

## VI. 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/](http://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, AK/ADMS 2500 3.0 has the suffix "3.0", signifying that the course carries a credit value of three. 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.

#### 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. Atkinson, 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 University's 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 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.

### 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: This average reflects a student's grades for a particular academic session (e.g. Fall/Winter 2002-2003).

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

(c) Cumulative grade point average: This average reflects a student's grades over the entire undergraduate career in a student's particular degree program (e.g. all grades earned while completing a bachelor of arts at York University). See the "Academic Standing" section for minimum cumulative grade point average 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 Atkinson Faculty Council or Faculty Committee on Examinations and Academic Standards. Grades and transcripts are normally released by the Office of the Registrar when the review is completed.

## 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 registration and enrolment system. 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](http://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, students who are found innocent of a charge of academic dishonesty, may withdraw from the course(s) in question without academic penalty by informing the Faculty Dean's Office in writing.*

## Deregistration

The University 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 University 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 Faculty of Liberal and Professional Studies, York University.

#### 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](http://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 or certificate 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 to adjust course enrolments accordingly.

#### 10. 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). 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.*

11. **Subsequent degrees.** Students wishing to pursue a third or subsequent undergraduate degree must petition through the Atkinson Faculty Council (see the "Petitions and 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.

#### 12. 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.

**Courses at other accredited Universities.** Atkinson students pursuing a degree or an Atkinson certificate may request a letter of permission to receive credit at York for courses taken at other accredited universities. Students not working toward a degree or an Atkinson certificate 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) she/he will fulfil residency and in-faculty requirements for graduation or granting of the certificate;

(iii) she/he submit the letter of permission request with course descriptions to the appropriate departmental office and return the completed form and the application fee to the Office of the Registrar;

(iv) a letter of permission is granted prior to enrolling courses at the other institution;

(v) if she/he does not register for the courses or 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;

(vi) arrangements are made for the host institution to forward an official transcript to the Office of the Registrar as soon as final grades are available.

*Note 1: 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.*

*Note 2: Some programs may have their own Faculty approved policies restricting letters of permission on the basis of accreditation or professional association requirements. Please review your school/department policy.*

#### Regulations:

- students must be in a degree or Atkinson certificate program;
- including courses taken on a letter of permission, Atkinson students may enrol in a maximum of 15 credits in a summer session and 30 credits in a fall/winter session;
- students must be in good academic standing in order to be approved for a letter of permission;
- a letter of permission will not be granted to students who are on academic, program or debarment warning or academic probation. If a student receives an academic, program, debarment warning, or academic probation or is ineligible to proceed at the conclusion of the current session, the letter of permission will be rescinded;
- in major courses in all Honours programs, and in the BAS and BHRM 90 credit degrees, credit is granted when an approved course is successfully completed with a minimum grade of C+ (65 per cent). For all other courses credit is granted when an approved course is successfully completed with a minimum grade of C (60 per cent). The Faculty is under no obligation to accept courses taken without its permission.
- grades for courses taken at the host institution are not listed on York University transcripts and are not included in the calculation of the York grade point average.

#### 13. 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 for degree/program academic standing requirements.

#### 14. 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:
  - (a) at least 30 credits completed at York University.
  - (b) a cumulative grade point average of 7.0.
- 36 - 42 credits may be taken during the fall/winter session if the student has:
  - (a) at least 30 credits completed at York University.
  - (b) a cumulative grade point average of 8.0.

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

##### 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:
  - (a) at least 30 credits completed at York University.
  - (b) a cumulative grade point average 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:
  - (a) at least 30 credits completed at York University.
  - (b) a cumulative grade point average of 8.0.
- 24 credits may be taken during the summer session if the student has:
  - (a) at least 30 credits completed at York University;
  - (b) a cumulative grade point average of 8.0.

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

#### 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

In some cases, students may be eligible for deferred standing or aegrotat standing on the grounds of illness, accident or family misfortune.

