

ACADEMIC STANDARDS

The following degree requirements apply to all students proceeding to a degree through the College. It is the responsibility of the student to ensure that courses are selected in accordance with current degree/certificate and programme requirements.

A. GENERAL

The following regulations apply to students taking courses at Atkinson College. Applicants seeking admission are referred to the Regulations Governing Admission to Atkinson College of York University.

1. All students are required to:

- (a) observe the regulations of the College and the University. Changes become effective as announced.
- (b) maintain a satisfactory standard of work. All term work must be submitted by the dates specified by the course director. Normally all term work must be submitted before the day of examination.
- (c) have discharged all financial liability to the University prior to graduation.

2. Candidates admitted to an Atkinson Degree programme are required to:

- (a) have been admitted to York University as degree students.
- (b) satisfy all the co- and prerequisite(s) for courses selected for enrolment.
- (c) satisfy the programme and degree requirements for one of the following degrees:
 - B.A. (Ordinary)
 - B.A. (Honours)
 - B.A.S. (Ordinary)
 - B.A.S. (Honours)
 - B.Sc. (Ordinary)
 - B.Sc. (Honours)
 - B.Sc.N. (Honours)
 - B.S.W. (Honours)

3. Choice of major programme. Students can obtain sample programmes of study outlining the degree, certificate and programme requirements from the Office of Student and Academic Services, Room 123 (416) 736-5222. FAX: (416) 736-5923.

4. Major disciplines not offered in the College. Students may choose a major discipline not listed in the College offerings but available in another academic division of York University. The approval of the Office of Student and Academic Services and the appropriate Chair in the other academic division is required.

5. Course Numbering. Courses listed in this calendar have the form: AK/ADMS 2500 3.0 which contains the following key parts: AK = the designation of the Faculty offering the course (here, Atkinson); ADMS = the prefix of the teaching unit offering the course (here, Administrative Studies); 2500 = the number of the course, the first digit identifies the level of the course (here, 2nd year); and 3.0 = the suffix indicating the 'credit value' of the course.

6. Definition of Course Credits. Normally, a course designated 3.0 carries 3 credits; 6.0 carries 6 credits, etc.

7. Residency Requirement. In order to be eligible to receive a degree from Atkinson College, at least 30 credits not used toward another academic programme are to be taken at York University. Major requirements: at least half (50%) of each Atkinson major requirement must be taken at Atkinson College. (Note: the major requirement will

vary in accordance with the number of credits required by each programme. Residency requirements for the B.Sc. (Ordinary) degree may include 3000- or 4000-level Faculty of Science courses.

8. Cross-Listed Courses. Some courses in Atkinson College are cross-listed: that is, they are offered jointly by two or more academic departments.

(a) Cross-listed courses may not be double counted in order to fulfill degree requirements;

(b) **Cross-listed courses may not be used to fulfill Outside Elective requirements in the programmes offering the cross-listing.** For example, AK/ADMS 3511 3.0 may not count as an Outside Elective for students majoring in Computer Science, and AK/COSC 2300 3.0 may not count as an Outside Elective for students majoring in Administrative Studies. In the Liberal Studies Programme, cross-listed courses may not be used to exceed 24 credits from any one discipline. Students intending to register in 'cross-faculty' courses should be sure to consult the relevant department concerning academic session start dates.

9. Students who do not wish to pursue a degree programme may request admission to the University under one of the Non-degree categories:

(a) **Special Students** are: (a) university degree holders doing post-degree courses for their own interest or for professional upgrading; (b) students on a letter of permission from their home institution. Special students admitted to Atkinson College may:

(i) enrol in degree credit courses providing they meet the published co- and prerequisite(s), or obtain permission of the Chair of the discipline concerned;

(ii) not register in a course equivalent to one already completed.

10. Audit a Course. To audit a course requires permission of the Course Director. Auditors may attend classes and participate in discussions but are not permitted to submit assignments, write tests or examinations. No grade will be issued.

