

Academic Information

General Information

Academic Sessions

The academic year is divided into two “sessions”: the fall/winter session and the summer session. The fall/winter session begins in September and ends in April or May. Normally, full year courses are scheduled during the fall/winter session. Within the fall/winter session there are two “terms”: the fall term, that begins in September and ends in December and the winter term that begins in January and ends in April or May. The fall and winter terms last for approximately 13 weeks each and the fall/winter session lasts about 26 weeks.

The summer session begins in May and is completed in August. This session is comprised of numerous terms ranging in varying lengths of instructional time from six to 13 weeks. Information on sessional/term dates can be found on the Office of the Registrar's Web site www.registrar.yorku.ca/.

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 (in this case, Atkinson); ADMS = the prefix of the teaching unit offering the course (in this case, Administrative Studies); 2500 = the number of the course, the first digit of which identifies the level of the course; and 3.0 = the suffix indicating the “credit value” of the course.

Credit Value of Courses

The Faculties at York University may offer courses with varying credit value. Each course will have a suffix identifying the credit value for that particular course. For example, AS/EN 1000 6.0 has the suffix “6.0”, signifying that the course carries a credit value of six. The credit value normally correlates to the length of the course and the number of hours the course meets per week. A course with a “3.0” suffix would meet three hours per week for one term while a “6.0” suffix would meet for three hours per week for the session (or two terms).

The Undergraduate Lecture Schedule lists the courses being offered as well as the terms, days of the week, time and location of each course.

Cross-listed Courses

As has been noted, the prefix of a course indicates the unit or program which offers the course. Many courses are “cross-listed”: that is, they are offered jointly by two or more teaching units such as departments or divisions. In some cases, courses are cross-listed between units in two different Faculties. Cross-listed courses may not be “double-counted” in order to fulfill degree requirements; e.g. if AS/HUMA 4610 6.0 is cross-listed with AS/PSYC 4120 6.0, it may be counted as a humanities course or a psychology course, but not as both.

Overlapping Courses

Some courses overlap significantly with other courses in terms of content and approach. There are two categories of overlap: Equivalent Courses and Excluded Courses. Students who receive credit for a course may **not** also receive credit for its equivalent(s) or exclusion(s). Equivalent courses are so similar that they may be substituted for one another in order to satisfy any program or prerequisite requirements. Excluded courses (called “Degree Credit Exclusions”), may not be substituted for each other, although there is some overlap in content. Equivalent courses and excluded courses

are listed under the course descriptions in the supplemental calendars of the departments and divisions. The list of equivalent and excluded courses is available in the Lecture Schedule.

Year-of-Study Equivalents

A student's progress towards a degree is measured in terms of credits passed rather than years of study completed. Where it is necessary or helpful to equate credits passed with years of study, the following table may be used:

Credits Completed	Year Equivalent
fewer than 24 credits earned	1
24 credits to less than 54 credits earned	2
54 credits to less than 84 credits earned	3
84 credits or more	4*

**References to Year 4 apply to students in Honours programs only. Education courses taken by students coregistered in the Faculty of Education are not included in an Academic Faculty's (e.g. Arts, Glendon etc.) Year-of-Study equivalents.*

Enrolment and Registration

Enrolment and Registration should not be confused. They are two separate actions which are defined as follows:

a. Enrolment: Students who are eligible to enter or proceed, enrol by placing themselves in courses, using the York Enrolment System, in accordance with the regulations of the Faculty and its teaching units.

b. Registration: Students register by paying tuition fees for courses in which they are enrolled, in accordance with the regulations of the Office of the Registrar. Only when students have registered do they receive a Sessional Identification Card which, when used in conjunction with the YorkCard or other valid photo identification, entitles them to use the libraries and other University services. Students who are not registered in a course are not entitled to have their work in the course graded.

Withdrawal

Withdrawal from a Session:

You are considered officially withdrawn from the academic term or session and from the University after you drop your last course via the York Enrolment System (YES). Your official student record at the University is then annotated to indicate that you have formally discontinued your studies in a given program and academic term or session.

Discontinuation of studies/non-attendance of courses does not constitute official withdrawal for purposes of regulations and fee adjustments.

Ignorance of the regulations or proof of other activity does not constitute grounds for retroactive withdrawal.

In the case of withdrawal, the Office of Student Financial Services will use the date of notification or the date you dropped your courses to compute the amount of fees owing or to be refunded.

