

**Glendon College/Collège universitaire Glendon - Glendon Campus**

**Glendon College  
Regulations For The Bachelor of Arts Degree  
Part-Time Studies  
General Information**

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**Collège universitaire Glendon  
Règlements gouvernant l'obtention du Baccalauréat ès Arts  
Études à temps partiel  
Renseignements généraux**

## Glendon College/Collège universitaire Glendon

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### Glendon College

Glendon is York's bilingual liberal arts Faculty. The only institution in southern Ontario where university programs are offered in both French and English, with one of the lowest student/professor ratios, Glendon offers a superior environment for pursuing undergraduate studies. Situated in a park-like setting, bordering the glen of the Don Valley river, Glendon campus is an oasis of peace and beauty.

Glendon is also dedicated to the proposition that there was never a time in history when the liberal arts type of undergraduate education was more relevant -- more needed by students and by the community at large -- than it is today. Upon graduation, students go out into a troubled, post-industrial society. They must be prepared to live and work in that society, but also to understand, criticize and improve it. They must be able to ask questions, to know how to find the responses, to think logically, and to communicate their ideas in oral and written form. A good liberal arts curriculum supplies both types of preparation. It does so by imparting basic skills of study, thought and expression, and by stimulating individual curiosity and exploration, both of the inner personality and of the external environment. Glendon offers 20 Bachelors programs, a Master degree in Translation and a Master degree in Études françaises. Prerequisite courses are offered for the BBA, MBA and LLB programs.

Glendon is unique because students may take university level courses in both Canada's official languages. Students do not have to be bilingual to be admitted to Glendon. To obtain a Bachelor of Arts degree at Glendon, students have to complete one second year course taught in their second language. However, they can of course choose the number of courses they take in their second language according to their own linguistic goal. Anglophones and francophones from Canada and other parts of the world all find a home at Glendon. They share a common goal: to get a solid, liberal arts education, and to acquire a thorough knowledge of French and English language and culture.

The Glendon College of York University is dedicated to the proposition that a small, bilingual arts college, operating within the ambit of a big university, can offer students the best of both worlds. The size and cohesiveness of the College mean that students have direct and ready access to professors, fellow students and administrators. In a college of about 2,000 students, relations can be more personal and informal -- less bureaucratic. In such an institution, professors are close to students and intensive undergraduate teaching is naturally emphasized. Yet, so is professional scholarship and research, for there is really no such thing as good teaching without the back-up foundation which these other activities provide.

Glendon students also have the opportunity to study abroad in their third year of an honours program, at French language universities around the world, or through York University exchanges (with Swedish universities, for instance). Glendon has negotiated formal exchange agreements with l'Université libre de Bruxelles in Belgium, l'Université de Rouen in France, l'Université Mohammed V in Morocco, l'Université de Montréal in Quebec, and all Francophone Universities outside Québec.

At Glendon students may study part-time or full-time, primarily during the day, and may co-register with the Faculty of Education to complete concurrent degrees in Arts and Education. Glendon has also negotiated an agreement with the Faculty of Education of the University of Ottawa and students from the Centre/South/West may now be registered at the University of Ottawa and/or attend their B.Ed program on the Glendon campus.

Glendon students organize and participate in a broad range of extra-curricular activities on campus, for example, Theatre Glendon productions and the very active United Nations Club. Students come from all parts of the world to benefit from Glendon's academic excellence, reputation and bilingual culture, and in turn offer us the cultural richness and different viewpoints of five different continents and more than 50 countries.

### Regulations for the Bachelor of Arts Degree

*Introductory Note: In these regulations the term academic session refers to the period from the beginning of instruction in September until the end of the annual examinations in the spring; academic year refers to the period from September 1 to August 31; year of study refers to the division of degree studies according to the number of courses already satisfactorily completed.*

1. All candidates for the BA degree are subject to changes in regulations and requirements made after their first registration unless, in the opinion of the Faculty Council, undue hardship is involved. All inquiries about regulations and requirements shall be addressed to the Office of Student Programmes.

#### Bilingual Program

2. i) Those who accept an offer of admission to the Bilingual program of the College must register in it.

ii) Students are placed in a second-language course in accordance with the results obtained in a placement test.

iii) Students admitted in 2000-2001 will not be allowed to transfer to the Unilingual Program.

#### Elementary Level:

To satisfy the bilingual requirements for the Bachelor of Arts at Glendon, students must successfully complete at least 6 credits in each official language. These courses must be at the second year level and above in French as a Second Language and in English as a Second Language, or

any courses at any level in another discipline of the College which are designated as satisfying the bilingual requirements.

**To satisfy the bilingual requirement, all of the required course work, tests and exams must have been completed in the language of instruction of the course.**

A student who wants to satisfy the requirement by taking an eligible disciplinary course must present to the Office of Student Programmes a statement signed by the course instructor stating that the student has completed all of the required course work in the language of instruction of the course.

*Note: Students who were admitted to the unilingual stream prior to 1987-1988 must take in their first year of study at the College and must pass before graduation a course taught in English focusing on French Canada.*

*In 2000-2001 a number of courses will be available in satisfaction of the requirement. A course taken in satisfaction of the unilingual stream requirement cannot be offered in satisfaction of any other College requirement.*

### Certificate of Bilingualism – French and English

To receive the Certificate of Bilingualism, students must successfully complete at least 18 credits in their second language with a minimum grade of C in each course. These courses must be at the second-year level and above in French as a Second Language or any courses at any level in another discipline of the College which are designated as satisfying the bilingual requirements.

### Certificate of Bilingual Excellence

3. i) A Certificate of Bilingual Excellence is awarded to graduating students who successfully pass the Glendon Examination of Bilingual Excellence.

ii) **Course Requirements:**

To sit for this exam, students must fulfill the following requirements:

a) English-speaking students must have obtained or be reasonably certain of obtaining a minimum grade of **B** in 18 credits taken in French; these courses must be at the third or fourth-year level from the French Department, including French as a Second Language courses or any courses at any level from another discipline of the College which are designated as satisfying the bilingual requirements.

iii) **Examination Procedures:**

a) Information about registering for this exam is available from the Office of Student Programmes. The Glendon Examination of Bilingual Excellence is held once a year in the Winter Term. To become candidates, students must be in their final year and must submit an application by the annually announced deadline.

b) Eligible candidates take a written and an oral examination which assess their comprehension and expression proficiency in both languages.

c) Candidates who pass both the written and oral sections of the examination are awarded a Certificate of Bilingual Excellence in addition to the Bachelor of Arts Degree.