11. Second degrees. (i) A student holding a B.A. degree may apply for admission to studies leading to a second degree. Such students must be admissible to the College. (ii) Atkinson graduates may apply for entry into a second Ordinary degree programme or they may request reclassification of their Ordinary degree to Honours* (see section D(c)). A minimum of 30 **NEW** credits must be completed for a second Ordinary or Honours degree at York University (same or different major) including half the major from Atkinson. The general regulations on advanced standing would apply in all cases. The maximum number of new courses is also determined by the degree and programme requirements of the College.

* *The residency requirement for Atkinson graduates proceeding to a first Honours degree in the same major must still be satisfied, including the residency requirement in the major.*

12. Subsequent degrees. Students wishing to pursue a third or subsequent undergraduate degree must petition the College Council (see Section I) for permission. It is the responsibility of the student to justify his/her desire to enter a third or subsequent undergraduate degree programme, and to demonstrate why his/her educational aims could not be fulfilled in a non-degree or graduate programme.

13. Courses Taken Outside the College

a. Enrolment

York University Courses. Atkinson degree candidates may enrol in courses offered by other York University faculties provided they meet the publicized co- and/or prerequisite(s). Students are responsible for ensuring that these out-of-Faculty courses meet Atkinson degree and programme requirements.

Non-York Courses. Atkinson degree students may request a letter of permission to complete course work at another recognized institution of higher learning. In the case of non-Atkinson correspondence courses a

maximum of twelve credits are allowed in a degree programme. Students in non-degree programmes, i.e. special students, are not eligible for letters of permission.

It is the responsibility of the student to ensure that:

- i) courses completed on a letter of permission meet her/his programme requirements;
- ii) an official transcript is forwarded to the Office of the Registrar as soon as final grades are available.

General Information and Regulations:

- submit Letter of Permission request to the Office of the Registrar, West Office Building;
- approval for courses must be granted prior to taking courses at external institutions;
- students must be in good academic standing in order to be approved for a Letter of Permission;
- if a student does not register for the courses or if they do not complete the approved courses, the student must provide the Office of the Registrar with documentation from the host institution declaring that they did not register at that institution or withdrew from the courses without academic penalty;
- grades for courses taken at external institutions are not listed on York University transcripts and are not included in the calculation of the York grade point average;
- Letters of Permission may be granted for courses accepted for credit in a degree programme at the host institution;
- a Letter of Permission will not be issued to a student proceeding with an academic warning. If a student receives an academic warning, or is ineligible to proceed at the conclusion of the current session, the Letter of Permission will be rescinded;
- students holding a valid letter of permission must arrange for an official transcript to be sent to the Office of the Registrar once the course has been completed at the host institution. Credit is granted when an approved course is successfully completed, with a minimum grade of C (60%). A C+ (65%) is required for major courses in the B.A.S. and all Honours programmes.

Note 1: Although course credits earned at previous institutions of higher learning are transferred and eligible credits recorded on the student's academic record at York University, the grades earned in these courses are not transferred or recorded. Only the grades earned at York University are used in computing the classification of a student's degree.

Note 2: Students who receive a Letter of Permission to take their last course(s) at another institution should not, normally, expect to graduate at the Convocation directly following the session in which the Letter of Permission was issued.

b. Course Conflict. Students who enrol in more than one course on the same day and time in the same academic session will be automatically de-enrolled from the conflicting course(s), normally the last course in which the student enrolled.

14. Faculty Transfers

a. Students who were last registered in an undergraduate degree programme in another Faculty of York University, and who wish to transfer to Atkinson College must submit a Faculty Transfer Request form (available from all Faculties, or the Office of the Registrar) to the Office of The Registrar, W.O.B. Normally, transfer students may be transferred to Atkinson College provided they have the following minimum grade point average:

- i) for all Honours degree programmes (except Nursing) and the B.A.S. (Ordinary) degree: a cumulative GPA of 5.0 and a major GPA of 5.5.
- ii) for the BSc.N. Programme: a cumulative GPA of 5.0 and a Major GPA of 6.0, including a minimum grade of C in all major courses.
- iii) for all other degree programmes: a cumulative GPA of 4.0 and a major GPA of 4.5.

