

Table of Contents – Rules and Regulations (Atkinson)

Joseph E. Atkinson Faculty of Liberal and Professional Studies	297
School and Department Directory	297
• School of Administrative Studies	297
• School of Analytic Studies and Information Technology	297
• School of Arts and Letters	297
• School of Health Policy and Management	297
• School of Nursing	298
• Department of Psychology	298
• School of Social Sciences	298
• School of Social Work	298
• Department of Computer Science and Engineering ..	298
• School of Women's Studies	298
Office of Student and Academic Services (OSAS)	299
• Advising	299
• Continuing Students	299
• Change of Degree	299
• Pass/Fail, Alternative Grading Option	299
• New Students	299
• Master's Office	299
Academic Standards	299
• General	299
Grading	301
Grades in Courses	302
Academic Standing: Entry, Maintenance and Graduation ..	302
• Bachelor Degree (90 Credits)	302
• Honours Degree (120 Credits)	303
Academic Penalties	304
Petitions and Appeals	306
Graduation and Academic Excellence	306
Degree Requirements	307
• General Education Requirements	307

Joseph E. Atkinson Faculty of Liberal and Professional Studies - Keele Campus

School and Department Directory

Office of Student and Academic Services (OSAS)

Academic Standards

Grading

Grades in Courses

Academic Standing

Academic Penalties

Petitions and Appeals

Graduation and Academic Excellence

Degree Requirements

Programs of Study – Bachelor of Administrative Studies Degree (BAS)

Programs of Study – Bachelor of Arts Degrees (BA)

Programs of Study – Bachelor of Human Resources Management Degree (BHRM)

Programs of Study – Bachelor of Health Studies Degree (BHS)

Programs of Study – Bachelor of Science Degrees (BSc)

Programs of Study – Bachelor of Science in Nursing Degree (BScN)

Programs of Study – Bachelor of Social Work Degree (BSW)

Certificates

Division of Continuing Education (DCE)

Joseph E. Atkinson Faculty of Liberal and Professional Studies

Dean:

Rhonda L. Lenton

Associate Deans:

Joanne Magee; Michael Michie; Martha Rogers

Office of the Dean:

150 Atkinson Building; Telephone: 416-736-5200; Fax: 416-736-5750

School and Department Directory

School of Administrative Studies

282 Atkinson Building; Telephone: 416-736-5210; Fax: 416-736-5963; e-mail: akadms@yorku.ca

Director of the School:

TBA

Undergraduate Program Director:

Paul Evans

Coordinators of Administrative Studies:

Auditing and Management Information Systems: Ingrid

Spletstoesser-Hogeterp

Finance: Chris Robinson

Financial Accounting: Louise Hayes, Sung Kwon

Human Resource Management: Steve McKenna

Income Tax Law: Joanne Magee

Information Systems: Ingrid Spletstoesser-Hogeterp

Introduction to Administrative Studies: Leonard Karakowsky

Law: Richard Leblanc

Management: Randy Hoffman

Management Accounting: Marcela Porporato

Management Science: Henry Bartel

Marketing: Lee Li

The School of Administrative Studies is home to a full range of business and administrative disciplines taught by leading experts in a variety of fields. Our innovative programs provide the knowledge and skills that you want and employers demand.

Whether you are planning to pursue a career in business and management, or are already working and want to expand your knowledge of business concepts and practices, the bachelor of administrative studies programs (BAS, BAS Honours) or the bachelor of human resources management programs (BHRM, BHRM Honours) will prepare you to meet the challenges and opportunities ahead.

School of Analytic Studies and Information Technology

2005 Technology Enhanced Learning Building; Telephone: 416-736-5232; Fax: 416-736-5188; e-mail: sasit@yorku.ca

Chair of the School:

Marshall Walker

Coordinator of Economics:

Gervan Fearon

Coordinator Information Technology:

Jimmy Huang

Coordinator of Philosophy:

Patricia Kazan

Coordinator of Mathematics:

Paul Szeptycki

Coordinator of Science and Technology Studies:

TBA

The School of Analytic Studies and Information Technology (SASIT) encompasses degree programs in business economics, economics, general science, information technology, mathematics, philosophy, professional ethics, and science and technology studies, as well as general education offerings in natural science and modes of reasoning. The school's programs bridge liberal and professional studies within an

interdisciplinary setting. SASIT programs leading to a bachelor of arts or bachelor of science degree offer rigorous intellectual training, and share an integrated critical and analytical approach to our contemporary social, institutional and physical landscape.