**Deferred standing.** Deferred standing (an extension) allows a student additional time to write a test or a final examination, or to complete an assignment after the Faculty's deadline for submission of term work. Missed term work including term tests/examinations may be made up while the course is in progress and such arrangements are made directly with the course director. Deferred standing is arranged by means of a form called a deferred standing agreement (DSA). The deadline for submitting a DSA is within seven calendar days of a missed examination and/or assignment due date. A petition for deferred standing (available through the Atkinson Faculty Council Office) may be initiated if the course director indicates on a DSA form that he/she refuses to approve deferred standing or if the request is made after the deadline has passed.

*Note 1: Students who have experienced a misfortune or who are too ill to attend an examination in an Atkinson course **SHOULD NOT** attempt to do so; they must pursue deferred standing.*

*Note 2: Atkinson students in York courses other than Atkinson courses must arrange deferred standing in accordance with the regulations and deadlines of the Faculty offering the course.*

*Note 3: Deferred examinations for AK/ADMS courses are held with the final examinations for the same courses if they are offered in the term immediately following. The School of Administrative Studies will advise students in writing of the date, time and location of the exam. Students are required to contact the school if notification is not received three weeks prior to the examination period.*

**Aegrotat standing.** In cases where a student cannot be expected to complete the work for a course, aegrotat standing may be substituted for the grade on the transcript. Aegrotat standing is seldom granted and only in exceptional circumstances due to the nature and extent of the student's illness/injury and where deferred standing is inappropriate.

**18. Grade reappraisal.** Students may, with sufficient grounds, request that a final grade in a course be reappraised. Further information may be obtained from the school/department offering the course. Students who apply to have a grade reappraised should be aware of the following:

- requests for reappraisals must be filed with the school/department offering the course within 21 calendar days of the release of the final grade in the course.
- students may question the marking of specific pieces of work or the overall course grade. Normally, however, only tangible work may be reappraised. Tangible work may include written, graphic, digitized, modelled, video recording or audio recording formats, but not oral work.
- an original grade may be raised, lowered or confirmed.

- students wishing to request a reappraisal of a final grade should complete the appropriate form available from the school/department offering the course and return the completed form to the same office.
- decisions of Atkinson's schools/department may be appealed to the Atkinson Faculty Council Office only on the grounds of procedural irregularity or new evidence.

*Note 1: Petitions for late grade reappraisals (if the request is made after the deadline has passed) may be initiated through the Atkinson Faculty Council Office.*

*Note 2: For more information on grade reappraisals, refer to the University policies on Petitions and Reappraisals under the University Policies and Regulations section.*

## 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 Atkinson Faculty Council Office 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 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. 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 and Grading Schemes" section for information on conversion from percentages to letter grades within courses.

### 6. Repeating passed or failed courses for academic credit:

(a) Students are allowed to retake a failed course once for academic degree or certificate credit. 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 (e.g. alternative qualifying exam). Students should note that course availability and space consideration 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, the second grade will be the grade of record and the only grade calculated in the student's grade point average (major, cumulative, sessional and overall). A course can be credited only once towards satisfaction of degree or certificate academic credit requirements.

(c) The record of both the first and second time the course was taken will appear on the student's transcript, with the first course designated as No Credit Retained (NCR).

*Note: The transcript legend will explain that the NCR designation means that neither the course credit and grade have been included in the calculation of the student's grade point average. Courses that have been repeated will have the notation "NCR" (No Credit Retained).*

(d) The restrictions regarding repeating a passed or failed course also apply to cross listed courses and degree credit exclusions.

(e) 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.

### 7. Pass/Fail alternative grading option:

Students in good standing academically who have passed 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 conversion table above 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.

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 4120 6.0, AK/NURS 4130 6.0 and AK/NURS 4140 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 4150 6.0 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").

**Change of Major.** Students may request to change their major provided they meet the minimum academic standards required for the program requested. A "Change of Major" form must be completed and submitted to the appropriate school/department.

**Change of degree.** Students may request to change their degree after completion of their first academic session in the Faculty, provided they meet the minimum academic standards required for the program requested. A "Change of Degree" form must be completed and submitted to the Office of Student and Academic Services, Room 123, Atkinson.