### Language Credit

4. i) A Language Credit, equal to 6 credits, will be awarded on application to English-speaking students who obtain a minimum grade of C in 12 credits taken entirely in French.

ii) Courses designated as language training courses will not count in satisfaction of the course requirements. Courses given partly in one language and partly in the other will not be counted. Where a course has the main lectures in French with the option of a seminar in English afforded, the course is excluded if students take the English seminar. All written work submitted in connection with the course must be done in the language of the course, with the exception of non-take-home examinations.

iii) Courses taken in the department of French by English-speaking students doing a major in French will not be counted for purposes of the award of a Language Credit. In this context major means the 36 credits in the department required for a Bachelor of Arts degree, the 60 credits in the

department prescribed for Specialized Honours, both the 42 credit and the 24 credit component in Combined Honours, the 42 credit component in General Honours and Honours (Double Major).

iv) If students complete with the appropriate standing only 6 of the 12 credits required, they will be eligible to receive one-half of a Language Credit.

v) Though a Language Credit will be equivalent to 6 credits, and will enable students who obtain such a Credit to graduate with 84 credits instead of 90 credits for a Bachelor of Arts degree, and 114 credits instead of 120 credits for an Honours degree, it will allow students to be exempted only from a free elective. They will still have to do the number of courses in their major prescribed for a Bachelor of Arts Program or for any Honours program, and they will also have to satisfy the General Education requirements.

vi) The Language Credit will not be shown on students' cumulative records and it will not be counted in the academic average they are required to maintain. It will be shown only on the final transcript when students graduate. Until graduation the official record of students who have earned a Language Credit will show an apparent deficiency of one course. Students who wish to earn a Language Credit should pay careful attention to this procedure because it means, in effect, that the Language Credit will count towards degree requirements only if students graduate from Glendon. If students transfer to another Faculty of York University, or to another university, their Language Credit will not be shown on their transcript and therefore will not count in any way towards the degree program to which they transfer.

vii) English-speaking students who intend to earn a Language Credit should, in most cases, take a normal course load in their first two years, including the required French language training course in each of those years. If they are Honours students they should normally plan to take a course in French in third year and another in fourth year. This would give them the option of taking a 27 credit load in each of the two upper years, or a 24 credit load in one of the two years and a 30 credit load in the other, depending on their estimate of the point at which their course load needs to be lightened to enable them to devote the necessary extra time to the courses they are taking in French. Bachelor of Arts degree students should aim at earning only one half of a Language Credit by taking a course in French in their third year, unless they are proficient enough in French to have been exempted from first year language training, or to be able to carry 12 credits in French in their third year.

viii) Some graduate schools do not recognize the Language Credit as equivalent to a course. Students contemplating enrolling at a graduate school who wish to take courses in French are therefore strongly advised not to seek a Language Credit.

*Note: Students in the Translation Program are not eligible to receive the Language Credit. However, anglophone students who complete TRAD II in a francophone university may receive a credit or a half-credit at the discretion of the Director of the School depending on the number of courses completed and the grades obtained.*

### Study in a Francophone University

5. Students in the Honours degree program, with an adequate knowledge of French, may receive credit towards a Glendon degree for a year's study in a francophone university in Canada or abroad. Enquiries should be addressed to the Subcommittee on Study in a Francophone University, c/o the Office of Student Programmes. Students re-entering Glendon after such a year of study, approved by the S.S.F.U., need not make formal re-application, but should inform the Office of Student Programmes of their intention to return and arrange to have transcripts forwarded to that office as early as possible.

### English as a Second Language

6. All students admitted to the College whose mother tongue is a language other than English are required to take an English language placement test before registering. Continuing students who are non-native speakers of English should meet with the Director of English as a Second Language or the English as a Second Language Advisor before choosing their courses.

**General Education Requirement**

7. Every student in the College shall complete before graduation the equivalent of at least 6 credits in each of three of the four General Education divisions: Humanities, Modes of Reasoning, Natural Science, Social Science. At least 6 of the 18 credits taken in fulfillment of the above prescription must be at the 3000 or 4000 level. For detailed information about these divisions, see the description under Multidisciplinary Studies.

**BA Degree With Honours**

**Specialized Honours Program**

8. i) Specialized studies for the BA degree with Honours may be taken in Business Economics, Canadian Studies, Drama Studies, Economics, English, Études françaises, History, Information Technology, International Studies\*, Mathematics, Multidisciplinary Studies, Philosophy, Political Science, Psychology, Sociology, Translation, and Women’s Studies. Students who wish to obtain a BA with Specialized Honours shall become a candidate for the degree in one of these areas.

\* effective September 1999

ii) A detailed description for the Specialized Honours program in each discipline can be found at the beginning of the schedule of courses offered in that discipline.

**Combined Honours Program**

iii) Candidates for a BA degree with Honours may, with the approval of the departments concerned, divide their studies between two of the disciplines offered in the College. They will then become candidates for Combined Honours, and take at least 60 credits in the two areas concerned. Information concerning the courses required or recommended for different combinations can be found at the beginning of the schedule of courses offered in the disciplines of their choice.

**General Honours Program**

iv) Studies in this program typically require the same calibre of work as required for Combined or Specialized Honours, and will entail at least 36 credits in one area of study. For a specific description of course requirements for General Honours in each discipline, students should consult the program description found at the beginning of the schedule of courses offered in the various disciplines.

**Honours (Double Major) Program**

v) Studies in this program typically require the same calibre of work as required for Combined or Specialized Honours, and will entail at least 36 credits in each area of study. For a specific description of course requirements for Honours (Double Major), students should consult the program description found at the beginning of the schedule of courses offered in the various disciplines.

**BA Honours Degree Requirements**

9. i) For graduation with an Honours degree students must have the equivalent of 120 credits and must have obtained the requisite cumulative average in the major and overall. Honours students are eligible to enrol in a year according to the number of credits they have obtained (see below):

Year	Credits
Year 1	Fewer than 24 credits
Year 2	Fewer than 54 credits
Year 3	Fewer than 84 credits
Year 4	At least 84 credits

ii) Subject to the selection criteria of the major department(s), students will be registered in the Honours program who, upon completion of each academic session, have a cumulative average as follows:

Year	Cumulative major average	Cumulative overall average
1	-	4.0
2	-	4.4
3	4.5	4.7
4	5.0	5.0

Students who have taken 84 credits, and who wish to proceed in an Honours program must have a cumulative grade point average of 5.0 in their major, and 5.0 overall.

iii) Students whose averages do not meet these requirements at the end of an academic session may be given special permission by their Honours departments to continue as Honours students. Otherwise such students will be reclassified as Bachelor of Arts degree students. No student, however, may graduate with an Honours degree if the student’s cumulative overall and major averages do not meet the fourth year requirements.