Readmission After Withdrawal:

Normally, students who withdraw from a term or session and who wish to attend a subsequent session may request reactivation through the Office of the Registrar, West Office Building. Students who attend another institution without obtaining a Letter of Permission, must reapply for admission and supply supporting documentation where necessary. Students who withdraw from their first session at York without having completed any courses, may request reactivation within one academic year. If longer, a student is required to reapply for admission.

Tuition Refunds After Withdrawal:

Refunds for withdrawal will be based on the University Refund Table, which is available on the Web at www.yorku.ca/osfs or in the Undergraduate Lecture Schedule.

Note: Students may not withdraw from any course(s) in which a charge of academic dishonesty is being considered against them or in which they have been found guilty of academic dishonesty. Students who are found innocent of a charge of academic dishonesty may continue in the course and may request that someone other than the instructor grade their work. Alternatively they may withdraw from the course(s) in question without academic penalty by informing the Faculty Dean's Office in writing.

Deregistration

The Registrar is empowered to deregister students who:

- do not meet the University's admissions requirements or the conditions of admission imposed by the Admissions Office;
- are not eligible or entitled to enrol in a program of study, and are not authorized to enrol by the Faculty;
- do not meet the country's citizenship and immigration laws;
- contravene the policies stated in the York University Act, upon instructions from the President.

Students who are deregistered on these grounds will be deemed not to have registered in the academic session. No registration or academic activity records will be retained. Students will be refunded their academic fees in full less any indebtedness to the University.

The Registrar or other appropriate officer will inform the student, and appropriate academic and service areas.

A student who enrolls or registers for courses pending notification of academic standing at the end of the previous session or pending the result of a petition bearing on academic standing may have that enrolment subsequently cancelled or be subsequently deregistered if academic standing is such as to require withdrawal, debarment or suspension.

Academic Standards

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

General

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

1. All students are required to:

- (a) observe the regulations of Atkinson 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 program are required to:

- (a) have been admitted to York University as degree students.
- (b) satisfy all the corequisite(s) and prerequisite(s) for courses selected for enrolment.
- (c) satisfy the program and degree requirements for one of the following degrees:

BA
BA (Honours)
BAS
BAS (Honours)
BHRM
BHRM (Honours)
BHS (Honours)
BSc
BSc (Honours)
BScN (Honours)
BSW (Honours)

3. Choice of major program. Students can obtain sample programs of study outlining the degree, certificate and program requirements from the Office of Student and Academic Services Web site: www.atkinson.yorku.ca (under Academic Advising).

4. Major disciplines not offered in Atkinson. Students may choose a major discipline not listed in Atkinson's 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. Residency requirement. In order to be eligible to receive a degree from Atkinson, at least 30 credits not used toward another academic program are to be taken at York University. Major requirements: at least half (50 per cent) of each Atkinson major requirement must be taken at Atkinson. (Note: the major requirement will vary in accordance with the number of credits required by each program. Residency requirements for the BSc degree may include 3000- or 4000-level Faculty of Science courses.

6. Cross-listed courses. Some courses in Atkinson are cross-listed: that is, they are offered jointly by two or more academic units/Faculties.

(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 programs offering the cross-listing. For example, AK/SOSC 3370 6.0 may not count as an outside elective for students majoring in women's studies, and AK/WMST 3370 6.0 may not count as an outside elective for students majoring in social science. In the liberal studies program, cross-listed courses may not be used to exceed 24 credits from any one discipline.

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

(a) visiting students: 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.

Visiting students admitted to Atkinson may:

- (i) enrol in degree credit courses providing they meet the published corequisite(s) and prerequisite(s), or obtain permission of the Chair of the discipline concerned;
- (ii) not register in a course equivalent to one already completed.

8. Audit a course. With the permission of a course director, an auditor attends classes and participates in a course in the same way as other students, but does not submit assignments or write tests or examinations. Further information about admissibility, application procedures, courses available, and fees may be obtained at the Office of the Registrar, West Office Building, 416-736-5440.

9. Course conflict. Course conflicts occur when students enrol in more than one course on the same day and time in the same academic session. It is a student's responsibility to ensure that his/her schedule is conflict-free and adjust their course enrolments accordingly.

10. Repeating courses:

(a) Students are allowed to retake a failed course once for academic degree or certificate credit. 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 program 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) When a student is allowed to repeat a course for academic degree or certificate credit, both grades are calculated into the grade point average. A course can be credited only once towards satisfaction of degree or certificate academic credit requirements.