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

Change of Major/Degree forms are available from the Office of the Registrar, West Office Building or on the Web at [www.registrar.yorku.ca/](http://www.registrar.yorku.ca/).

### Bachelor Degree (90 Credits)

**(a) Entry.** Students admitted to Atkinson are enrolled in the bachelor program requested.

**(b) Faculty Transfers.** Students may transfer to an Atkinson bachelor degree program provided they meet the minimum academic requirements for the program requested.

#### (c) Continuing in a Bachelor Program:

**BA and BSc** - Students who maintain a cumulative grade point average of at least 4.0 may proceed in good standing in the bachelor degree.

**BAS and BHRM** - Students who have completed less than 90 credits and maintain a cumulative grade point average of at least 5.0 may proceed in good standing. Students who have completed 90 credits or greater with a cumulative and major average of 5.0 may proceed in good standing and have the option to proceed in honours.

#### (d) Failure to maintain academic standing:

**BA and BSc** - Students who fail to maintain the minimum cumulative grade point average of 4.0 will incur academic penalties. Please refer to the section on "Academic Penalties".

**BAS and BHRM (BHRM pending Senate approval)** - Students who have completed less than 90 credits, whose cumulative grade point average is

below 5.0, will be placed on "program warning" and may continue in the 90 credit bachelor degree only. Please refer to the section on "Academic Penalties".

Students who have completed at least 24 York credits with a cumulative grade point average below 2.5 will be required to withdraw for one year. Please refer to the section on "Academic Penalties".

**Students in the bachelor BAS or BHRM** who have completed 90 credits or greater with a cumulative grade point average below 5.0 and/or a major grade point average below 5.0 will be ineligible to proceed or graduate. Students may petition to be allowed additional credits to a maximum of 102 credits to graduate with a bachelor degree. These courses must be above the 1000 level and must be taken at York University.

#### (e) Re-entry into the program:

Students may re-enter the program once they have attained the required grades for the program but not after they have completed 90 credits. Students may complete a "Change of Major" or "Change of Degree" request form available from the Registrar's Office, West Office Building or [www.registrar.yorku.ca/](http://www.registrar.yorku.ca/). Please refer to "Change of Major" or "Change of Degree" above.

#### (f) Graduation:

**Graduating with a BA or BSc degree.** Students must pass at least 90 credits that meet the Faculty's degree and program requirements with a cumulative grade point average of at least 4.0.

**Graduating with a BAS or BHRM (BHRM pending Senate approval) degree.** Students must pass at least 90 credits that meet Faculty's degree and program requirements, with a cumulative and major grade point average of at least 5.0.

#### Failure to meet academic standing upon completion of 90 credits:

Students in the bachelor BAS or BHRM who have completed 90 credits or greater with a cumulative grade point average and/or major grade point average below 5.0 will be ineligible to proceed or graduate. Students may petition to be allowed additional credits to a maximum of 102 credits to graduate with the bachelor degree. These courses must be above the 1000 level and must be taken at York University.

BA and BSc students who upon completion of at least 90 credits but less than 102 credits who have not met the academic standing required for their degree program will be allowed additional credits to raise their cumulative grade point average (see below).

#### Additional credits to raise grade point average for graduation:

Students in a BA or BSc degree program who have passed 90 credits in accordance with the Faculty's degree and program requirements, and whose cumulative grade point average 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 admitted to the Faculty with no previous postsecondary education will automatically be admitted to an Honours program.

Students admitted to the Faculty with previous postsecondary education are automatically admitted to an Honours degree if they have met the admission criteria for the program.

*Note: Courses taken at other post-secondary institutions are not calculated as part of the student's grade point average at York, nor do they appear on the York transcript.*

Students who have graduated from the Faculty with a bachelor degree and whose standing makes them eligible for Honours may pursue an Honours degree in the same major but must submit a request for reclassification of their degree in writing to the Registrar's Office.

Continuing students are automatically considered to have Honours standing provided they achieve the minimum cumulative grade point average of 5.0.

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

**(b) Faculty Transfers:**

Students qualify for transfer to an Atkinson Honours program provided they have met the minimum cumulative and/or major grade point average for the program.