iv) Authorization of Advising Documents: All second, third, and fourth year candidates shall arrange their study plan before the registration period with the department in which they intend to take their Honours subject.

v) Candidates who fail to meet the cumulative overall or major averages for an Honours program will be allowed to continue in Bachelor of Arts degree studies or to qualify for the Bachelor of Arts degree provided that their standing is sufficient to warrant this; or they may petition to have their session counted as a failure and excluded from their cumulative overall average. They will then be placed on academic probation (see Regulation 32).

vi) Candidates who successfully completed the third year of Honours degree studies, and who have fulfilled the requirements for the Bachelor of Arts degree or who expect to have done so on completion of the current session, may be awarded the Bachelor of Arts degree by applying to the Office of Student Programmes not later than January 31.

vii) Candidates who have been permitted to take the Bachelor of Arts degree in accordance with Regulation 9 (vi) may apply for readmission to fourth year Honours studies in the Honours subject(s) previously carried in third year and, if readmitted, will have their BA degree reclassified with Honours upon successful completion of their fourth year program.

**BA Degree, Bachelor Program**

10. The Bachelor Program for the BA degree requires completion of 90 credits and normally consists of three years of satisfactory study. Programs leading to a BA degree are offered in Canadian Studies, Computer Science, Drama Studies, Economics, English, Études françaises, Hispanic Studies, History, Information Technology, Mathematics, Mathematics for Commerce, Multidisciplinary Studies, Philosophy, Political Science, Psychology, Sociology, and Women’s Studies. The detailed description for the Bachelor Program in each discipline can be found at the beginning of the schedule of courses offered in that discipline.

**Bachelor of Arts Degree Requirements**

11. i) For graduation with a Bachelor of Arts degree students must have 90 credits and must have obtained the requisite cumulative average in the major and overall. Bachelor of Arts degree students are eligible to enrol in a year according to the number of credits they have obtained (see below):

Year	Credits
Year 1	Fewer than 24 credits
Year 2	Fewer than 54 credits
Year 3	At least 54 credits

ii) Students enrolled in a Bachelor of Arts degree program must maintain a cumulative average as follows:

Year	Cumulative major average	Cumulative overall average
1	-	3.6
2	-	3.8
3	4.0	4.0

iii) A Major in the Bachelor Program for the BA degree shall consist of 30 or more credits in the discipline chosen. (For specific requirements in each discipline, candidates should consult the schedule of courses offered in that discipline.)

iv) Authorization of Advising Documents: All second and third year candidates shall arrange their advising documents before the registration period with the department in which they intend to take their major subject.

v) Transfer from the Bachelor to the Honours Program: Students in the third year of a Bachelor of Arts degree program who have achieved Honours standing will be permitted to transfer to the Honours program. Students who have graduated in the Bachelor of Arts degree program may apply for admission to fourth year of an Honours program and, if readmitted will be eligible to have their degree reclassified with Honours if their cumulative overall and major averages meet the fourth year requirements.

vi) Students who fail to meet graduation requirements for the Bachelor of Arts degree or Honours degree may take up to 12 additional credits above the 2000 level, selected with the approval of the major department, for the purpose of raising their cumulative grade point average to the level required for graduation.

### Number of Courses Required for a Second or Subsequent BA Degree

12. Students who have completed an undergraduate degree or equivalent at an accredited post-secondary institution, and who wish to earn a BA through Glendon College in a different subject may be admitted to the BA program on the following conditions:

- a) They must have achieved a cumulative grade point average of 5.0 on all previous courses for admission to an Honours program, or a cumulative grade point average of 4.0 on all previous courses for admission to a Bachelor Program;
- b) They must satisfy the following in-Faculty requirements (courses taken in fulfillment of the first degree may not be used to meet this requirement): a minimum of 30 new credits at York, including at least 50% of the credits required in their major and minor within the Faculty of Glendon College;
- c) They must also satisfy all the requirements in the major/minor subject(s);
- d) The in-Faculty requirements must be regarded as the minimum number of additional courses; if the department does not award credit towards the major/minor for courses taken in fulfillment of the previous degree, the required number of courses may well exceed that number;
- e) All other applicable requirements of the University must be fulfilled.

### Changes in Program

13. Students may change their degree program or Major or Honours subject, providing they have the required standing and approval of the department(s) concerned, by notifying the Office of Student Programmes not later than October 30.

### Number of Courses Required for a First BA Degree

14. No student may receive a BA degree through Glendon College unless the student has completed at least 30 credits of the program within York, including at least 50% of the credits required in their major and minor within the Faculty of Glendon College.

### Transfer Credit

15. i) Students who, prior to entering Glendon, have attended an accredited post-secondary institution must arrange to have an official transcript of their records mailed directly to the Admissions Office at York University. Students who have successfully completed courses with a grade of C/60% at another accredited post-secondary institution may be considered for transfer credits. (Applicants presenting credentials from a CAAT may be eligible for advanced standing if they complete two full years of study with an average of 3.0.)

ii) Students transferring to Glendon with a Bachelor of Arts degree from another accredited post-secondary institution and wishing to obtain a York degree with Honours through Glendon must complete a program which meets the following conditions: completion of a minimum of 30 new credits at York, including at least 50% of the credits required in their major and minor within the Faculty of Glendon. In addition to the above, students must also satisfy any further requirements of the major/minor department(s).

iii) Glendon students pursuing a York degree must seek a Letter of Permission (L.O.P.) in advance from the Office of Student Programmes for courses to be taken outside of York.

iv) Courses taken at an accredited post-secondary institution other than York may be credited as courses taken and passed, provided that a grade of C/60% or better is obtained. Actual grades will not be included in the cumulative averages. Transcripts should be submitted to the Office of Student Programmes.

v) Credit for courses taken at other York Faculties is granted on the same basis as for courses taken at Glendon.

### Interfaculty Transfer

*Note: Students seeking information about inter-Faculty transfer should contact the Office of Student Programmes of the Faculty to which they wish to transfer.*

### Class Hours

16. Unless otherwise noted, all courses meet for three hours per week.

### Course Numbering System

17. i) Glendon College courses are denoted by the Faculty prefix GL. The year of study in which a course is normally offered is indicated by the first digit (1, 2, 3, 4). (0 is used as a first digit for language-training introductory courses only).

ii) Full courses are indicated by 6.0 following the course number. Half courses, offered in the Fall or in the Winter term, are distinguished by 3.0 following the course number.