(c) 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 'NCR' (no credit retained). Clarification: in the interests of clarity, this notation will be changed to 'REP' (Repeated) and will be noted beside the first occurrence of the course on a transcript.

(d) BSW 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.

11. Second degrees

(a) A student holding a university undergraduate degree may apply for admission to studies leading to a second degree. Such students must be admissible to Atkinson.

(b) Atkinson graduates may apply for entry into a second Bachelor degree program or they may request reclassification of their Bachelor degree to Honours* (see the "Academic Standing" section below). A minimum of 30 **NEW** credits must be completed for a second Bachelor 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 program requirements of Atkinson.

* 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 Office of the Faculty Council (see the "Petitions, Grade Reappraisals, Appeals" section below) for permission. It is the responsibility of the student to justify his/her desire to enter a third or subsequent undergraduate degree program, and to demonstrate why his/her educational aims could not be fulfilled in a non-degree or graduate program.

13. Courses taken outside Atkinson

York University courses. Atkinson degree candidates may enrol in courses offered by other York University faculties provided they meet the publicized corequisite(s) and/or prerequisite(s). Students are responsible for ensuring that these out-of-Faculty courses meet Atkinson degree and program 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 program. Students in non-degree programs, 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 program 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 he/she does not complete the approved courses, the student must provide the Office of the Registrar with documentation from the host institution declaring that the student 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 program 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 per cent). A C+ (65 per cent) is required for major courses in the BAS and all Honours programs.

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.

14. Faculty transfers

Students who were last registered in an undergraduate degree program in another Faculty of York University, and who wish to transfer to Atkinson must submit a Faculty Transfer Request form (available from all Faculties, or the Office of the Registrar) to the Office of the Registrar, West Office Building. Refer to the "Academic Standing" section below for degree/program academic standing requirements.

15. Course load for Atkinson students

Fall/Winter session:

- Students may take up to and including 30 credits without permission.
- 33 - 35 credits during the fall/winter session will be approved if the student has:
 - at least 30 credits completed at York University.
 - a cumulative GPA of 7.0.
- 36 - 42 credits may be taken during the fall/winter session if the student has:
 - at least 30 credits completed at York University.
 - a cumulative GPA of 8.0.

Note: Where permission is required, students should first contact the Office of the Faculty Council.

Winter term or summer session:

- Students may take up to and including 15 credits* without permission.
- 18 credits* may be taken during the summer session if a student has:
 - at least 30 credits completed at York University.
 - 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 12 also.*

- 21 credits may be taken during the summer session if a student has:
 - at least 30 credits completed at York University.
 - a cumulative GPA of 8.0.
- 24 credits may be taken during the summer session if the student has:
 - at least 30 credits completed at York University;
 - a cumulative GPA of 8.0.

Note: Where permission is required, students should first contact the Office of the Faculty Council.

16. Examinations

Students must write the examinations on the announced dates.

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 Atkinson at least one month before the examination.

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.

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 standing and aegrotat standing**

Deferred standing permission for students to defer writing a test or examination scheduled for one of the formal examination periods or to complete course work or practica after the Faculty's deadline for completion of term work. Missed term work including term tests/ examinations may be made up and arranged directly with the course director.

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

*Note 2: Students who are too ill to attend an examination **SHOULD NOT** attempt to do so; they must pursue deferred standing.*

In cases where students, for reasons of serious illness or injury, cannot be expected to complete the work for a course, "Aegrotat Standing" may be granted by a Faculty committee. The grade qualifier "AEG" appears on the transcript. Aegrotat standing is available only in instances where deferred standing is not a reasonable option due to the nature and extent of the student's illness/injury; Aegrotat standing is rarely granted.

18. Grade reappraisal**

The re-evaluation of tangible work and the grade assigned to it. Tangible work may include written, graphic, digitized, modelled, video recording or audio recording formats, but not oral work.

Note: Students need to be aware that a request for a grade reappraisal may result in the original grade being raised, lowered or confirmed.

*(**For more information on petitions and reappraisals, refer to the "Petitions, Grade Reappraisals, Appeals" section below and to the University policies on Petitions and Reappraisals under the University Policies and Regulations section of this Calendar.)*

Grades and Grading Schemes

Except for courses taken under the pass/fail option, courses in the Undergraduate Faculties represented in this publication are graded according to the following scale. The grade point values are used to compute averages. For information regarding the pass/fail option regulations, refer to the Grading information section of this Calendar.