Further details on transfer eligibility may be obtained from the Office of Student and Academic Services.

15. Year of Study and Course Load

a. Year of Study equivalents.

0 - to less than 24 credits	Year 1
24 - to less than 54 credits	Year 2
54 - to less than 84 credits	Year 3
84 or more credits	Year 4 (Honours programmes only)

b. Course Load For Atkinson College Students

Fall/Winter Session:

- Students make take up to and including 30 credits without permission.
 - 33 - 35 Credits during the Fall/Winter Session will be approved if the student has:
 - a) at least 30 credits completed at York University.
 - b) a cumulative GPA of 7.0.
 - 36 - 42 credits may be taken during the Fall/Winter Session if the student has:
 - a) at least 30 credits completed at York University.
 - b) a cumulative GPA of 8.0.
 - Students may take up to and including 15 credits* without permission. Where permission is required, students should first contact the Office of Student and Academic Services.
 - 18 credits* may be taken during the Summer Session if a student has:
 - a) at least 30 credits completed at York University.
 - b) a cumulative GPA of 7.0.
- *Only 12 credits may be taken concurrently (except for the Summer DAY sessions where students are limited to one half or one full course each term.) See section 13b.*
- 21 credits may be taken during the Summer Session if a student has:
 - a) at least 30 credits completed at York University.
 - b) a cumulative GPA of 8.0.
 - 24 credits may be taken during the Summer Session if the student has:
 - a) at least 30 credits completed at York University;
 - b) a cumulative GPA of 8.0.

16. Examination

a. Students must write the examinations on the announced dates. Missed term work may be made up only with the permission of the course director. The final examination (or substitute) must be petitioned.

b. The language(s) of instruction is (are) normally the language(s) of examination. Other arrangements may be made in special cases, if application is submitted to the College at least one month before the examination.

c. Final Examinations. Some final examinations could take place in a different room and on a different day from the regularly scheduled class. Check the published Examination Schedule for a complete list of days and times.

d. Students who have examination conflicts due to religious observances can fill out a request to write an examination at another time. Forms are available in the academic departments.

17. Deferred Results

a. Deferment of examination or aegrotat standing may be granted by the College Council to a student because of sickness or misfortune. Aegrotat standing (a passing grade but no written examination) will seldom be granted. A petition for deferred results in an Atkinson course must be submitted to the College Council no later than fifteen days after the scheduled date of the examination. Normally, petitions will not be accepted after this period. (See 17. Deferred Results)

Note 1: Atkinson students in courses other than Atkinson courses must apply for deferred standing through the Atkinson Council Office in accordance with the deadlines/regulations of the Faculty offering the course.

Note 2: Students who are too ill to attend a final examination SHOULD NOT attempt to do so. Students must then petition to the Council Office and provide medical documentation covering the date of the examination.

18. Reappraisal

a. A reappraisal normally consists of a re-reading of the written course work, that is, the final examination paper or substitute. Except for the Departments of Administrative Studies, Economics, Computer Science and Mathematics, Science and Technology Studies, and Social Science, some or all of the term work may be included. (This is at the discretion of the Department Chair.) There is, however, little likelihood of an original course grade being changed on appeal since all examination and term work is carefully assessed by the original course director, especially in marginal cases.

b. A request for reappraisal of an Atkinson College course must be submitted to the Council Office, Rm. 121A Atkinson College, within 3 weeks of the release of the course grade.

c. Any reappraisal may result in an increase, decrease, or no change in the original grade.

d. Students are permitted to view their final examination or substitute (except for Administrative Studies), and may do so by contacting the Department/Programme Office.

B. GRADING

1. All course grades, including those assigned after a deferred examination(s) are derived from an evaluation of examination and term work, unless otherwise decided by the College Council on the recommendation of the course director. The weighting of these two portions is set by the course director and announced early in the course (See section C. Grades in Courses).