*\*Note: There are additional entry requirements for the BSW and BScN programs. Some programs may have limited entry.*

**(c) Continuing in Honours:**

Students may continue in an Honours program providing they maintain the minimum overall cumulative grade point average of 5.0 with the exception of the following programs:

**BAS and BHRM (BHRM pending Senate approval)** - Students who have completed 90 credits or greater who have a cumulative and major grade point average of at least 5.0 may proceed in honours.

**BScN** - Students may continue in an Honours BScN program providing they achieve the minimum cumulative grade point average of at least 5.0 and the major grade point average of at least 6.0 or no grade less than a "C" in courses used in the major.

**BSW** - Students may continue in an Honours BSW program providing they achieve the minimum cumulative grade point average of at least 5.0 and the major grade point average of at least 6.0 or no grade less than a "C+" in courses used in the major.

**(d) Failure to maintain academic standing for Honours:**

**BA and BSc** - Students who have completed less than 120 credits who fail to maintain the Honours cumulative grade point average of 5.0 will automatically be placed in the bachelor degree, if applicable.

Students whose grade point average is below 4.0 will incur academic penalties. Please refer to the section on "Academic Penalties".

Students who have completed at least 24 York credits with a cumulative grade point average below 2.5 will be required to withdraw for one year.

Students who have completed 120 credits or greater with a cumulative grade point average of less than 5.0 will be ineligible to proceed or graduate.

**BAS and BHRM** - Students who have completed less than 90 credits, whose cumulative grade point average is below 5.0, will be placed on "program warning" and may continue in the 90 credit bachelor degree only. Please refer to the section on "Academic Penalties".

Students who have completed at least 24 York credits with a cumulative grade point average below 2.5 will be required to withdraw for one year. Please refer to the section on "Academic Penalties".

Students who have completed at least 90 credits or greater with a cumulative or major grade point average below 5.0 will be ineligible to proceed in the program. Students may petition to be allowed additional credits to raise the grade point average for graduation in the bachelor program or petition for an honours waiver. Please refer to the section on "Petitions and Appeals".

Students who have completed 120 credits or greater with a cumulative grade point average below 5.0 or a major grade point average below 5.5 will be ineligible to proceed or graduate.

Students who have completed 120 credits or greater with a cumulative grade point average of at least 5.0 and a major grade point average of at least 5.0 but below 5.5 may apply to graduate with the bachelor degree.

**BHS** - Students who have completed less than 90 credits whose cumulative grade point average is at least 4.0 but below 5.0 will be placed on "Program Warning" and may continue in the program. Please refer to the section on "Academic Penalties".

Students who have completed less than 90 credits with a cumulative grade point average of less than 4.0 will be ineligible to proceed in the BHS program. Students who wish to continue in their studies must change their degree program and will proceed in the new program on academic warning.

Students who have completed at least 24 York credits with a cumulative grade point average below 2.5 will be required to withdraw for one year. Please refer to the section on "Academic Penalties".

Students who have completed at least 90 credits or greater with a cumulative grade point average below 5.0 will be ineligible to proceed

in the program. Students may petition for an honours waiver. Please refer to the section on "Petitions and Appeals".

**BScN** - Students who have completed less than 120 credits will be placed on "program warning" if:

- (i) the cumulative grade point average is at least 4.5 but below 5.0, or
- (ii) the major grade point average is at least 5.5 but below 6.0.

Students may continue in the BScN program providing they meet program warning conditions. Please refer to the section on "Academic Penalties".

Students who have completed at least 24 York credits with a cumulative grade point average below 2.5 will be required to withdraw for one year. Please refer to the section on "Academic Penalties".

Students who have completed less than 120 credits, with a cumulative grade point average below 4.5 or a major grade point average below 5.5 or have a grade below "C" for courses used in the major will be ineligible to continue in the program and must change their degree if they wish to proceed in their studies. Students with a cumulative grade point average below 4.0 will proceed on academic warning in the new program. Please refer to section on "Academic Penalties".