Note: Only courses taken at York University are included in the grade point averages. The percentages indicated are not part of the official grading scheme and are meant only to be used as guidelines. The letter-grade system is the fundamental system of assessment of performance in undergraduate programs at York University.

Grade	Grade Point	Per Cent Range	Description
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	Marginally Passing
E	1	(marginally below 50%)	Marginally Failing
F	0	(below 50%)	Failing

Note: All of the above-noted grades are used to calculate averages and credits.

Definitions of Grading Descriptions:

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 the 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.

Calculation of averages:

Grade point averages (GPA's): Atkinson 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 three decimal points and are rounded up to two decimal points. (Faculties may elect to have the selected documents display the grade point average showing either one or two decimal points of the final calculation.) 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 2001-2002).

(b) Major grade point average: The major GPA reflects a student's academic average in his/her chosen major. (See the "Academic Standing" section below for minimum GPA requirements in the major.)

(c) Cumulative grade point average: The cumulative GPA is calculated on all courses relevant to the student's program of study. (See the "Academic Standing" section below for minimum cumulative GPA requirements.)

Definitions of Pass and Fail:

Passed courses:

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

Failed courses:

There are two failing grades on the Undergraduate Grading Scheme: E (marginal failure) and F (failure).

Grades Release Dates (grade reports and transcripts):

Academic reviews occur prior to the release of grades on grade reports and transcripts. Grades submitted by an instructor are subject to review by the teaching unit in which the course is offered and by the Faculty Council or Faculty Committee on Academic Policy and Planning. Grades and transcripts are normally released by the Office of the Registrar when the review is completed.

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 Office of the Faculty 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 the "Grades in Courses" section below also).

2. With the exception of courses explicitly required for certification by a professional body, or other exceptions agreed to by Senate, students pass or fail a course on the basis of final course average, without the additional requirement of having to obtain a passing grade on a final examination. (*This does not preclude the possibility of a final examination representing more than 50 per cent of the final grade in a particular course or the requirement that a student pass a specific course lab component.*)

3. Unless Senate agrees to explicit exemptions, eligibility to proceed in or graduate from an undergraduate degree program will not be based on a minimum grade requirement for each major course. (It should be noted that this does not preclude setting requirements for a minimum cumulative grade point average in a major or minor subject area. Nor does this preclude setting individual course grade requirements when a course is a prerequisite for upper level courses or as part of a "core" requirement. Understanding: Certificate programs, like "core" requirements in undergraduate degree programs, are not covered by this regulation.)

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

4. The letter-grade system is the fundamental system of assessment of performance in undergraduate programs at York University. The grades are defined above in the "Grades and Grading Schemes" section.

5. **Percentage equivalents grades to letter:** Atkinson uses a letter grade system of grading. See the "Grades in Courses" section below for information on conversion from percentages to letter grades within courses.

6. **Passed courses:** A passed course is one in which the student has achieved a grade of D or better. **A student who has received a passing grade for a course may not repeat that course or take an equivalent or excluded course for degree credit.**

However, 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. When a student is allowed to repeat a passed course for academic degree or certificate credit, both grades are counted in the grade point average and both grades will be included on a transcript. A course will only be credited once towards satisfaction of academic degree or certificate credit requirements. Passed courses which are repeated will have the notation "REP" (repeated) beside the first occurrence of the course on a transcript.

7. **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 six credits toward a Bachelor 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.

The ungraded option must be requested from the course director/instructor on a "Pass/Fail Option Application Form" (available from the Office of the Registrar, West Office Building) within the first two weeks of class for the specific course. The completed form must then be submitted to the Office of Student and Academic Services, Room 123, Atkinson (for Atkinson students). Students will be notified in writing of their eligibility or ineligibility.

Reversing: Students who elect to switch back to graded status can do so up to the last date to drop the course. Written notice must be received in the Office of the Registrar by this date, using the space provided on the eligibility letter.

Calculation of averages and credits. Courses taken on an ungraded basis are recorded as either P/Pass or F/Fail. They do not have grade point values so they cannot be calculated into an average. P/Pass credits are added into the total number of credits earned and credits taken. F/Fail credits are added into the total number of credits failed and credits taken.

Grade reports and transcripts. The ungraded option will appear as either P or F on both grade reports and transcripts.

Grades in Courses

1. The grading scheme (i.e. kinds and weights of assignments, essays, exams etc.) is to be announced, and be available in writing, within the first two weeks of classes.

