for the ACE Certificate include Communications (English), Math, and any two other ACE-level courses.

**Which ACE courses are equivalent to Ontario high school courses?**

<b>ACE Course Name</b>	<b>Humber Course Code</b>	<b>High School Equivalent Course Code</b>	<b>High School Equivalent Course Name</b>
Communications	ACEC E10	ENG4C	English, Grade 12
Computers	ACEC C10	No equivalent	
Math – Core	ACEM 019	MEL4E	Math for Workplace, Grade 12
Math – Business	ACEC M20	MAP4C	Math, Grade 12
Science – Biology	ACEC S20	SB13C	Biology, Grade 11
Science – Chemistry	ACEC S10	SCH4C	Chemistry, Grade 12
Skills for Success	ACEC A10	No equivalent	Can be used as elective for ACE Certificate completion

Frequently Asked Questions continued:

**Do I need to complete all four courses in order to apply for the Humber certificate or diploma program of my choice?**

No, students are not required to complete all ACE-level courses to apply to the program of their choice. Academic Upgrading students may take individual ACE courses to satisfy specific admission requirements as mature learners.

Please note: ACE courses are NOT accepted for application to programs requiring university-level courses.

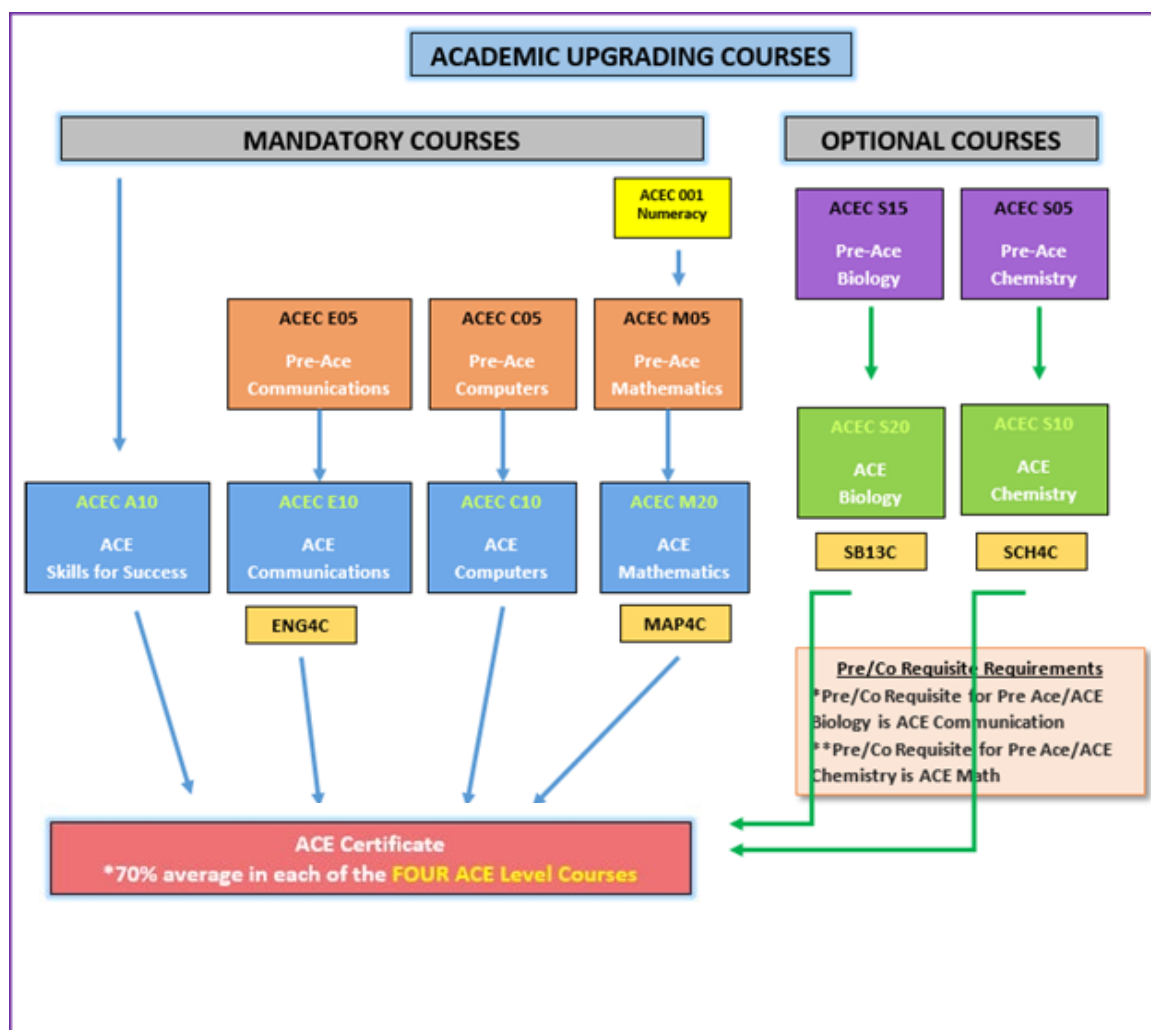
**If I want to take another AU course or change class sections after the semester has begun, can I start later in the semester?**

No. After the first two weeks, students cannot move from one class to the next or start a class as they would have missed too much work to be able to catch up.

**Lost and Found**

Items found at Humber's North campus are stored for 30 days. To report or claim a lost item, please go to: Security Reception Desk, North campus - First Floor, NX building.

# APPENDIX A: Academic Upgrading Program Pathway



## Mandatory Courses at Humber to get ACE Certificate

- ACE Communications (ACEC E10), pre-requisite is Pre-ACE Communications (ACEC E05)
- ACE Computers (ACEC C10)
- ACE Math (ACEC M20), pre-requisite is Pre-ACE Math (ACEC M05)
- ACE Skills for Success (ACEC A10)

## Optional Courses at Humber

- ACE Biology (ACEC S20), pre-requisite is Pre-ACE Biology (ACEC S15)
- ACE Chemistry (ACEC S10), pre-requisite is Pre-ACE Chemistry (ACEC S05)

# APPENDIX B: MAP OUT YOUR AU COURSES

**Instructions:** Use the table below to map out the courses\* you will take each semester according to the timetable you have received at Orientation. This table will help to estimate of how many semesters you will be enrolled in to complete the Academic Upgrading program.

<b>SEMESTER 1 FALL (September to December)</b>	<b>SEMESTER 2 WINTER (January to April)</b>	<b>SEMESTER 3 SUMMER (May to August)</b>
1.	1.	1.
2.	2.	2.
3.	3.	3.
4.	4.	4.

*\*Please note: the maximum number of courses a student can be enrolled in per semester is 4*