Students who have completed 120 credits or greater who do not have the required cumulative grade point average of at least 5.0 or the overall major grade point average of at least 6.0 or a minimum grade of "C" in courses used in the major will be ineligible to proceed or graduate.

**BSW** - Students who have completed less than 120 credits will be placed on program warning if:

- (i) the cumulative grade point average is at least 4.5 but is below 5.0, or
- (ii) the major grade point average is at least 5.5 but is below 6.0.

Students may continue in the BSW program providing they meet program warning conditions. Please refer to the section on "Academic Penalties".

Students who have completed at least 24 York credits with a cumulative grade point average below 2.5 will be required to withdraw for one year. Please refer to the section on "Academic Penalties".

Students who have completed less than 120 credits whose cumulative grade point average falls below the 4.5 or major grade point average falls below 5.5 or have a grade below "C+" for courses used in the major will be ineligible to continue in the program and must change their degree if they wish to proceed with their studies. Students with a cumulative grade point average below 4.0 will proceed on academic warning in the new program. Please refer to section on "Academic Penalties".

Students who have completed 120 credits or greater who do not have the required cumulative grade point average of at least 5.0 or an overall major average of at least 6.0 or a minimum grade of "C+" in courses used in the major will be ineligible to proceed or graduate.

**(e) Re-entry to an Honours program:**

Students who are ineligible to continue in Honours because the cumulative or major grade point average has fallen below the requirements listed above will automatically be placed in the honours program in the same major if they attain the 5.0 cumulative grade point average prior to completion of 90 credits. No extra courses may be taken in a subsequent session in an effort to raise the grade point average. Students who have the 5.0 cumulative grade point average and wish to change their degree/major may request to do so. Please refer to the information above for change of major or change of degree.

Students who have completed at least 90 credits but less than 120 credits, who do not have the grade point average (s) for Honours, may petition for an honours waiver.

**(f) Graduation:**

**Graduating Honours BA, BHS or BSc.** Students must pass at least 120 credits which meet the Faculty's degree and program requirements with a cumulative grade point average of at least 5.0.

**Graduating Honours BAS or BHRM.** Students must pass at least 120 credits which meet the Faculty's degree and program requirements with a cumulative grade point average of at least 5.0 and a major grade point average of at least 5.5.

**Graduating Honours BScN.** Students must pass at least 120 credits which meet the Faculty's degree and program requirements with a cumulative grade point average of at least 5.0 and a major grade point average of at least 6.0 including a minimum grade of "C" in all courses used in the major.

**Graduating Honours BSW.** Students must pass at least 120 credits which meet the Faculty's degree and program requirements with a cumulative grade point average of at least 5.0 and a major grade point average of at least 6.0 including a minimum grade of "C+" in all courses used in the major.

**Failure to meet academic standing upon completion of 120 credits.** Students who upon completion of 120 credits have not met the academic standing required for the degree program will be ineligible to proceed or graduate. Students may apply to graduate with a bachelor degree (90 credit) with the exception of BHS, BScN and BSW.

**BAS and BHRM** students who have completed 120 credits or greater with a cumulative grade point average of at least 5.0 and a major grade point average of at least 5.0 but is below 5.5 may apply to graduate with the bachelor degree (90 credit).

#### Option to graduate with a bachelor degree:

Students registered in an Honours degree may opt to graduate with a bachelor degree (if applicable) if they fulfill degree and program requirements. Students who wish to take advantage of this option should complete an application to graduate available from the Registrar's Office, West Office Building or [www.registrar.yorku.ca/](http://www.registrar.yorku.ca/).

## Academic Penalties

Students whose academic record does not meet the Faculty or program standards are subject to the academic penalties of academic warning, program warning, required withdrawal, debarment warning, debarment and academic probation.

### 1. Academic warning for BA and BScN:

Students whose cumulative grade point average falls below 4.0 (C) at the end of any session, or who enter the Faculty with a grade point average equivalent to less than 4.0 (C) on the York scale, receive an academic warning.