(a) Feedback: Under normal circumstances, some graded feedback worth at least 10 per cent of the final grade should be received by students in all courses prior to the final withdrawal date from a course without receiving a grade, with the following exceptions:

- graduate or senior undergraduate courses where course work typically, or at the instructor's discretion, consists of a single piece of work (e.g. honours theses or graduate research papers not due by the drop date etc.);
- practicum courses;
- ungraded courses;
- courses in Faculties where the drop date occurs within the first three weeks of classes;
- courses which run on a compressed schedule (a course which accomplishes its academic credits of work at a rate of one credit hour per two calendar weeks or faster).

Note: Under unusual and/or unforeseeable circumstances which disrupt the academic norm, instructors are expected to provide grading schemes and academic feedback in the spirit of these regulations, as soon as possible.

(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) 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 BScN program.

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 program 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 "Grading" above.

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.

Academic Standing - BA, BAS, BHRM, BHS, BSc, BScN and BSW Degrees: Entry, Maintenance and Graduation

Academic standing depends on several factors including the number of credits a student has passed, the grade point average achieved during a particular session ("sessional grade point average"), the overall grade point average ("cumulative grade point average"), and the overall major grade point average ("major grade point average").

Bachelor Degree (90 Credits)

(a) Entry:

Students admitted to Atkinson are enrolled in the bachelor program requested.

(b) Faculty transfers:

Students may transfer into an Atkinson bachelor degree program provided they meet the minimum academic requirements for the program requested.

(c) Change of major/degree:

Students may request to change their major or degree provided they meet the minimum academic requirements for the program requested. A "Change of Major" or "Change of Degree" form (available from the Office of the Registrar, West Office Building or www.registrar.yorku.ca) must be completed and submitted to the appropriate School/Department or to the Office of Student and Academic Services, Room 123, Atkinson College.

(d) Continuing in a bachelor/failure to maintain academic standing/re-entry into the original program:

Students in the BAS program who fail to maintain the cumulative GPA of 5.0 will be required to change their degree program. Such students may re-enter the program once they have attained the required GPA's for the program but not after they have completed 90 credits. A

"Change of Degree" form (available from the Office of the Registrar, West Office Building) must be completed and submitted to the Office of Student and Academic Services, Room 123, Atkinson.

Students in the BA or BSc program who fail to maintain the minimum cumulative GPA of 4.0 incur academic penalties described in the "Academic Penalties" section below.

(e) Graduation:

Graduating with a BA, BHRM or BSc degree: Students must pass at least 90 credits that meet Atkinson degree and program requirements. The cumulative GPA for all courses must be at least 4.0.

Graduating with a BAS degree: Students must pass at least 90 credits that meet Atkinson degree and program requirements. The cumulative GPA for all courses must be at least 5.0 with a major GPA of 5.0.

(f) Additional credits to raise GPA for graduation:

Students in a BA, BHRM or BSc degree program who have passed 90 credits in accordance with Atkinson degree and program requirements, and whose cumulative GPA is below the requirement for graduation 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 York University.

Honours Degree (120 Credits)

(a) Entry/qualifying for Honours:

Students who have graduated from Atkinson with a bachelor degree and whose academic standing makes them eligible for Honours may pursue an Honours degree in the same major but must submit a request to do so in writing to the Office of the Registrar.

Students admitted to Atkinson with no previous postsecondary education are automatically enrolled in an Honours program if they declare a major.*

Students admitted to Atkinson with previous postsecondary education are enrolled in the Honours program requested.*

Continuing students are automatically considered to have Honours standing provided they achieve the minimum cumulative GPA of 5.0.*

(b) Faculty transfers:

Students will be accepted for transfer to an Atkinson Honours program provided they have met the minimum cumulative and major GPA's for the program.*

(c) Change of major/degree:

Students may request to change their major or degree provided they meet the minimum cumulative and major GPA's required for the program requested.* A "Change of Major" or "Change of Degree" form (available from the Office of the Registrar, West Office Building or www.registrar.yorku.ca) must be completed and submitted to the appropriate School/Department or to the Office of Student and Academic Services, Room 123, Atkinson.

**Note: There are additional entry requirements for the BSW and BScN programs.*

(d) Continuing in Honours/failure to maintain academic standing/re-entry into the original program:

Students may continue in an Honours program provided they achieve the minimum overall cumulative GPA of 5.0.

Students in the BAS (Honours) programs, upon completion of 90 credits, must have an overall cumulative GPA of 5.0 and a major GPA of 5.5 to continue in the program.