School of Arts and Letters

625 Atkinson Building; Telephone: 416-736-5900; Fax: 416-736-5766; e-mail: aksal@yorku.ca

Chair of the School:

Madelyn Dick

Undergraduate Program Director:

Franc Sturino

Coordinator of Creative Arts and Cultural Expression:

Gail Vanstone

Coordinator of English:

Nanci White

Coordinator of Writing Programs:

Leslie Sanders

Coordinator of History:

Joan Gibson

Coordinator of Humanities:

Joan Gibson

Coordinator of Religious Studies:

Joan Gibson

Coordinator of Women's Studies/School of Women's Studies:

Ruby Newman

The School of Arts and Letters is dedicated to the study of literature, history, culture, religion and fine arts. School programs allow students to pursue their degrees in a traditional discipline, or follow an interdisciplinary course of study. It offers BA and BA Specialized Honours degrees in English and history. Religious studies offers BA, BA Specialized Honours and BA Combined Honours.

Interdisciplinary degrees include the liberal studies degree in creative arts and cultural expression, BA and BA General Honours (Type A and B), and in humanities, the BA, BA General Honours and BA Combined Honours. Students currently registered (prior to Summer 2003) in an Atkinson fine arts degree may completed their degree requirements at Atkinson. Students may consult the school for further information.

In addition, the school houses Canadian studies which offers the Interdisciplinary BA and BA Specialized Honours degrees with courses drawn from a variety of disciplines. The School of Arts and Letters is also the home of the Atkinson coordinator for the Women's Studies Program which is formally linked at York University under one administrative structure — the School of Women's Studies.

The humanities general education program and Atkinson Writing Programs (comprised of credit courses and the Essay Tutoring Centre) are housed within the School of Arts and Letters. For more information on writing programs and essay tutoring, see the Student Services section.

The school also offers the following certificates: Biblical Studies, Women's Studies, and Women's Studies: Theory and Practice (offered in conjunction with the School of Women's Studies).

School of Health Policy and Management

439 Health, Nursing and Environmental Studies Building; Telephone: 416-736-5157; Fax: 416-736-5227; e-mail: shpm@yorku.ca

Chair of School:

Marcia Rioux

Undergraduate Program Director:

Dennis Raphael

Co-Op Program Coordinators:

Joel Lexchin, Dennis Raphael

The School of Health Policy and Management is an interdisciplinary centre dedicated to scholarship, research, and learning relating to human wellness, the health care system, and the institutional structures that deliver and influence health services in Canada and internationally.

School of Nursing

301 Health, Nursing and Environmental Studies Building; Telephone: 416-736-5271; Fax: 416-736-5714; e-mail: aknurs@yorku.ca

Director of Nursing:

Lesley Beagrie

Undergraduate Program Directors:

Irene Swinson (Post-RN BScN program)

Eleanor Pask (Collaborative BScN program)

Lead Practicum Coordinator:

Nancy Sangiuliano

Atkinson's School of Nursing focuses on the development of the theoretical, scientific, and philosophical knowledge of human caring. The role of nurses in promoting and preserving health and healing through caring relationships is emphasized within the context of both theory and self-reflective practice. As a graduate of one of our programs, you will be well prepared to practice collaboratively in a variety of settings to enhance individual, family, community and global health.

Department of Psychology

527 Atkinson Building; Telephone: 416-736-5202; Fax: 416-736-5662; e-mail: akpsyc@yorku.ca

Chair of Psychology:

Michaela Hynie

Undergraduate Program Director:

Ronald Okada

Atkinson's Program in Psychology benefits from its integration with the Faculty of Arts' Department of Psychology to form one of the largest and strongest in North America. As an Atkinson psychology student, you will have access to the department's rich and exciting course offerings. Faculty members with whom you will interact and study include many nationally and internationally renowned researchers, teachers, and clinical practitioners.