2. The letter-grade system is the fundamental system of assessment of performance in undergraduate programmes at York University. The grades are defined as follows:

A+ Exceptional. Thorough knowledge of concepts and/or techniques and exceptional skill or great originality in the use of those concepts, techniques in satisfying the requirements of an assignment or course.

A Excellent. Thorough knowledge of concepts and/or techniques together with a high degree of skill and/or some elements of originality in satisfying the requirements of an assignment or course.

B+ Very Good. Thorough knowledge of concepts and/or techniques together with a fairly high degree of skill in the use of those concepts, techniques in satisfying the requirements of an assignment or course.

B Good. Good level of knowledge of concepts and/or techniques together with considerable skill in using them to satisfy the requirements of an assignment or course.

C+ Competent. Acceptable level of knowledge of concepts and/or techniques together with considerable skill in using them to satisfy requirements of an assignment or course.

C Fairly Competent. Acceptable level of knowledge of concepts and/or techniques together with some skill in using them to satisfy the requirements of an assignment or course.

D+ Passing. Slightly better than minimal knowledge of required concepts and/or techniques together with some ability to use them in satisfying the requirements of an assignment or course.

D Barely Passing. Minimum knowledge of concepts and/or techniques needed to satisfy the requirements of an assignment or course.

E Marginally Failing.

F Failing.

3. Below are the letter grades, and the point values used for calculating the average performance:

LETTER GRADE	DEFINITION	POINT VALUE
A+	Exceptional	9
A	Excellent	8
B+	Very Good	7
B	Good	6
C+	Competent	5
C	Fairly Competent	4
D+	Passing	3
D	Barely Passing	2
E	Marginally Failing	1
F	Failing	0

Note: The point values in the last column above are used only in calculating students' Grade Point Averages, both sessional and cumulative; they were not designed to be used to calculate marks in courses.

4. Percentage Equivalents to Letter Grades: Atkinson College uses a letter grade system of grading. See Section C: Grades in Courses, for information on conversion from percentages to letter grades within courses.

5. Grade Point Averages: Atkinson College calculates Grade Point Averages for each student by averaging the point values shown in the last column above, weighted by full and half courses. The averages are calculated to two decimal points and are not rounded up. Three kinds of grade point averages exist:

a. Sessional Grade Point Average reflects a student's grades for a particular academic session (e.g., Fall/Winter 1998-99).

b. Major Grade Point Average: The Major GPA reflects a student's academic average in his/her chosen major. (See Section E(e) and F(a, b) for minimum grade requirements in the major).

c. Cumulative Grade Point Average: The Cumulative Grade Point Average is calculated on all courses relevant to the student's programme of study. See Graduation section F and E(e) for minimum grade requirements for graduation.

6. Passed Courses: A passed course is one in which the student has achieved a grade of D or better.

7. Failed Courses: There are two categories of failed grades in Atkinson College: E (marginal failure) and F (failure).

8. Pass/Fail Alternative Grading Option: Students in good standing who have completed a minimum of 24 credits are allowed to take up to 12 credits on an ungraded basis (Pass/Fail Alternative Grading Option) toward an Honours degree or 6 credits toward an Ordinary degree. The Pass/Fail Alternative Grading Option cannot be used for courses taken to satisfy major, minor, General Education, Certificate requirements or 1000-level Science courses. (Students must obtain permission of the Instructor within the first two weeks of class to complete a course on an ungraded basis. Students who elect to complete a course on an ungraded basis, cannot switch back to taking the course on a graded basis after the last date to drop a course without academic penalty.

Course grades are not official until approved by the Committee on Examinations and Academic Standards.