Students in the BA, BHRM or BSc (Honours) programs whose cumulative GPA's fall below 5.0 are automatically considered to be in a bachelor degree program. If no bachelor program is available in the discipline or if the Bachelor degree has been completed, the student will be required to change his/her major.

Students in the BAS and BHS Honours programs whose cumulative GPA falls below 5.0 will be required to change their degree programs.

Students in the BSW program whose cumulative GPA falls below 5.0 or major GPA falls below 6.0 or does not achieve a minimum grade of 5.0 in all major SOWK courses will be required to change their degree program.

Students in the BScN program who fall below the cumulative 5.0 GPA and/or the major GPA of 6.0 or do not achieve a minimum grade of C in all courses used in the major will be required to change their degree program.

Students who are ineligible to continue in Honours because their cumulative and/or major GPA's have fallen below the requirements may re-enter their original Honours programs if they raise their GPA's to meet the requirements by the time they have successfully completed 90 credits. No extra courses may be taken in a subsequent session in an effort to raise their GPA's. A "Change of Major" or "Change of Degree" form (available from the Office of the Registrar, West Office Building or www.registrar.yorku.ca) must be completed and submitted to the appropriate School/Department or to the Office of Student and Academic Services, Room 123, Atkinson.

(e) Graduation:

Graduating in an Honours BA, BHRM, BHS or BSc degree: Students must pass at least 120 credits which meet Atkinson degree and program requirements. The cumulative GPA for all courses must be at least 5.0.

Graduating in an Honours BAS degree: Students must pass at least 120 credits which meet Atkinson degree and program requirements. The cumulative GPA for all courses must be at least 5.0 with a major GPA of 5.5.

Graduating with an Honours BScN degree: Students must pass at least 120 credits which meet Atkinson degree and program requirements. The cumulative GPA for all courses must be at least 5.0 with a major GPA of 6.0 including a minimum grade of 4.0 in all courses used in the major.

Graduating in an Honours BSW degree: Students must pass at least 120 credits which meet Atkinson degree and program requirements. The cumulative GPA for all courses must be at least 5.0 with a major GPA of 6.0 including a minimum grade of 5.0 in all major SOWK courses.

Option to graduate with a bachelor degree: Students registered in an Honours degree may opt to graduate with a bachelor degree if they fulfill degree and program 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.

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 program standards are subject to the academic penalties of academic warning, required withdrawal (suspension), debarment warning, and debarment.

1. Academic warning: Students whose cumulative grade point average falls below 4.0 at the end of any session, or who enter the Faculty with a grade point average equivalent to less than 4.0 on the York scale, receive an academic warning. Students on academic warning must achieve a cumulative grade point average of at least 4.0 within the next 24 credits taken, or earn a sessional grade point average of at least 5.0 in the session in which that 24th credit is completed and in each subsequent session until the cumulative average reaches 4.0, or be required to withdraw.

2. Failure to maintain honours standing: Students whose grade point average falls below the required honours standing in their Faculty are not eligible to remain enrolled in the Honours program.

3. Required withdrawal: Students on academic warning who fail to meet the requirements set by the Faculty for “removal” of the warning or students whose grade point average based on a specified minimum number of credits taken after admission to the Faculty or whose number of failures exceeds an acceptable number as specified by the Faculty are “required to withdraw” from the University for one year. Students who have not been granted a waiver of the required withdrawal must apply to have their student status reactivated in order to resume studies in a session subsequent to the period of required withdrawal.

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: Status given to students who continue studies after performance at York or at another postsecondary institution has resulted in a “required withdrawal” or its equivalent. Students proceeding on “debarment warning” must meet the conditions specified by the Faculty by the time they have taken a specified number of additional credits after the imposition of the warning or they will be “debarred” from University studies.

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 on “debarment warning” who fail to meet the requirements set by the Faculty for continuation of studies or students whose grade point average based on a specified minimum number of credits taken after admission to the Faculty or whose number of failures exceed an acceptable number as specified by the Faculty are “debarred” from the University for at least two years. Students who have not been granted a waiver of the debarment must apply for readmission to their programs (where permitted) through the Admissions Office in order to resume studies in a session subsequent to the period of 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 program.

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; (ii) taking courses not used for graduation purposes.

8. Probation: Status given to students who are allowed to continue studies after performance at York has resulted in a “debarment”. Students proceeding on “probation” must meet the conditions specified by the Faculty by the time they have taken a specified number of additional credits after the imposition of the probation status or they will again be “debarred” from University studies.