The Psychology Program features a broadly-based curriculum through which you will gain exposure to the full range of subjects and specialized fields within the discipline. Some of the topics you will explore in introductory courses include motivation, emotion, learning, sensory processes, perception, memory, cognition, development, social behaviour, intelligence, personality, and abnormal behaviour. Upper-level courses enable you to study specific areas in greater depth, reviewing theories, methods and empirical evidence in the scientific study of human behaviours.

School of Social Sciences

303 Atkinson Building; Telephone: 416-736-5235; Fax: 416-650-3876; e-mail: ssocials@yorku.ca

Chair of the School:

Tanya Das Gupta

Undergraduate Program Director:

Joseph Mensah

The School of Social Sciences houses faculty members for four disciplines: geography and urban studies; political science; social science, and sociology. It offers BA and BA Specialized Honours degrees in either political science or sociology, as well as a BA Combined Honours degree in political science and sociology. It also offers Interdisciplinary BA and BA Honours degrees in social science, which include courses in the disciplines of geography and urban studies, political science, social science and sociology.

In addition, the School of Social Sciences houses a Combined Honours BA in public administration and management (shared with the School of Administrative Studies).

The School of Social Sciences offers streams in communication studies, diaspora cultures; gender and families; political economy; public administration and public policy; social justice studies; work and the workplace in combination with degrees. Also available are certificates in anti-racist research and practice; public sector management; and refugee and migration studies. Individual concentrations may be taken in

combination with a specified major degree program. Certificates may be taken in combination with a degree, or separately.

The Faculty of Education offers a General Certificate in Educational Studies (GCES) in conjunction with the School of Social Sciences (*Please contact The Faculty of Education for information*).

School of Social Work

Kinsmen Building; Telephone: 416-736-5226; Fax: 416-650-3861; e-mail: aksowk@yorku.ca

Director of Social Work:

Karen Swift

Undergraduate Program Director:

Hugh Shewell

The School of Social Work at Atkinson is committed to providing you with a professional social work education, characterized by the development of practice strategies that promote human rights and social justice. Recognized as one of the most progressive and socially responsive social work programs in Canada, the school's unique curriculum addresses issues that have significant implications for the lives of marginalized and alienated segments of society. As a graduate, you will be well prepared for a career as a critical practitioner and effective agent of change in the lives of individuals and communities.

Department of Computer Science and Engineering

Department of Computer Science and Engineering, Faculty of Science and Engineering, 1003 Computer Science and Engineering Building (CSE). Office hours: 10am – noon and 2pm – 4pm. Telephone: 416-736-5334; Fax: 416-736-5872; e-mail: enquiries@cs.yorku.ca

All computer science courses at York University's Keele Campus are centralized with the Department of Computer Science and Engineering of the Faculty of Science and Engineering, which is located in the Computer Science and Engineering Building. The department ensures course availability for students dependent on Atkinson's commitment to flexibility.

Chair of the Department:

Peter Cribb

Undergraduate Director:

George Tourlakis

If your goal is to pursue an exciting, challenging, and rewarding career in a computer science field, Atkinson's bachelor of arts (BA) and bachelor of science (BSc) degree programs will help you get there. Offered through the Department of Computer Science and Engineering in affiliation with the Faculty of Science and Engineering, our Computer Science programs are designed to provide you with both the theoretical grounding and practical knowledge that will make you a sought after professional.

The Computer Science Accreditation Council (CSAC) accredits all Computer Science Honours degree programs offered in the Faculties of Atkinson, Arts, and Science and Engineering (with the exception of the BA and BSc Honours minor offered in the Faculties of Arts and Science and Engineering).

You will study with top ranked professors and students, enjoy the flexibility of day and evening classes, and utilize state-of-the-art computer laboratories and facilities. You may even become involved in one of many exciting research projects in the areas of vision, graphics and robotics, theory of computing, or computer systems.