### Cross-Listed Courses

18. i) A course which is cross-listed in more than one department or division has the second digit 6 or 9 and is described only under the department or division by which the course is given.

ii) A General Education course cross-listed as a departmental course may be used to satisfy both the General Education and the departmental requirements.

iii) A course cross-listed in two or more departments may be used to satisfy the requirement of one department only.

### Exemption from Curricular Requirements

19. Students may fulfill curriculum requirements with passed courses for which they did not receive credit, and which were excluded from their cumulative total of courses. A grade of D in a second language or unilingual course taken at Glendon, or C in any other course or in any course taken elsewhere than at Glendon, will be acceptable.

### Enrolment in Courses

20. i) Full-time students register in 24 to 36 credits each term and have grades recorded for a total of 24 to 36 credits during an academic session.

- ii) Students who are on probation may not take more than 30 credits during a session. Waiver of this regulation can only be granted under extenuating circumstances by petition.
- iii) Part-time students will take no more than 21 credits in one academic session.
- iv) Enrolment is permitted in full and half courses within the deadlines published in the Lecture Schedule. Enrolments at later dates will be made only with the written permission of all course directors and Chairs of the departments involved. Withdrawals are permitted as outlined in Regulation 21.
- v) At the time of registration, all students, except those in first year, must register in a major discipline or disciplines.
- vi) Students wishing to take courses more than one year above or below their year must secure approval of the department or division offering the course.
- vii) First year students may be admitted to second year courses where indicated in the Calendar. To be admitted to other second year courses, first year students must secure approval of the department or division offering the course.
- viii) These regulations are subject to the provision that a course may be closed by departments and divisions when its enrolment ceiling is reached.
- ix) All students who are permitted to register in courses offered in a year below their own year should take note that the standards employed in assigning and assessing their work in these courses will be such as are generally appropriate for courses in their own year.
- x)
  - (a) Students are allowed to retake a failed course once for academic degree or certificate credit.
  - (b) Students are allowed to 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 program and if no alternative remedies are provided.
  - (c) When a student is allowed to repeat a course for academic degree or certificate credit, both grades are counted in the grade point average. A course can be credited only once towards satisfaction of degree or certificate academic credit requirements.
  - (d) Failed or passed courses which are repeated will be included on the transcript with the original grade. Courses which have been repeated will have the notation "REP" (repeated) beside the first occurrence of the course on a transcript.
- xi) Courses which are offered on an ungraded pass/fail basis only, and where the "fail grade" is to count as zero in the grade point average, will be designated as Credit/No Credit courses.

**Withdrawal from Courses**

21. Students may withdraw from a course before the deadline to receive a grade. The dates are published in the Lecture Schedule. Students who withdraw after the published dates will receive a grade of F for the course.

**Withdrawal from Glendon**

- 22. i) Students may withdraw from the College before the deadlines outlined in Regulation 21 without incurring any academic penalty.
- ii) If a student withdraws after the deadlines without approval of the Petitions Committee, grades will be entered on the student's official record. The student will be placed on academic probation and will be required to apply for readmission if the student wishes to resume studies at Glendon College in some subsequent session.
- iii) First year students or students on probation who obtain an average of less than 3.0 in two or more courses at the end of the first term will be required to discuss their situation with a Faculty advisor and may be advised to withdraw from the College.
- iv) Under some circumstances the College may require students to withdraw involuntarily.

**Auditing Students**

- 23. i) Full-time students of York University may audit a course without an additional tuition fee. Other auditors must pay the regular fee for each full or half course.
- ii) No academic credit will be granted to students who audit a course. Before attending classes, auditors must obtain permission of the instructor and notify the Office of Student Programmes.

**Standing**

24. Students shall obtain a standard of work in their courses of instruction satisfactory to the departments or divisions concerned, and they shall attend examinations, unless prevented by illness or by some other special circumstance.

**Grading System**

25. i) All courses at Glendon College are graded on the following system:

Letter	Point Value	Percentage Grade	Definition
A+	9	90-100	Exceptional
A	8	80-89	Excellent
B+	7	75-79	Very Good
B	6	70-74	Good
C+	5	65-69	Competent
C	4	60-64	Fairly Competent
D+	3	55-59	Passing
D	2	50-54	Barely Passing
E	1	40-49	Marginally Failing
F	0	0-39	Failing

P	Ungraded	Pass
F	Ungraded	Fail

ii) **Pass/Fail Alternative Grading Option**

Students may take a limited number of courses for full degree credit on an "ungraded" (Pass/Fail Alternative Grading Option) basis. Courses taken on this basis are listed on the transcript as "P" for Pass or as "F" for Fail. Neither of these two grades is calculated into the student's grade point averages.

The following regulations apply to courses to be taken on an ungraded (Pass/Fail Alternative Grading Option) basis:

**Academic Standing:** Only students who are in good standing, (i.e. **not** on temporary probation, academic warning or debarment warning) are allowed to take such courses.

**Prerequisite:** Students may apply to take such courses only after they have successfully completed 24 credits.

**Elective Courses Only:** Courses taken on an ungraded (Pass/Fail Alternative Grading Option) basis **cannot** be used to satisfy major, minor, General Education, Certificate requirements or 1000-level Science courses.

**Maximum Number of Ungraded Courses:**

a) **Honours Program:** Students registered in an Honours program are allowed to take up to 12 credits on an ungraded (Pass/Fail Alternative Grading Option) basis.

b) **Bachelor Program:** Students registered in a Bachelor program are allowed to take up to 6 credits on an ungraded (Pass/Fail Alternative Grading Option) basis.

**Deadline:** Students who wish to designate a course as "ungraded" must do so within the first two weeks of the term in which the course begins; they must first obtain the signature of the course director on the form available

for this purpose from the Office of Student Programmes. The completed form should then be returned to the Office of Student Programmes by the deadline date.

**Changing from "Ungraded" to "Graded":** With the permission of the course director, students may change the designation of a course from "ungraded" to "graded" until the last day to withdraw from that course without academic penalty. Formal notification of such a change must be received by the Office of Student Programmes by the deadline date.

### Definitions of Standing

26. The following definitions will apply.

**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.

**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.

**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.

**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.

**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.

**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.

**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.

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

Cumulative overall average is the sum of the point value of all courses taken (including those failed) divided by the number of courses. For purposes of computing averages, half courses receive half the weight of a full course.

Cumulative Major average is the sum of the point value of all courses taken in the Major (including those failed) divided by the number of courses. Major indicates the area of concentration which students must select in one of four programs: (a) Specialized Honours, (b) Combined Honours, (c) General Honours, (d) Bachelor.