C. GRADES IN COURSES

1. Marking Scheme:

a. Announcement in Class: The means of determining the final grade in a course must be announced in writing in each course within the first two weeks of classes. Such information must include the kinds of assignments, essays, examinations, and other components which make up the grade; their relative weights; and any other procedures which enter into the determination of the final grades.

b. Subsequent Changes: In exceptional circumstances, a previously announced marking scheme for a course may be changed, but only with the unanimous consent of students; the new marking scheme must also be distributed in written form.

c. "Feedback" During a Course: Instructors are required to provide a mechanism by which students can be apprised of their progress in a course; in particular, students must be able to make an informed decision on whether to drop a course. This will normally mean that students will receive some graded feedback on work worth at least 10% of the course grade before the deadline for dropping that course.

d. In courses where percentages are used as a means of reporting grades on individual pieces of work, the following conversion table is to be used in converting percentage grades to letter grades, unless alternative provisions for scaling and/or conversion are announced to students in writing within the first two weeks of classes.

Letter Grade	% Equivalent
A+	90-100
A	80-89
B+	75-79
B	70-74
C+	65-69
C	60-64
D+	55-59
D	50-54
E	40-49
F	0-39

2. Students in the Social Work practicum AK/SOWK 4000 6.0 do not receive a course grade in the manner described above. Course work is evaluated and recorded as demonstrating one of the two following levels of performance: "credit", "no credit". Criteria for these grades are available from the School of Social Work.

3. AK/NURS 3100 9.0 and AK/NURS 4700 6.0 have a practicum component that is graded as: "pass", "fail". The grade of "pass" must be achieved for the practicum component in order to receive a grade for the theoretical component of the course. If the grade for the practicum component is "fail" then the overall final course grade is "F".

4. AK/NURS 4110 9.0 and AK/NURS 4780 9.0 do not receive a course grade in the manner described above. Course work is evaluated and graded as: "credit", "no credit" (pass/fail). Successful completion of all practicum components is a requirement in the B.Sc.N. programme.

Courses completed at the "credit" level are credited toward the degree, but are not included in the calculation of the degree's classification. For purposes of entry and maintenance in the Honours Programme a course result of "credit" is an acceptable level of performance. A course(s) with a grade of "credit" is not used when calculating grades for graduation. A course result of "no credit" is treated in the same way as failures in the general grading system described in (B) (7) above.

Courses completed at the "pass" level under the Alternative Grading Option are credited toward the degree, but are not included in the calculation of the grade point average, whether a grade of "pass" or "fail" is received. (See (B) (8) above.

D. DESIGNATION OF HONOURS OR ORDINARY PROGRAMME:

a. Automatic Honours Designation: Students are automatically considered to be in an Honours programme provided they achieve and maintain the minimum grade requirements described in Section E below.

b. Automatic Ordinary Designation: Students are automatically considered to be in an Ordinary programme if they fail to achieve or maintain the minimum grade requirements for Honours described in Section E below.

c. Option to Graduate with an Ordinary Degree: Students registered for an Honours degree may opt to graduate with an Ordinary degree if they fulfill degree and programme requirements. Students who wish to take advantage of this option should fill out the relevant form available from the Office of the Registrar, West Office Building. Graduation deadline applications are December 1st for Spring, and May 1st for Fall.

E. GRADUATION, TRANSFERRING AND MAINTENANCE IN AN HONOURS PROGRAMME

a. Students who have graduated from Atkinson College with an Ordinary degree and whose record makes them eligible for Honours may pursue an Honours degree in the same subject but must request to do so in writing to the Office of Student and Academic Services, Room 123, Atkinson College.

b. Students with no previous post-secondary education are automatically enrolled in an Honours programme if they declare a major.

c. Transfer Students: Students who have post-secondary educational experience are enrolled in an Honours programme if their prior cumulative GPA is at least 5.0 with a major GPA of 5.5 including no grade below C in the major. For students transferring into the **B.Sc.N. programme**, a Major GPA of 6.0 is required including a minimum grade of C in all courses used in the major.

d. To continue in an honours programme or B.A.S. Ordinary programme, students must maintain a cumulative GPA of 5.0 and a major GPA of 5.5. Students in an Honours programme whose grade point averages fall below 5.0 in the overall and 5.5 in the major may

continue their studies only in an Ordinary degree programme. For students in the **B.Sc.N. programme**, a Major GPA of 6.0 is required including a minimum grade of C in all courses used in the major.