#### Academic warning conditions:

Students on academic warning must achieve a cumulative grade point average of at least 4.0 (C) within the next 24 credits taken, **or** earn a sessional grade point average of at least 5.0 (C+) in the session in which that 24th credit is completed and in each subsequent session until the cumulative grade point average reaches 4.0 (C), or be required to withdraw.

Students whose cumulative grade point average on at least 24 credits is below 2.5 will be required to withdraw for twelve months.

### 2. Program warning for BAS, BHRM, BHS, BScN, BSW:

#### BAS

BAS students who have completed less than 90 credits, whose cumulative grade point average is below 5.0, will be placed on program warning and may continue in the 90 credit bachelor degree only providing they meet the program warning conditions outlined below.

#### Program warning conditions for BAS:

BAS students on program warning, within the next 24 credits taken, must raise the cumulative grade point average to at least 5.0. At no time may the cumulative grade point average fall below 2.5 upon completion of at least 24 cumulative credits. Upon completion of 90 credits, BAS students who do not have both the cumulative and major grade point average's of at least 5.0 will be ineligible to proceed in the program.

*Note 1: Students who plan to graduate with the 90-credit bachelor BAS must meet both the cumulative and major grade point averages of at least 5.0 at the 90th credit.*

*Note 2: Students with both the cumulative and major grade point averages of at least 5.0 at 90 credits may elect to proceed with the honour's degree. Graduation with the honours BAS at the 120th credit requires the*

*cumulative grade point average of at least 5.0 and the major grade point average of at least 5.5.*

#### BHRM (pending Senate approval)

BHRM students who have completed less than 90 credits, whose cumulative grade point average is below 5.0, will be placed on "program warning" and may continue in the 90 credit bachelor degree only providing they meet the program warning conditions outlined below.

#### Program warning conditions for BHRM:

BHRM students on program warning, within the next 24 credits taken, must raise the cumulative grade point average to at least 5.0. At no time may the cumulative grade point average fall below 2.5 upon completion of at least 24 cumulative credits. Upon completion of 90 credits, BHRM students who do not have both the cumulative and major grade point average's of at least 5.0 will be ineligible to proceed in the program.

*Note 1: Students who plan to graduate with the 90 credit bachelor BHRM must meet both the cumulative and major grade point averages of at least 5.0 at the 90th credit.*

*Note 2: Students with both the cumulative and major grade point averages of at least 5.0 at 90 credits may elect to proceed with the honour's degree. Graduation with the honours BHRM at the 120th credit requires the cumulative grade point average of at least 5.0 and the major grade point average of at least 5.5.*

#### BHS

BHS students who have completed less than 90 credits, whose cumulative grade point average is at least 4.0 but is below 5.0, will be placed on "program warning" and may continue in the program providing they meet the program warning conditions outlined below.

#### Program warning conditions for BHS:

BHS students on program warning, within the next 24 credits taken, must raise the cumulative grade point average to at least 5.0. At no time may the cumulative grade point average fall below 4.0.

Upon completion of 90 credits or greater, BHS students who do not have the cumulative grade point average of at least 5.0 will be ineligible to proceed in the program.

#### BScN

BScN students who have completed less than 120 credits will be placed on a "program warning" if:

- (i) the cumulative grade point average is at least 4.50 but is below 5.0, or
- (ii) the overall major grade point average is at least 5.5 but below 6.0.

Students may continue in BScN providing they meet the program warning conditions outlined below.

#### Program warning conditions for BScN:

BScN students on program warning, within the next 24 credits taken, must have both a cumulative grade point average of at least 5.0 and overall major grade point average of at least 6.0. At no time may the cumulative grade point average fall below 4.5 and/or the overall major grade point average fall below 5.5.

*Note: BScN students with a grade less than "C" for courses used in the major will be ineligible to proceed in the program.*

Upon completion of 120 credits BScN students who do not have cumulative grade point average of at least 5.0, an overall major grade point average of at least 6.0, and a minimum grade of at least "C" for courses used in the major, will be ineligible to proceed in the program or graduate.