9. Suspension: A penalty imposed for serious academic offences for a variable but limited period during which students may not be registered in the University. This penalty may be imposed only by a Faculty-level committee which has received authority to do so from a Faculty Council.

10. Rustication: A sanction terminating the right of students to continue as a student of the University permanently or for a fixed or indefinite period of time, imposed by the University Discipline Tribunal for non-academic misconduct.

Petitions, Grade Reappraisals, Appeals

Please refer to the University policy on Petitions and Grade Reappraisal under the University Policies and Regulations section of this Calendar.

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

For further information, contact: The Office of the Faculty Council, Room 121, Atkinson 416-650-8193, Fax 416-650-8179, e-mail: akcouncil@mail.atkinson.yorku.ca.

1. Petition: A written request for the waiver of an academic regulation or deadline. A petition cannot be used to create legislation (i.e. a degree program) that does not exist. Petitions are submitted to and considered by a student’s home Faculty.

Petitions relating to a student’s enrolment status in a course will only be considered if they are submitted within 30 days of the last day of classes. Such petitions may be considered for a period of up to one year if they are based on special circumstances.

2. Petitions procedures: The Committee on Awards and Petitions, on behalf of the Office of the Faculty 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.

3. Initiating a petition:

(i) Petitions are:

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

(b) to be presented in a petition form (available in the Office of the Faculty Council) or 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. Students’ petition letters regarding their standing in a course must be accompanied by a Course Performance Summary Sheet filled out by the course director for consideration by the Committee on Awards and Petitions.

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

(iii) Students will be notified in writing of the decisions made on their petitions.

4. Appeal: A written request for the alteration of the decision taken on a petition or a grade reappraisal generally made to the same level but to another person, panel or committee.

5. Leave to appeal: Permission to appeal the correctness of a decision rendered on a petition or an appeal based solely on the grounds of either new evidence or evidence of procedural irregularity.

6. Grade reappraisal: The re-evaluation of tangible work and the grade assigned to it. Tangible work may include written, graphic, digitized, modelled, video recording or audio recording formats, but not oral work.

Note: Students need to be aware that a request for a grade reappraisal may result in the original grade being raised, lowered or confirmed.

Note: Students may submit in writing a formal request for a grade reappraisal to the School or unit in which the course is offered.

Graduation and Academic Excellence

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

1. Atkinson 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.

- (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) Bachelor's 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.

Classification of Students

For general purposes, a student is deemed by the University to be full-time if s/he takes the equivalent of 18 credits or more in a given two-term session. For further information, contact the Office of the Registrar.

Student Records

Access to Student Record Policy

By applying for admission to York University and by enrolling in a program at the University, students accept the Office of the Registrar's right to collect pertinent personal information. The information is needed to establish a record of their performance in programs and courses, provide the basis for awards and governmental funding and

to assist the University in the academic and financial administration of its affairs. Students also agree that all documentation that they submit to the University in support of an application for admission, residence accommodation or financial award, or any petition or appeal, becomes the property of the University.

York University is committed to taking every reasonable step to protect the confidentiality and privacy of the information contained in the records of students. Unless compelled to do so by law, or authorized by the student in writing, the Office of the Registrar will not disclose the confidential contents of student records to any party outside the University.

An electronic record of students' achievements at the University are preserved permanently, but all other documentation contained in students' files may be destroyed when no longer required.

Access to Confidential Student Records and Disclosure of Information

1. Public access

It is the Office of the Registrar's policy to make a minimum of information freely available to all inquirers. This includes the student's active registration status, current field of studies and degree(s) that have been conferred by the University and the date(s) of conferral. Except as specified below other information contained in the record will be disclosed only with the student's written consent. This restriction applies to requests from parents, spouses, credit bureaus and police.

2. Student access

Students have the right to inspect all documents contained in their own record, with the exception of evaluations and letters of reference supplied to the University with the understanding that they be kept confidential.

Students have the right to request that erroneous information contained in their records be corrected and that recipients of any information found to be in error be advised of the correction.

Students wishing to inspect their record must make an appointment with the Associate Registrar, Records and Scheduling.

Upon written request to the Office of the Registrar, students whose fee account shows no outstanding balance may obtain an official transcript of their record of studies at the University sent to a third party.

Transcripts issued directly to students bear the notation "Issued to Student".

Documents pertaining to a student's achievement at another institution, which may have been received by the University, will not be released or redirected.