e. Graduating in Honours: To graduate in an Honours programme, students must pass at least 120 credits which meet Atkinson College Degree and Programme requirements. The Cumulative Grade Point Average for all courses taken must be at least 5.0, with a Major GPA of 5.5. For students in the **B.Sc.N. programme**, a Major GPA of 6.0 is required including a minimum grade of C in all courses used in the major.

f. Students who are ineligible to continue in Honours because their cumulative or major GPA has fallen below the requirement may re-enter Honours if they raise their GPA to meet the requirement by the time they have successfully completed their 90th credit. No extra courses may be taken in a subsequent session in an effort to raise their GPA.

F. GRADUATION: B.A., B.A.S., AND B.Sc. ORDINARY DEGREES

a. Graduating with an Ordinary B.A., or B.Sc. Degree: Students must pass at least 90 credits which meet Atkinson College degree and programme requirements. The Cumulative GPA for all courses must be at least 4.0, with a Major cumulative GPA of 4.5.

b. Graduating with an Ordinary B.A.S. Degree: Students must pass at least 90 credits which meet Atkinson College degree and programme requirements. The Cumulative GPA for all courses must be at least 5.0, with a Major cumulative GPA of 5.5.

c. Students in an Ordinary B.A.S. programme whose cumulative or major GPA falls below the requirement are required to change their degree programme.

d. Extra Courses: Students in an Ordinary degree programme who have passed 90 credits in accordance with Atkinson degree and programme requirements, but whose cumulative of major GPA is below the requirement may attempt to raise their average by taking up to 12 additional credits, to a maximum of 102 credits. These courses must be above the 1000 level and must be taken at Atkinson College.

G. ACADEMIC PENALTIES

Academic standing depends on several factors, including the number of courses a student has passed, and the sessional, cumulative and major GPA's.

Students whose academic record does not meet Faculty or Programme standards are subject to the academic penalties of Academic Warning, Required Withdrawal (suspension), Debarment Warning, and Debarment.

1. Academic Warning: If cumulative GPA falls below 4.0 at the end of any session an academic warning is issued. Students must then achieve a cumulative GPA of at least 4.0 within the next 24 credits taken, or earn a sessional GPA of at least 5.0 in the session which the 24th credit is completed and in each subsequent session until the cumulative average reaches 4.0, or be required to withdraw for 12 months.

2. Required to Change Major Programmes: Students who have failed to achieve the minimum academic standing in the Major will be required to change their major programme.

3. Required Withdrawal: (a) Students who have received an academic warning for a cumulative Grade Point Average below 4.0 must achieve a cumulative GPA of at least 4.0 within their next 24 credits taken, or earn a sessional GPA of at least 5.0 in the session in which the 24th credit is completed and in each subsequent session until the cumulative average reaches 4.0; otherwise, they must withdraw for 12 months.

(b) Grade Point Average at or Below 2.5: Students who have not received an academic warning but whose cumulative GPA on at least 24 credits is at or below 2.5 must withdraw for 12 months.

4. Reactivation after Required Withdrawal: A student may apply to have their file reactivated after sitting out the requisite period of twelve months. If reactivation is granted, the student will proceed under Debarment Warning (see 5. below). Reactivation Forms are obtained from the Office of the Registrar.

5. Debarment Warning: Students on Debarment Warning must achieve a Cumulative GPA of at least 4.0 within the next 24 credits taken, or earn a sessional GPA of at least 5.0 in the session in which the 24th credit is completed and in each subsequent session until the cumulative average reaches 4.0, and then must maintain this average. Students who do not fulfill these conditions will be debarred from the University.

6. Debarment: Students whose cumulative GPA falls below 2.5 at any time while on debarment warning will be debarred. Students who have been required to withdraw because of their unsatisfactory record and whose record does not show improvement are debarred from the University for two years. Students who wish to resume study after the debarment period must reapply for admission through the Admissions office and must provide persuasive evidence that they are ready and able to complete a university degree programme.