Credit is given for all York University courses in which a D or better is achieved.

First Class standing is awarded on graduation to students with a cumulative overall average of at least 7.5. All students with a cumulative overall average of 7.5 are eligible for inclusion in the Dean's Honour Roll.

### First Term Progress Reports

27. Course directors are required to report to the Office of Student Programmes the names of any students who are obtaining less than 3.0 (D+) in the following categories:

- a) Students on probation (Reg. 32 (viii))
- b) First year students (See also Reg. 22 (iii))

### Submission of Term Work

28. Term work in half courses given in the first term shall be submitted by the end of the Christmas examination period. Term work in all other courses shall be submitted by the Friday of the first week of the annual examination period unless an earlier date has been set by the instructor in consultation with the students. Where there is no final examination in a course, no students may be required to submit their last piece of term work before the first day of the examination period.

### Examinations

29. i) Final examinations are held during December for half courses offered in the first term and in April or May for half courses offered in the second term and for full courses. Examinations for students who have successfully petitioned for deferment on the grounds of illness or misfortune will be scheduled by instructors and will take place before the middle of March (in Fall term courses) and before **the middle of July (in Winter term and full courses)**. Deferred assignments must be handed in no later than **the middle of March (for Fall term courses) and the middle of July (for Winter term and full courses)**. Petitions for deferred standing must be initiated by the student not later than five working days after the end of examination period **for the appropriate term**. Faculty legislation specifies that no test or examination worth more than 20 percent of the final grade will be given in the final two weeks of classes in a term with the exception of classes which regularly meet Friday evenings or the weekend (Saturday and Sunday at any time). Tests or examinations scheduled during the term must be held within the hours regularly scheduled for that course; such tests or examinations may be held in other hours only if no students' obligations are infringed upon. Students have the right to refuse, without penalty, an exam held in contravention of this regulation.

ii) Departments and divisions may waive final examinations by substituting a variety of written and oral tests in courses that do not require the evaluation of a final examination.

iii) All written work, including examinations, may be done in English or French at the candidate's option, except in cases where the use of the language constitutes an integral and essential part of the course concerned. Students will be duly notified of any restrictions concerning the use of either language.

iv) Students should report any conflicts, i.e. two or more examinations scheduled for the same time, without delay to the Office of Student Programmes.

### Final Grades

30. All final grades are calculated on the basis of a specific weighting scale set by the department or division concerned and may or may not include a final examination (written or oral). Students will be notified by their instructors shortly after the commencement of classes of the weighting scale and grading system assigned to each course.

### Reappraisal of Final Grades

31. i) Examination scripts and class records of students are carefully assessed, especially in marginal cases, and there is little likelihood of the original standing being changed on appeal. However, a written request for reappraisal may be made to the chair of the department or division in which the course is offered within three weeks of the release of the final grades in any term. Applicants must state clearly in the petition the reasons why they believe that their work in the course deserves a higher rating.

ii) Reappraisals are dealt with by the chair of the department, or course director, in consultation with members of the staff. The student and the Office of Student Programmes will be notified in writing of the results within three weeks of the appeal.

### Academic Probation

32. i) The academic records of all students are reviewed at the end of each year of study.

ii) Students are *placed on probation* when they: a) are admitted with a marginal academic record; b) fail to obtain the required cumulative overall average for their year level.

iii) They are *removed from probation* when they obtain the required cumulative overall average for their year level.

iv) They may *proceed on probation in the Bachelor Program* if they maintain a 4.4 average on the courses taken while on probation, even if their cumulative average is below the minimum to be removed from probation.

v) Similarly, they may *proceed on probation in the Honours Program* if they maintain a 6.0 average on the courses taken while on probation.

vi) They are *debarred from further registration* if they do not satisfy (iii) or (iv) above.

vii) Students who fail to obtain the cumulative average for their year and whose average for the current year is below 3.0 will have failed the year, and will receive no credit for courses taken in that year. The grades will appear on their record but will not enter into the calculation of their cumulative averages. If they wish to continue their studies at Glendon, they must apply for readmission, and, if accepted, will be placed on academic probation.

viii) Students who are not debarred may petition by the closing date for registration of the next academic session in which they register to have their last year (or equivalent) counted as a failed year. The students would be placed on probation.

ix) Students on probation may not take more than 30 credits in an academic session.

x) Students on probation who do not attain at the end of the first term a cumulative average of more than 3.0 (D+) are required to discuss the situation with their advisor.

### Debarment

33. i) Students on probation will be debarred from the University if they fail to satisfy (iii) or (iv) of Regulation 32.

ii) Students who have been debarred, whether at this or another university, may be readmitted in some subsequent session only if they give convincing evidence that they can profit from university work. Application for readmission will not be entertained in less than two years from date of debarment.

### Special Provisions for Illness and Misfortune

34. Students who suffer unforeseeable hardship during an academic session, which makes it impossible to complete assigned work in the allotted time, may receive special consideration. The recognized categories of hardship are (1) illness, (2) personal misfortune, (3) unforeseeable economic hardship, (4) academic misfortune (unforeseeable inability to obtain necessary research materials or a confirmed error on the part of the institution). Students may petition through the Office of Student Programmes, if they have appropriate evidence, for:

i) withdrawal from any number of courses without penalty. Normally petitions for late withdrawal from a course will only be considered if they are submitted within three weeks of the release of final grades in any term. Such petitions may be considered for a period of up to one year if they are based on special circumstances.

ii) deferred standing in one or more courses, for work expected to be in progress during the period of hardship.

iii) aegrotat standing in one or more courses. Aegrotat standing shall not be granted in more than one year of study and will seldom be granted in any but the final year.

There are deadlines for all petitions. Check with the Office of Student Programmes.

*Recently approved Senate policies on petitions and grade reappraisals are posted on the Web at [http://www.yorku.ca/admin/univsec/sen\\_comm/sac/index.htm](http://www.yorku.ca/admin/univsec/sen_comm/sac/index.htm). Students may contact the Office of the Registrar or their Faculty for further information.*

### Breach of Academic Honesty

#### 35. i) Definitions

Consult the definitions contained in the Senate Policy on Academic Honesty, in the University Policy and Regulations section of this Calendar. For further clarification, contact the Office of Student Programmes, C105 York Hall.

#### ii) Procedures

See also detailed description of Senate procedures.