3. Employee and student organization access

Employees of the University are permitted access to information contained in student records, if they need to know the information in order to perform their official duties. As a general rule, only employees involved in some aspect of academic administration or student affairs are given access to the contents of student records.

4. Student organizations

By making a request to the Assistant Vice-President of Student Affairs, the central undergraduate student government, the York Federation of Students (YFS), and the central graduate student government, the York University Graduate Students Association (GSA), as well as constituent organizations authorized by them, may obtain listings of students for purposes of communicating with their membership. Listings will be provided by the Office of Student Affairs upon written request signed by an authorized officer with the understanding that the information will not be disclosed to a third party.

5. Legally mandated access

Specified records or portions thereof may be provided to persons or agencies pursuant to a court order, summons or subpoena directing the University to release information; to Statistics Canada and the Ministry of Training, Colleges and Universities in connection with enrolment audits; or in accordance with the requirements of duly constituted professional licensing and certification bodies.

Transcripts of Academic Record

Copies of student transcripts will be issued at the student's request. Transcript requests are normally processed as follows:

- **Undergraduate:** Students who attended York prior to 1982 – seven to 10 business days.
- **Undergraduate:** Students who attended after 1982 – five business days.
- **Graduate:** Seven to 10 business days.

Note: These timelines are usually met throughout the year, however, transcript orders may be delayed during peak periods: January, May/June and September/October. Please plan accordingly.

In accordance with the Office of the Registrar Policy on Access to Student Records, the student's signature is required for the release of records (except for e-mail requests which **MUST** be sent directly to the receiving institution). Transcripts issued directly to the student are stamped "Issued to Student". The Office of the Registrar cannot be responsible for transcripts lost or delayed in the mail.

Methods of Ordering Transcripts

Transcripts may be ordered in person at the Office of the Registrar, by mail, by fax (416-736-5444) or by e-mail. Telephone requests for transcripts cannot be accepted.

Ordering by mail or by fax

Requests by fax and mail must be accompanied by the following information:

- Full name when registered as a student and your current name if different;
- York Student Number (or your date of birth and Social Insurance Number) and the degree pursued, e.g. BA, MBA or PhD;
- Current mailing address and a daytime telephone number;
- The number of transcripts required;
- The complete name and address of where you would like the transcript(s) sent;
- Visa or MasterCard information;
- Your signature.

Ordering by e-mail

Students may order a transcript via e-mail if the transcript is to be sent directly from York to another postsecondary institution. *Students may not order a transcript via e-mail to be sent to yourself or any other third party.*

Picking up a transcript

If someone other than the student plans to pick up your transcript, you must give that person a signed authorization identifying the person and that they are authorized to pick up your transcript. Photo identification will be required.

Payment

The Office of the Registrar accepts cash, debit cards, money orders (payable to York University), Visa and MasterCard. Payments by cash or debit card are only accepted with in person orders made at the Office of the Registrar. (Payments by cheque are not accepted.)

When paying by credit card students must include their name, the type of credit card (we accept Visa and MasterCard), the credit card number, the card's expiry date and their signature.

Transcript fees must accompany all orders.

Incomplete orders cannot be processed.

Restriction

In accordance with University policy, transcripts will not be released to students who have an outstanding account with the University.

Change of Name

As the Office of the Registrar is committed to the integrity of its student records, each student is required to provide, either on application for admission or in personal data required for registration, his/her legal name. Any requests to change a name, by means of alteration or deletion, substitution or addition, must be accompanied by appropriate supporting documentation. Upon making application for graduation a student may be asked to provide proof of his/her name.

Change of Address

A student must maintain current and up-to-date permanent and mailing address information on the records of the University in order to receive pertinent mailings, including Sessional Identification Cards, grades information, Tuition and Education Credit Certificates etc.

Address changes can be done through the Web at www.registrar.yorku.ca as well as in writing to the Office of the Registrar, West Office Building.

Emergency Situations Requiring Student Access

On occasion, a personal emergency may require you be contacted quickly. Since the Keele campus of the University comprises some 578 acres, 60 buildings, 275 classrooms, seminar rooms and lecture halls, and has a population of more than 50,000, no campus-wide public address system can be provided. The Security Control Centre, once satisfied, will only consider contacting a student in class when a request is deemed urgent or life-threatening.

Limited physical resources and associated constraints make it impossible to guarantee contact.

Students are urged to provide those who may need to be reached in an emergency with an up-to-date copy of their class timetable, specifying days, times and locations.