#### BSW

BSW students who have completed less than 120 credits will be placed on a program warning if:

- (i) the cumulative grade point average is at least 4.5 but below 5.0, or
- (ii) the overall major grade point average is at least 5.5 but below 6.0.

Students may continue in BSW providing they meet the program warning conditions outlined below.



**Program warning conditions for BSW:**

BSW students on program warning, within the next 24 credits taken, must have both a cumulative grade point average of at least 5.0 and overall major grade point average of at least 6.0. At no time may the cumulative grade point average fall below 4.5 and/or the overall major grade point average fall below 5.5.

*Note: BSW students with a grade less than "C+" for courses used in the major will be ineligible to proceed in the program.*

Upon completion of 120 credits BSW students who do not have the cumulative grade point average of at least 5.0, and an overall major grade point average of at least 6.0, and a minimum grade of "C+" in each course used in the major will be ineligible to proceed in the program or graduate.

**Failure to meet the above program warning conditions:**

Students who do not meet the program warning conditions for their program as listed above will not be eligible to continue in the program and must declare a new degree program to be eligible to continue with their studies.

Students with less than a 4.0 cumulative grade point average who have completed less than 90 credits must declare a new degree program and will proceed in the new degree program on academic warning.

Students whose cumulative grade point average on at least 24 credits is below 2.5 must withdraw for twelve months.

**3. Required withdrawal:**

Students whose academic record shows marked weakness may be required to withdraw from their studies for one year, during which they are encouraged to identify and remedy any problems which may have contributed materially to their failure to perform up to their potential, and to reflect on their reasons for pursuing a university education. The following regulations apply to required withdrawals.

**Grade point average below 4.0 and equal to or greater than 2.5:**

Students who have received an academic warning for a cumulative grade point average below 4.0 (C) must achieve a cumulative grade point average of at least 4.0 (C) within their next 24 credits taken or earn a sessional grade point average of at least 5.0 (C+) in the session in which that 24th credit is completed and in each subsequent session until the cumulative grade point average reaches 4.0 (C); otherwise, they must withdraw for twelve months. Students will be required to withdraw for twelve months should their cumulative grade point average fall below 2.5 at any time after completion of 24 credits.

**Grade point average below 2.5:** Students whose cumulative grade point average on at least 24 credits is below 2.5 must withdraw for twelve months.

**4. Petition to continue without interruption:**

Students who have been required to withdraw may submit a petition to the Atkinson Faculty Council Office requesting permission to continue their studies without interruption. Students granted such a petition would be allowed to continue their studies on debarment warning. For further information, see the section on "Petitions and Appeals".

**5. Reactivation after required withdrawal:**

Students who have been required to withdraw may apply for reactivation after the requisite period of absence by submitting a form obtainable from the Office of the Registrar, West Office Building. Students who return to their studies after such a required withdrawal (as well as those who have been allowed to continue their studies by virtue of a petition to the Committee on Awards and Petitions) receive a debarment warning.

**6. Debarment warning:**

Students who have been required to withdraw from the Faculty of Liberal and Professional Studies, or from another Faculty at York, or elsewhere receive a debarment warning upon continuing their studies in the Faculty.

**Debarment warning conditions.** Students on debarment warning must achieve a cumulative grade point average of at least 4.0 (C) within the next 24 credits taken or earn a sessional grade point average of at least 5.0 (C+) in the session in which the 24<sup>th</sup> credit is completed and in each subsequent session until the cumulative average reaches 4.0 (C), and must then maintain this average. Students who do not fulfil these conditions will be debarred from the University. Students whose

cumulative grade point average falls below 2.5 at any time while on debarment warning will be debarred.

**7. Debarment:**

Students who fail to meet the debarment warning conditions outlined above will be debarred from the University. Debarment, the minimum period for which is normally two years, means that the student is no longer a student at York University.

**8. Petition to continue without interruption:**

Students who have been debarred may submit a petition to the Atkinson Faculty Council Office requesting permission to continue their studies without interruption. Students granted such a petition would be allowed to continue their studies on academic probation. For further information, see the section on "Petitions and Appeals" and the University policy on Petitions and Grade Reappraisal under the University Policies and Regulations section.