*Note: Once the process outlined in Sections B and D has begun, a student accused of academic dishonesty may not drop or be deregistered from the course in question until a final decision is reached. However, if the action prompting the charge took place before the course withdrawal deadline, and the penalty imposed is less severe than a lower grade or failure on the assignment, the student may drop the course upon written notification to the Office of Student Programmes within 15 calendar days of the*

*notification date of the ruling on the charge, even if, in the interim, the course withdrawal deadline has passed. Requests for transcripts made during the process will be treated in accordance with the Senate Policy on Academic Honesty. A student who is suspended and is otherwise eligible to graduate may not apply to graduate until a suspension expires or is lifted.*

A. Cases which, in the instructor's view, involve genuine misunderstanding on the student's part, may be dealt with informally by the instructor, with the agreement of the student(s) involved. Such cases are not to be recorded in the student's file.

OR

B. Cases in which the Course Director/Instructor decides to proceed with an allegation of plagiarism, cheating, or other form of academic dishonesty,

#### Step 1

He/she shall provide the Chair with a written summary of the circumstances and all evidence, i.e.:

- in cases involving cheating in an exam, the confiscated material;
- in cases involving plagiarism, the work in question, all sources/books from which student has allegedly copied.

#### Step 2

Once Step B.1. has begun, the student involved may not drop or be deregistered from the course in question until a final decision is reached.

#### Step 3

The Chair of the Department will arrange to meet with the student and the Course director/Instructor in the presence of the Associate Principal, Enrolment and Student Affairs (or delegate) - as a neutral third party, and will for this purpose notify the Student Programmes Officer who will inform the student, by registered letter, with at least 7 calendar days notice, with a copy to the student's file:

- a) of the date, time and place of the meeting,
- b) of the reason for such a meeting,
- c) that the student may be accompanied by a representative at the meeting.

#### Step 4

At the meeting with the student, the Course Director/Instructor shall

- a) outline the alleged offense to the student,
- b) ask student to respond to allegation.

#### Step 5

a. NO BREACH

If following the above meeting, the Chair and Course Director/Instructor are satisfied that there has been no breach of academic honesty, the Chair notifies the student of the decision in writing. All evidence submitted will then be destroyed and no record will be kept in the student's academic file.

OR

b. BREACH

If following the above meeting, the Chair and Course Director/Instructor are of the belief that there has been a breach of academic honesty, the Chair asks the student if she/he will plead guilty or not guilty to the offense.

#### Step 6

PLEA

a. Guilty

If student pleads guilty to a breach of academic honesty

- the Chair prepares a document to be signed by the student and the Course Director/Instructor, in the presence of the Associate Principal, Enrolment and Student Affairs (or delegate), outlining the nature of the offense, the penalty agreed upon by the student and the instructor (not to exceed failure on the assignment or in the test or exam) and the student's admission to the charge. [If the instructor seeks a more severe penalty, then a hearing before the Committee on Academic Standards, Teaching, and Learning (CASTL) must be held, as indicated in 7 below.]

**NOTE**

The following penalties may be imposed singly or in combination (but only a, b, & c may be the subject of a joint recommendation):

- a) oral or written disciplinary warning or reprimand
- b) a make-up assignment or examination
- c) lower grade or failure on the assignments or examination
- d) failure in the course
- e) suspension from the University for a definite period
- f) notation on transcript
- g) withholding or rescinding a York degree, diploma or certificate

A permanent record of the offence will be placed in the student's academic file, but no record of the offence will go on the student's transcript.

- the Chair sends a copy of the signed document and the documents indicated in B.1. above to:

- i) CASTL for review, and
- ii) the Office of Student Programmes (OSP) for student's academic file. (N.B.: This record is for internal academic purposes only.)

**b. Not Guilty - preparation for hearing**

If student pleads not guilty to the alleged offense, or if the Course Director/ Instructor seeks a penalty which exceeds failure in assignment/test/exam, or if CASTL does not approve the joint recommendation as to penalty, then a hearing will be scheduled. The Course Director/Instructor submits to the Secretary of CASTL, a report outlining:

- the alleged offense and relevant circumstances
- the meeting with the student and its outcome
- all documents relating to the case.

The Secretary of CASTL will then arrange a hearing that will take place before CASTL. The student will be given 21 calendar days' notice of the hearing with copies to the Chair of the Department, the Instructor, the Course Director/Instructor, the Principal and all members of CASTL. The student will also be sent a written copy of the charge, a copy of the procedures to be followed and copies of all materials submitted by the faculty member and be informed that he/she may be accompanied by a representative and may call witnesses. The student may submit a written response.

**Step 7**

**HEARING**

A hearing shall take place before CASTL to consider the charges. At that hearing the Principal (or designate) shall act as presenter. The hearing shall be conducted according to the procedures mandated by the Senate Policy on Academic Honesty.

**Step 8**

If the student is found guilty, CASTL shall proceed to consider submissions as to the appropriate penalty.

**Step 9**

The secretary of CASTL shall inform the student by registered mail of the Committee's decision, and, in the case of a guilty verdict, of appeal procedures; a copy will also be sent to the Department concerned and to the Office of Student Programmes.

A permanent record of the offence will be placed in the student's academic file. This record is for internal academic purposes only.

**Step 10**

**APPEAL PROCEDURES**

The decision of the Committee may be appealed to the Senate Appeal Committee on grounds of new evidence (i.e. evidence which could not be considered at the Faculty level) or on procedural grounds.

**Part-time Studies**

Part-time studies are particularly convenient for students who wish to combine university work with employment or personal commitments. They also provide a stepping stone to full-time studies for students who have

been away from formal education for a few years and wish to try out university before committing themselves to a full program.

One of the advantages of Glendon's part-time day studies program is the availability of some block-scheduled courses, classes which meet one day a week, cutting down on commuting time and allowing for ease in scheduling other commitments around university work.

About a third of Glendon students are pursuing their degrees on a part-time basis, taking from 6 to 21 credits per session. They enjoy the same privileges and freedoms as full-time students in terms of course choice, accessibility of resources and participation in campus life, and are subject to the same regulations.

**General Information**

**Liaison and Advising**

The Liaison and Advising Office is the welcome center of the campus, responsible for promoting the college, providing admissions information to potential students and organizing open houses etc. In addition, it publishes promotional materials, participates in career fairs, creates partnership programs with high schools, supports French language and special events, visits high schools and colleges country-wide.

The Liaison and Advising Office also provides academic advising to all new students, administering second language evaluations, course selection, enrolment and registration. Advisors are available year round to help students in their first year at Glendon.

- Tel: (416) 487-6710
- Fax: (416) 487-6813
- E-mail: liaison@glendon.yorku.ca

**Library**

The Leslie Frost Library's collection of approximately 250, 000 monographs, 4,500 journals (in paper and on electronic support) and 20,000 government documents are available on open stacks. Material is collected in English and French as well as in Spanish for language and literature course support. Instruction is available on a variety of topics: general research methods, Internet searching, how to search periodical indexes etc. Students and faculty of Glendon College have full privileges at all the York libraries, giving them access to Canada's third largest academic collection. Most material from the other York libraries can be sent to Frost on a day's notice.