School of Women's Studies

S711 Ross Building; Telephone: 416-650-8144; Web address: <http://www.yorku.ca/wsnyork>

All women's studies courses at York University are centralized under the School of Women's Studies, which is located in the Ross Building. The Atkinson coordinator, affiliated with the School of Arts and Letters, advises Atkinson women's studies majors and ensures course availability for students dependent on Atkinson's commitment to flexibility. Women's studies is an interdisciplinary area of study, which provides valuable background for a variety of occupations.

Associate Professor and Chair of the School/Professeure agrégée et directrice de École des études des femmes :

Kathryn McPherson

Director of Undergraduate Programs/Directrice des programmes de premier cycles :

Jacinthe Michaud

Coordinator of Part-Time Program (Atkinson):

Ruby Newman

Women's studies is both a complement and a corrective to established fields at York and a new academic discipline of its own. Until recently, both the humanities and the social sciences reflected predominantly male perspectives. Women have been largely invisible in literature, art, history, philosophy, politics, social sciences and law. Through cross-cultural and disciplinary assessment, women's studies exposes misconceptions about women expressed through myth, ideologies, teachings and writings. It replaces negative cultural images of women with visions that reaffirm women's strength, capability and intelligence.

In December 1997, women's studies resources at York University were formally linked under one administrative structure -- the School of Women's Studies. The School of Women's Studies unites academic resources at York University in women's studies, bringing together the undergraduate and graduate programs, the non-credit bridging program and the Centre for Feminist Research/Le centre de recherches féministes à York.

Office of Student and Academic Services (OSAS)

The Office of Student and Academic Services (OSAS) is located in 123 Atkinson Building, telephone: 416-736-5222, fax: 416-736-5923, e-mail: OSAS@yorku.ca. Office hours are: Monday-Thursday: 9:00am to 6:30pm, Friday until 4:30pm, except for June, July and August when the Faculty closes at 3:30pm. The office is closed on statutory holidays.

To assist students with academic planning, Atkinson students are strongly encouraged to visit the OSAS Web site at <http://www.atkinson.yorku.ca/OSAS/>. The OSAS Web site provides students with quick links to the following information:

- New students, continuing students and international students
- Study plans (degree and certificate)
- Courses (new courses, course outlines, lecture schedule, calendar, Registrar's Office)
- Registrar's Office forms
- Selecting or changing a major
- Changing a degree
- Transferring to Atkinson
- Returning to studies at Atkinson

Advising:

OSAS provides advising for students proceeding in a BA Individualized Studies Program for clarification of degree and program requirements, course selection and sequencing, and theme selection.

Continuing Students

Continuing students are expected to follow their chosen program of study as outlined in the York Undergraduate Calendar. Information on all degree/certificate program requirements and sample study plans are available through the OSAS Web site. Students with questions relating to their major may contact their school for advising. Continuing students with questions and/or problems regarding degree/certificate program requirements, academic standing, regulations governing examinations and academic standards, are invited to book an advising appointment with OSAS.

Change of Degree

Students wishing to change their degree must submit a Change of Degree Request form to OSAS for consideration.

Pass/Fail, Alternative Grading Option

Students wishing to take a course on a pass/fail basis must submit a Pass/Fail Alternative Grading form to OSAS for approval.

New Students

New student advising: Newly admitted students are required to attend an advising appointment as a condition of admission to Atkinson. This session provides new students with valuable information on commencing studies at York University. The session consists of students participating in a group orientation session to discuss and review program requirements, course selection and scheduling, enrolment and use of the Undergraduate Lecture Schedule and York Undergraduate Calendar. Enrolment blocks on the registration and enrolment system will remain in place until such time as new students contact OSAS to book an advising appointment. Details are outlined in the Offer of Admission package. Further information for new students is available through the OSAS Web site.

Faculty transfers: Students from other York faculties who are interested in transferring to Atkinson can obtain further information regarding requirements to transfer through the OSAS Web site. Successful faculty transfer students will be required to meet with an OSAS adviser.

Returning students: Students who are returning to their studies after an absence of one year or more are required to meet with an OSAS adviser once their reactivation request has been processed by the Registrar's Office. Further information is available through the OSAS Web site.