**9. Reapplying after debarment:**

Students who have been debarred and who wish to resume their studies must apply for readmission through the Admissions Office, and must provide persuasive evidence that they are ready and able to complete a degree program. Students who are readmitted (as well as those who have been allowed to continue their studies by virtue of a petition to the Committee on Awards and Petitions) receive an academic probation.

**10. Academic probation:**

Students who have been debarred and who subsequently resume their studies in the Faculty whether by petitioning to continue without interruption or by applying for readmission, receive an academic probation. Students on academic probation must meet the debarment warning conditions outlined above; otherwise, they will be debarred.

**11. 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.

**12. 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.

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## Petitions and Appeals

Students are expected to familiarize themselves with the University policy on Petitions and Grade Reappraisal under the University Policies and Regulations section before taking any steps which may have costly repercussions or affect their academic progress. The purpose of a petition is to request an exemption from a regulation or deadline. Ignorance of regulations or deadlines does not constitute a valid reason for a petition.

For further information, Atkinson students may contact: the Atkinson Faculty Council Office, Room 121, Atkinson 416-650-8193, Fax 416-650-8179, e-mail: [akcouncil@mail.atkinson.yorku.ca](mailto: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 Atkinson Faculty Council, considers Atkinson student petitions 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. The Committee will give due consideration to transition difficulties documented by students in their first university session. 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:

To initiate a petition, Atkinson students should obtain a petition package and relevant forms such as a Student Course Performance Summary (CPS) form, and/or an Attending Physician's Statement (APS) form, and/or a Statement by Counselling and Development Counsellor form. All forms are available from the Atkinson Faculty Council Office, Room 121, Atkinson.

*Note: Students in the Faculties of Arts, Fine Arts, Education and Pure and Applied Science must petition to the Registrar's Office, West Office Building. Students from Faculties not listed should contact the respective Office of Student Programs.*

Student academic petitions must be presented on the appropriate petition form (available from the Atkinson Faculty Council Office) and accompanied by a personal letter outlining the specific request and grounds for the petition as well as relevant original supporting documentation such as medical certificates, letters from employers etc.

*Note: Student petitions regarding standing in a course must be accompanied by a Student Course Performance Summary (CPS) form filled out by the course director.*

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

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

### 4. Appeal:

An appeal is a written request for the alteration of the decision taken on a petition generally made to the same level but to another person, panel or committee.

Appeals against decisions of the Atkinson Awards and Petitions Committee will be permitted only on the grounds of:

- (a) new evidence, or
- (b) evidence of procedural irregularity in the committee's consideration of the case.

## 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 grade point average of 8.0 or higher.
- (b) Students taking 18 or more credits in a given session who have attained a sessional grade point average 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 grade point average 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 grade point average 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, Student Services.

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](http://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.

#### Notification of Disclosure of Personal Information to Statistics Canada

Statistics Canada is the national statistical agency. As such, Statistics Canada carries out hundreds of surveys each year on a wide range of matters, including education.

It is essential to be able to follow students across time and institutions to understand, for example, the factors affecting enrolment demand at postsecondary institutions. The increased emphasis on accountability for public investment means that it is also important to understand "outcomes". In order to carry out such studies, Statistics Canada asks all colleges and universities to provide data on students and graduates. Institutions collect and provide to Statistics Canada student identification information (student's name, student ID number, Social Insurance Number), student contact information (address and telephone number), student demographic characteristics, enrolment information, previous education and labour force activity.

The Federal *Statistics Act* provides the legal authority for Statistics Canada to obtain access to personal information held by educational institutions. The information may be used only for statistical purposes, and the confidentiality provision of the *Statistics Act* prevent the information from being released in any way that would identify a student.

Students who do not wish to have their information used are able to ask Statistics Canada to remove their identification and contact information from the national database.

Further information on the use of this information can be obtained from Statistics Canada's Web site: <http://www.statcan.ca> or by writing to the Postsecondary Section, Centre for Education Statistics, 17th Floor, R.H. Coats Building, Tunney's Pasture, Ottawa, K1A 0T6.

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