**Bookstore**

The Bookstore is located in Glendon Hall. All required and most recommended books for courses are stocked. All books are priced at the Canadian publisher's or distributor's recommended list price. Any book not in stock may be special ordered. The bookstore also carries stationery and a selection of other items. The Glendon Bookstore has access to the large stock of the Keele campus bookstore.

**Glendon Gallery**

The Glendon Gallery is a public art gallery located on the Glendon Campus. The Gallery presents a program of monthly exhibitions. Emphasis is placed on the educative function and contemporary art.

Literature in French and English, as well as guided tours, lectures by artists, curators, and art historians complement the exhibition program. Additional information is available in the Gallery or by calling (416) 487-6859.

**Theatre Glendon**

Theatre Glendon, in York Hall, is a fully equipped theatrical performance space with a professional Technical Director. It annually houses a full season of in-course and extra-curricular student productions, and hosts visiting professional companies as well. The theatre is the second home of everyone enrolled in Drama Studies.

## Residence

Glendon College has two residences, Wood and Hilliard, which together house 401 students in comfortably furnished single, small single and double rooms. There is a large proportion of single rooms open to students in all years of study. Applicants who apply early in the summer have a better choice of accommodation. Priority for admission to undergraduate residence is accorded to scholarship students, international students and out-of-town applicants according to the date of receipt of the application.

Each residence is divided into houses of 30 to 40 students; some are designated to be exclusively for women, while others are co-ed. Please note that all facilities in a house, including its washroom(s), are shared by all members of the house.

Residence rooms are carpeted and completely furnished with beds, desks, dressers, clothes cupboards, bookshelves, chairs, drapes and recycling baskets. Please note that linen is available upon special request. The rooms are designed to encourage personal additions such as posters, wall hangings, plants and the like. Due to a lack of storage space, however, *all university furnishings must remain in the rooms*. For the safety of all residents, *cooking, pets, waterbeds and air conditioners are not permitted in residence rooms*.

The residences have kitchen facilities available for a limited number of senior students. Most residents eat in the Cafeteria Glendon, Bistro Glendon or Café de la Terrasse. There is also a restaurant at the Proctor Field House. Please see the "Meal Plan" section for details.

Each residence house has telephones and a common room with television. Students also have access to vacuum cleaners, irons, video cassette recorders, pool and billiard equipment, and a study room. A resident may have his or her own phone but must arrange installation and billing directly with York Telecom or Bell Canada. Coin-operated laundry facilities are located in the basement of each residence.

Applications to residence are made through Glendon Student Housing Services, (416) 487-6844. In the residences themselves, a team of housing professionals endeavour to enrich the experience of residence life, including administrators, night porters, caretakers, and Dons who act as resource people while helping to foster a sense of community on each floor.

Residence students are at the heart of the academic, social, artistic, and athletic life of the campus: part of a cooperative living experience where students of many backgrounds and languages create and administer their own rules to ensure that their rights to both academic and social time are respected. Suggestions and concerns are brought to the Residence Council which is composed of student representatives living in residence.

Summer residence accommodation is also available for students and visitors.

Glendon also offers accommodation for visiting parents and friends during the school year.

## Meal Plan

All students living in residence are required to purchase a meal plan. This plan enables students to retain the responsibility for satisfying their own dietary needs within the range of available à la carte selections.

The residence fee includes the cost of the meal plan. A debit card, the YorkCard, is issued to each resident student as per the meal plan and can be spent at any University-controlled food service outlet on food and non-alcoholic beverages. At Glendon, the outlets are the modern Cafeteria Glendon, an intimate full-service restaurant called Bistro Glendon, Café de la Terrasse, a student-run pub and L'Arcade, an on-campus variety store. The card system allows for flexibility and choice, and it means that students can spend as little or as much as they like at each meal. Suggestions and concerns are brought to the Food Services Committee which is composed of student representatives living in residence.

It is unlikely that the amount of meal plan money included in the residence fee will purchase 100% of the resident's food requirements for eight months unless he or she is a very light eater or plans to dine frequently off-campus. Thus, residents will generally need to supplement the meal plan with cash purchases.

Although not designed to satisfy the gourmet palate, the daily fare is nutritious, quite enjoyable and sufficiently varied to fulfill dining needs.

## Residence Fees

The residence fees for the 2000-2001 academic sessions are as follows:

	Single	Small Single	Double
Room	\$3,293.00	\$3,139.00	\$2,928.00
Meal Plan	1,800.00	1,800.00	1,800.00
	OR	OR	OR
	1,200.00	1,200.00	1,200.00
TOTAL	\$5,093.00	\$4,939.00	\$4,728.00
	OR	OR	OR
	\$4,493.00	\$4,339.00	\$4,128.00

## Recreation — Sports

Glendon's sport and recreation program centres in and around the Proctor Field House, located on the lower level of the campus. Facilities include International squash courts, a Spinning studio, a multi-purpose gymnasium, 25 yard indoor pool, an indoor golf driving range, an aerobics studio, and weight room equipped with free weights, Universal and cardio equipment. In addition, a licensed sports bar provides a place to relax and refuel. Outdoors you will find a soccer pitch, tennis courts, baseball diamond and cricket pitch. Change areas and lockers are provided. In addition, fitness testing, massage therapy services and physiotherapy are available at student rates.

Most of the facilities and programs are offered free of charge. Only special services and instructional programs such as Spinning classes, tennis and squash lessons, Women's Self Defence, Latin Dancing, and Tai Chi, bear a cost. Glendon students are encouraged to play an active part in the York Student Intramural Recreation Council (SIRC), where policy and regulations govern Inter-College athletics. For more information regarding Glendon Athletics call (416) 487-6717.

## Counselling and Career Centre

The Counselling and Career Centre offers a wide variety of bilingual counselling and career services to Glendon students. To make an appointment you can either drop by the Centre, located in E103 Glendon Hall, or phone (416) 487-6709.

### Personal Counselling

Students come to the Counselling and Career Centre with a diversity of problems and needs. Some common concerns experienced by students at university are: living away from home for the first time, work pressures, forming new relationships and confusion over goals and identity. At the Counselling and Career Centre you will find professionally trained counsellors who will listen to your concerns and help you sort things out. All matters discussed at the Centre are strictly confidential.