*For admission to Atkinson and to obtain an application form, or information on advanced standing (transfer credit), call the Admissions Office, telephone: 416-736-5000.

**For information on enrolment, registration and degree audit, contact Student Client Services, telephone: 416-736-5440.

Master's Office

The role of the master of Atkinson College is a unique one in the University. The master gives all members of Atkinson (students, faculty and staff alike) the opportunity to participate together in events of both a social and cultural/educational nature. Through various conferences, lectures and programs, the Master's Office provides Atkinson with an increased sense of community and belonging.

The master also acts as liaison among the Atkinson Students' Association, the Alumni Association, the Office of the Dean and the Office of the Faculty Council. While the master is not Atkinson's ombudsman, he/she offers students support and guidance by ensuring that they are directed to the appropriate Faculty office for assistance.

The Office of the Master, and that of the administrative assistant, are located in the Student-Alumni Relations Unit on the first floor of Atkinson. Students are invited to contact the master with ideas and suggestions which help further the general objective of creating a more collegial atmosphere within Atkinson.

Master of Atkinson: 140 Atkinson Building; Telephone: 416-736-5727.

Administrative Assistant to the Master: 140 Atkinson Building; Telephone: 416-736-5870; Fax: 416-650-3869.

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: <http://www.atkinson.yorku.ca> (under Academic Advising).

4. 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 and Engineering courses.

5. 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 6.00 may not count as an outside elective for students majoring in women's studies, and AK/WMST 3370 6.00 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.

6. 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.

7. 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 Student Client Services, 416-736-5440.

8. 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.

9. 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.*

10. 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 fulfill 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 Student Client Services;
- (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 Registrar's Office 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 Registrar's Office 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 enrolled 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.

Should a student leave York University to pursue study at another postsecondary institution without a letter of permission, upon return to York, a new application to York is required and all previous transfer credit will be reassessed.

11. 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 to Student Client Services. Refer to the Academic Standing section for degree/program academic standing requirements.

12. Course load for Atkinson students

Fall/winter session:

- Normally, a full time course load is 30 credits in fall/winter session.
- Students may take up to and including a maximum of 36 credits without permission.
- Students who wish to take more than 36 credits during the fall/winter session must submit a petition to the Atkinson Faculty Council Office.

Summer session:

- Normally, a full time course load is 15 credits in the Summer session.
- Students may take up to and including 18 credits without permission.
- Students who wish to take more than 18 credits during the summer session must submit a petition to the Atkinson Faculty Council Office.

13. Examinations

Examinations are important parts of the educational process. They must be conducted under fair conditions which allow students to demonstrate what they have learned. Disruptions or attempts to obtain an unfair advantage are offences against academic process and carry severe penalties.

Language of Examinations: The language(s) of instruction is (are) normally the language(s) of examination (Senate Policy #018).

Identification: Students who are being tested or examined are required to present their sessional identification card or acceptable photo identification (Senate Policy #027).

Answer Booklets: Answer booklets are the property of the University. Examination booklets and other answer forms remain the property of the University. Students may not remove them from the test or examination room without permission; nor may they possess blank examination booklets (Senate Policy #009).

Final Examination Period: There is a final examination period at the end of each term. The dates and times of formally scheduled examinations are listed on the Current Students Web site (<http://www.yorku.ca/yorkweb/cs.htm>).

Religious Accommodation: Students who have examination conflicts due to religious observances can complete an Examination Accommodation Agreement to write an examination at another time. For further information, and to access the Agreement form, please visit the Office of the Registrar site on examinations at: http://www.registrar.yorku.ca/services/ds_faq.htm

14. 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) may be granted to undergraduate students who are unable to write their final examination at the scheduled time, or to submit their final assignment on the last day of classes. In order to apply for deferred standing, students must complete a

Final Exam/Assignment Deferred Standing Agreement (DSA) form and reach an agreement directly with the course director for an alternative final examination date or for an extension to the deadline. The deadline for submitting a DSA is within seven calendar days of a missed examination and/or final 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: When students do not or cannot write a mid-term examination (not held during the formal examination period), alternative arrangements to write the mid-term examination should be made within the duration of the course by the course director and individual student, at the discretion of the course director. The DSA form does not apply.