7. Debarment warning remains in Effect: Students who have been debarred and who subsequently have been readmitted to the University once the debarment period has been served remain under Debarment Warning. Debarment rules also apply to students (i) proceeding to a second or subsequent degree through Atkinson College, (ii) taking courses not used for graduation purposes.

8. Repeating Courses:

(a) Students are allowed to re-take a passed course once to a limit of 12 credits. (See B6) Grades from all courses will be calculated into the grade point average, but the course can only be credited once towards satisfaction of academic credit requirements. Students can retake a passed course once for academic degree or certificate credit, only if the student has failed to achieve sufficient standing to proceed in a core or prerequisite course in a degree or certificate programme and if no alternative remedies are provided (e.g. alternate qualifying exam). Students should note that course availability and space considerations may preclude the possibility of repeating a course in the Session they choose.

(b) Students can retake a failed course once, for academic degree or certificate credit, to a limit of 12 credits. (See B7) Students should note that course availability and space considerations may preclude the possibility of repeating a course in the Session they choose. When a student is allowed to repeat a course for academic degree or certificate credit, both grades are calculated into the grade point average.

(c) B.S.W. majors who receive a failing grade in AK/SOWK 4000 6.0, may be permitted to enrol in a second and final field placement only upon agreement of the majority of the full-time Social Work faculty.

H. GRADUATION AND ACADEMIC EXCELLENCE

Atkinson College recognizes the academic excellence of its students in appropriate ways. The following honours are recorded on a student's transcript:

1. Atkinson College Sessional Academic Achievement List recognizes the outstanding achievement of the following students:

a. Students taking 12 - 17 credits in a given session who have attained a Sessional GPA of 8.0 or higher.

- b. Students taking 18 or more credits in a given session who have attained a Sessional GPA of 7.5 or higher.

2. Graduating With Honours Academic Standing. Students with high grade point averages are eligible for the following honours upon graduation from Atkinson College.

- a. Honours degree, Cumulative GPA as follows:

Summa cum laude, 8.0 or above;

Magna cum laude, 7.8-7.99;

Cum laude, 7.5-7.79;

Dean's Honour Roll, 7.0, with a minimum grade of C in all major requirements.

- b. Ordinary Degree, Cumulative GPA as follows:

With Distinction, 8.0 or above;

With Merit, 7.5-7.99;

Dean's Honour Roll, 7.0, with a minimum grade of D+ in all major requirements.

I. PETITIONS

You are expected to familiarize yourself with these policies before taking any steps which may have costly repercussions or affect your academic progress. Ignorance of the regulations or deadlines does not constitute a valid reason for a petition.

A student may petition through the Office of the College Council for the granting of an exception to any of the Regulations Governing Examinations and Academic Standards. A petition is a waiver of a regulation; it cannot be used to create legislation that does not exist.

Petitions Procedures:

The Committee on Awards and Petitions on behalf of the College Council considers requests for exceptions to all Faculty regulations, including petitions to continue studies without interruption in cases where a student has been required to withdraw or debarred. Petitions are held in the strictest confidence. The Committee considers the petition itself, any supporting documentation (from professors or medical practitioners) and other relevant information contained in the student's record. Students may not normally appear in person.

Initiating a Petition:

- (i) Petitions are:

(a) to be addressed to the Office of the Atkinson College Council, Room 121A, Atkinson College and;

(b) to be presented in the form of a letter in which the following information is supplied: name, student number, specific request, grounds, and relevant original supporting documentation such as medical certificates, letters from employers, etc.

(ii) Should a petition be deemed incomplete, the student shall be so informed in writing and be given fifteen days to supply the required information/document(s).

(iii) When a petition appears to be complete and has been processed by the Office of the College Council, it will be heard at the next regular meeting of the Committee on Awards and Petitions.

(iv) Students will be notified in writing of the decision made on their petition.

For further information, contact: The Office of the College Council, Room 121A, Atkinson College (416) 650-8193, Fax (416) 650-8179.