### Career Counselling

Career issues are a major concern for everyone. While some students have clear career goals, the majority are not yet sure which career path suits them. The Centre offers individual and group career planning sessions to help you explore your interests, abilities and values. Interest tests are also available to assist you with your career planning. In addition there are career information days and employment fair held during the year.

### Group Programs

The Counselling and Career Centre offers workshops on many topics including: avoiding procrastination, stress management, communication skills, weight management, increasing self-confidence, relaxation training, career options, job search strategies, resume writing and interview preparation. In addition, there is a support group for students who have been out of school for a period of time and for students on academic probation.

### Learning Skills

Students often lack a systematic approach to studying and therefore feel overwhelmed by their studies. Throughout the year, the Counselling and Career Centre offers workshops on study skills which include time management, note-taking, reading a textbook and exam preparation strategies. You can also make an individual appointment with a counsellor to discuss any of your study problems.

### Learning Disabilities Program

The Counselling and Career Centre provides a comprehensive support/instructional program called SURPASS, for students with learning disabilities. The program includes personal, career and learning skills counselling, a peer tutoring program, adaptive technology and ombudsman regarding evaluation and examinations.

### Sexual Harassment Complaint Centre

The Counselling and Career Centre acts as a liaison to the Sexual Harassment Education and Complaint Centre located on the Keele campus.

### Resource Centre

There is an excellent resource library in the Centre, where you are welcome to drop in and browse. It contains educational and occupational information, career planning reference guides, as well as self-help materials on personal issues, job search techniques, resume writing, job interview tips and study skills. In addition, you can access volunteer positions and job postings, an Internet employment site and Discover, a computerized career exploration database.

### Writing Workshop

Academic writing is a challenging, complex task which can present numerous difficulties for students. The Writing Workshop provides services to help students improve their writing skills. It offers short, non-credit courses covering the elements of essay writing: research techniques, organization and development, editing and revising. Students who desire help with their work in progress may book appointments for individual tutoring.

For further information, please call (416) 736-2100 ext. 88290 or go to 160 York Hall.

### Students With Disabilities

The Counselling and Career Centre, (416) 487-6709 acts as a liaison office for students with disabilities at Glendon, working in conjunction with the Coordinator of the York Centre for Persons with Disabilities (416) 736-5140. Most of the buildings and rooms at Glendon are accessible to disabled persons; however students wishing to study at the College or live in residence are encouraged to contact either of the offices mentioned, to discuss their own particular situation.

### Off-Campus Housing

Glendon runs an off-campus housing service for students. Housing lists can be mailed to out-of-town students for a small fee. During the school year, all listings received are posted on the notice boards. The telephone number for enquiries is (416) 736-5141.

### International Students

The Office of the Associate Principal, Enrolment and Student Affairs, (416) 487-6716, in conjunction with York International Student and Exchanges Counsellor (416) 736-5028, acts as an information centre for International students at Glendon. International students with questions, comments or problems are encouraged to get in touch with these offices at any time. Senior international students are often available to help new students in their adjustment to life at Glendon.

### Inter-Campus Bus Service

As Glendon is situated 21 km from the north campus of York University, a limited bus service between the two campuses is provided. During normal working hours, Monday to Friday, there is a regular shuttle service intended primarily for intercampus mail service and the exchange of books between the libraries of both campuses. Although this service may be used by any

member of the York community, it is not necessarily sufficiently frequent to provide transportation for those Glendon students who wish to enrol in courses at the Keele campus. Such students should be prepared to make their own arrangements.

### Glendon Parking

Students, faculty and staff parking vehicles on University property are required to register them with the Glendon College Parking Office, abide by the Parking & Traffic Regulations, and pay a parking fee. Application forms for parking space are available from the Parking Office, the Greenhouse, Glendon College. The Parking Office is open during business hours Monday to Friday (tel. (416) 487-6788).

### Glendon Security

In an Emergency, call ext. 33333 (or (416) 736-5333) for police/fire/ambulance response. Emergency agencies request that 911 calls come directly from Security Services. This enables York Security to meet and escort emergency vehicles directly to the location of the emergency so that valuable time is not lost searching for a particular building or residence.

For non-emergencies, or if you are not sure what to do about a particular crime, concern, or problem, call ext. 66808 (or (416) 487-6808).

### Glendon Student Security and Escort Service

Student Security Officers will meet you at parking lots, bus stops, buildings, and residences and escort you to your campus destination. The Student Security Escort Service operates seven days a week, all year round. Hours of operation are: September to April – from 6 pm to 2 am and May to August - from 8 pm to 2 am. Call the Student Security Office at ext. 66799 (or (416) 487-6799) during hours of operation.

### Lost & Found

Enquiries should be directed to the Glendon Security Office, the Greenhouse, call ext. 66808 (or 487-6808).

The University regrets that it cannot be responsible for items of personal property left unattended on the grounds or within the buildings.

You can find more information about the Department of Safety, Security and Parking Services at our Web site <http://www.ssp.yorku.ca/>.

### Student Government

The Glendon College Student Union is the social and political expression of students at Glendon. The Union executive consists of a President, a Vice-President and six Directors (Cultural Affairs, Bilingual Affairs, Academic Affairs, Clubs and Services, Communications, and External Affairs) elected during the spring election along with six councillors.

Fall elections are held to elect four more councillors, as well as part-time student reps and first year student reps. The Glendon Alumni Association also sends an elected representative.

The two main purposes of the Union are, first, to protect the interests of students in the academic and administrative affairs of the College and, second, to coordinate and promote student participation in cultural, intellectual and social activities such as dances, clubs, union meetings, and colloquia. The three major events of the year are Orientation Week (at the beginning of September), the Christmas Ball (early in December) and the Winter Carnival (first week of February).

Please get in touch with us and participate in the Union. Student solidarity. Our office is in 175 York Hall, opposite the Cafeteria (416) 487-6720.

### Faculty Council and Committees

Faculty Council is the highest academic body governing Glendon College and includes membership of students, staff and faculty. It meets regularly to deliberate on academic issues which concern the College. These may range from policies and planning for the future to academic standards and student petitions.

Most of the committees of the Council are composed of an equal number of faculty and students, including those which handle student petitions, the tenure and promotion of faculty, bilingualism and the screening of all curriculum proposals. Student representation on Council comprises up to

15% of the total membership. Elections for these positions are held in March of each year.

### **Clubs and Organizations**

There is a wide variety of formal and informal groups on the campus, with interests ranging from poetry to politics. Students and members of the faculty and staff are encouraged to get involved in existing activities, and to start new clubs to meet their interests. The Glendon College Student Union will act as a centre of information and support.

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