*Note 2: 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 3: 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 4: 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.

15. 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.

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

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.

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.

5. **Percentage equivalents grades to letter:** Atkinson uses a letter grade system of grading.

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

(a) Students are allowed to repeat a passed or failed course once for academic degree or certificate credit. 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, 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).

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

The above items do not apply to graduate degree or diploma programs, the BEd degree programs of the Faculty of Education, or the LLB degree program of Osgoode Hall Law School.

When a course is repeated, the first instance of the course being taken and the grade that was awarded will continue to appear on the transcript with the designation "NCR" - "No Credit Retained" - added as a qualification beside the grade. The transcript legend will explain that the NCR designation means that neither the course credit nor grade have been included in the calculation of the student's grade point average.

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 Student Client Services) 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, 123 Atkinson Building (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 Registrar's Office 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

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.

Under normal circumstances, graded feedback worth at least 15 per cent of the final grade for fall, winter or summer term, and 30 per cent for 'full year' courses offered in the fall/winter term 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 upper level undergraduate courses where course work typically, or at the instructor's discretion, consists of a single piece of work and/or is based predominantly (or solely) on student presentations (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 3 weeks of classes;
- courses which run on a compressed schedule (a course which accomplishes its academic credits of work at a rate of more than one credit hour per two calendar weeks).

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.

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.

In courses where percentages are used as a means of reporting grades on individual pieces of work, the conversion table is 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.

Academic Standing: 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, 123 Atkinson Building.

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

Change of Major/Degree forms are available from Student Client Services.

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 - 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) Entry or re-entry into the program:

Students may enter or 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 Student Client Services. 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 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.

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 and have not exceeded 90 credits.

Note: There are additional entry requirements for the BAS, BHRM, BScN and BSW programs.

(b) Faculty Transfers:

Students qualify for transfer to an Atkinson Honours program provided they have met the criteria specified by 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 - 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.

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 the cumulative grade point average is at least 4.0 but below 5.0.

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 120 credits or greater who do not have the required cumulative grade point average of at least 5.0 or a minimum grade of C (4.0) in all courses used in the major will be ineligible to proceed or graduate. Students who have completed less than 120 credits, but greater than 90 credits with a cumulative grade point average below 4.0 will be ineligible to continue in the program. Students who have completed less than 90 credits with a cumulative grade point average below 4.0 may change their program of study and will proceed on academic warning in the new program. Please refer to section on Academic Penalties.

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 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. Students who have completed less than 120 credits, but greater than 90 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. 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.

(e) Re-entry to an Honours program:

BA and BSc. Students who attain the 5.0 cumulative grade point average prior to completion of 90 credits will automatically be placed in the honours program in the same major, where applicable. Students who have not attained the 5.0 cumulative grade point average at the point of completing 90 credits, will be ineligible for honours. No extra courses may be taken in a subsequent session in an effort to raise the grade point average. Students who have completed at least 90 credits but less than 120 credits, who do not have the grade point average for Honours, may petition for an honours waiver.

BAS, BHRM. Students who attain the 5.0 cumulative grade point average prior to completion of 90 credits may submit a change of degree request to the Office of Student and Academic Services. Students who have not attained the cumulative and major grade point average of 5.0 at the point of completing 90 credits, will be ineligible for the program. No extra courses may be taken in a subsequent session in an effort to raise the grade point average.

BHS and BScN. Students who attain the 5.0 cumulative grade point average prior to completion of 90 credits may submit a change of degree request to the Office of Student and Academic Services. Students who have not attained the 5.0 cumulative grade point average at the point of completing 90 credits, will be ineligible for the program. No extra courses may be taken in a subsequent session in an effort to raise the grade point average. All requests for re-entry to the BScN are subject to School of Nursing approval.

BSW. Students who attain the cumulative and major grade point average and have no grade less than C+ in a course used in the major prior to completion of 90 credits, may submit a change of degree request to the Office of Student and Academic Services. All requests are subject to School of Social Work approval. No extra courses may be taken in a subsequent session in an effort to raise the grade point average.

(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 including a minimum grade of C (4.0) in all courses used in the major. Second entry students, refer to program requirements.

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.

BA and BSc students who have a cumulative average of at least 4.0 may apply to graduate with a bachelor degree (90 credit) where applicable.

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 (BA, BSc, BAS and BHRM):

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 Student Client Services.

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 BSc:

Students who, prior to completion of 90 credits, 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 must attain a cumulative grade point average of at least 4.0 upon completion of 90 credits.

Students whose cumulative grade point average on at least 24 York 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 York 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

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 York 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. At no time may the cumulative grade point average fall below 2.5 upon completion of at least 24 York credits.

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 the cumulative grade point average is at least 4.0 but is below 5.0.

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. At no time may the cumulative grade point average fall below 4.0. At no time may the

cumulative grade point average fall below 2.5 upon completion of at least 24 York credits.

Upon completion of 120 credits BScN students who do not have cumulative grade point average of at least 5.0 including a minimum grade of C (4.0) in all 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. At no time may the cumulative grade point average fall below 2.5 upon completion of at least 24 York credits.

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 York 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 twelve months, 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 York 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.

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

Student Client Services. 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 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 24th 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 fulfill 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.

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 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.

Petitions and Appeals

Students are expected to familiarize themselves with the University policy on Petitions and Grade Reappraisal 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, 143 Atkinson Building, telephone: 416-650-8193, fax: 416-650-8179, Web site: <http://www.atkinson.yorku.ca/Council/Students/petitions.htm>, 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 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, 143 Atkinson Building or online at: <http://www.atkinson.yorku.ca/Council/Students/Petforms.htm>

Note: Students in the Faculties of Arts, Fine Arts, Education and Science and Engineering must petition to the Registrar's Office. 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 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 Committee on Petitions will be permitted only on the grounds of:

- new evidence, or
- 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:

- Students taking 12 - 17 credits in a given session who have attained a sessional grade point average of 8.0 or higher.
- 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.

Degree Requirements

Students interested in any of the following degree programs should contact the school/department offering the program or the Office of Student and Academic Services, 123 Atkinson Building, 416-736-5222.

General Education Requirements:

The following general education requirements are required in all Atkinson degree programs (with the exception of BScN and BSW post-degree programs), and consist of 24 credits at the 1000 level to be taken within the first 42 credits taken at Atkinson as follows:

- six credits from humanities at the 1000 level
- six credits from modes of reasoning or mathematics at the 1000 level (see note 2)
- six credits from natural science at the 1000 level (see note 3)
- six credits from social science at the 1000 level (see notes)

Note 1: No more than 30 general education credits will count towards a degree.

Note 2: Some degrees and majors require AK/MATH 1710 6.00 (refer to program requirements).

Note 3: Students who have successfully completed humanities, social science and mathematics/modes of reasoning may take a 2000- or 3000-level science and technology studies (STS) course to fulfill the natural science general education requirement.

Note 4: 1000-level general education courses do not fulfill major or elective requirements. Major/elective courses do not fulfill general education requirements.

Note 5: Students entering the BHRM or BHRM (Honours) program with 42 credits or more may replace the social science 1000-level (six credits) general education course with an upper-level social science course (six credits).

Note 6: For BSW (Honours) direct entry, BHRM and BHRM (Honours) degrees, 24 general education credits noted above or 24 credits in accordance with the Faculty of Arts general education requirements as follows: nine-credit foundations at the 1000-level social science or humanities, six credits at the 1000-level natural science and nine-credit foundations at the 2000 level social science or humanities. (Students who take a nine-credit foundations humanities at the 1000 level must then take a nine-credit foundations social science at the 2000 level or vice versa).

Note: For BHRM, AK/MATH 1710 6.00 is required for those students who have not completed a grade 12U (new high school curriculum) or an OAC (old high school curriculum) mathematics course or equivalent.

Exception: Students who have successfully completed a Faculty of Arts nine-credit foundations course at the 1000 level will be recognized as having satisfied six credits of course work in the corresponding Atkinson general education area of study and three credits of course work in an elective or equivalent area of their degree program.