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

School and Department Directory

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Office of Computing Technology and e-Learning Services

Student and Alumni Relations (STARS) Unit and Master's Office

Atkinson Degree Structure

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Graduation and Academic Excellence

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 Science Degrees (BSc)

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: aksas@yorku.ca

Director of the School:

John Parkinson

Undergraduate Program Director:

Paul Evans

Coordinators of Administrative Studies:

Auditing and Management Information Systems: Ingrid Spletstoesser-Hogeterp

Emergency Management: David Etkin

Finance: Chris Robinson

Financial Accounting: Paul Evans, Louise Hayes

Human Resource Management: Steve McKenna

Income Tax Law: Joanne Magee

Introduction to Administrative Studies: Leonard Karakowsky

Law, Governance and Ethics: Richard Leblanc

Management: Randy Hoffman

Management Accounting: Nelson Waweru

Management Science: Henry Bartel

Marketing: Pilar Carbonell

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 Arts and Letters

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

Chair of the School:

TBA

Undergraduate Program Director:

TBA

Coordinator of Culture and Expression:

TBA

Coordinator of English:

Nanci White

Coordinator of History:

Joan Gibson

Coordinator of Humanities:

Joan Gibson

Coordinator of Philosophy:

Joseph Keeping

Coordinator of Religious Studies:

Joan Gibson

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

Ruby Newman

Coordinator of Writing Programs:

Leslie Sanders

The School of Arts and Letters is dedicated to the study of literature, history, culture, philosophy and religion. School programs allow students to pursue their degrees in a traditional discipline, or follow an interdisciplinary course of study.

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 and modes of reasoning 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, refer to the Student Services section.

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

Economics

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

Chair:

Ida Ferrara

Undergraduate Program Director:

Ying Kong

The Economics unit within the Atkinson Faculty of Liberal and Professional Studies offers an academic program leading to degrees in Business Economics and Economics at the BA and BA Specialized Honours levels. Students in our program are provided with real case studies that enable instructors to impart the theoretical foundations of the discipline and illustrate the application of concepts and models to practical business problems in areas such as market forecasting, pricing policies, strategic financing, and business development. Our graduates are well prepared to begin or to advance in a variety of careers in business, government and the not-for-profit sector.

School of Information Technology

3068 Technology Enhanced Learning Building; Telephone: 416-736-2100 (ext. 22647 or 40797) Fax: 416-736-5287; e-mail: itec@yorku.ca

Director:

Radu Campeanu

Undergraduate Program Director:

Jimmy Huang

The School of Information Technology prepares IT professionals prepared to work with both technical and non-technical users of information. The graduates of the Information Technology programs are uniquely positioned to plan, design, build and administer information systems. They are familiar with the latest technologies and are capable of customizing and integrating them according to the users' needs.

Mathematics

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

Chair:

Man Wah Wong

Coordinator:

Paul Szeptycki

Atkinson's Mathematics program enables you to explore many mathematical discoveries that have had a significant effect on culture and society. In addition to courses in statistics, calculus, linear algebra and probability, you select from a broad range of related courses that will provide you with strong theoretical knowledge as well as help you develop your practical application skills. In the bachelor of science option, you also take courses in biology, chemistry, earth and atmospheric sciences, and physics.

School of Public Policy and Administration

147 Atkinson Building; Telephone: 416-736-5384; Fax: 416-736-5382; e-mail: ppasch@yorku.ca

Director:

Saeed Rahnema

Coordinator Public Policy and Administration:

Martin Thomas

Coordinator Public Policy and Management:

Daniel Cohn

Coordinator Public Administration and Justice Studies:

TBA

The School of Public Policy and Administration brings together years of research and teaching experience by its highly regarded faculty and offers a variety of degree and certificate programs. In addition to York's long-established BA in Public Policy and Administration (PPA), the School offers new innovative undergraduate degree programs in Public Policy and Management (PPM), and Public Administration and Justice Studies (PAJS). The graduate degree program of the school is the executive-style master's degree in Public Policy, Administration and Law (MPPAL). The school has two graduate Diplomas in Democratic Administration, and Justice System Administration, as well as a Certificate in Public Sector Management.

The school prepares the graduates for careers ranging from the private to the not-for-profit and public sectors.

School of Social Sciences

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

Chair of the School:

Tania Das Gupta

Undergraduate Program Director:

TBA

The School of Social Sciences houses faculty members in four disciplines: political science; social science, sociology, and geography/urban studies. It offers BA and BA Specialized Honours degrees in both political science and sociology. It also offers Interdisciplinary BA and BA Specialized Honours degrees in social science. The social science degrees include courses in the disciplines of geography and urban studies, political science, social science and sociology.

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; and refugee and migration studies. Individual streams may be taken in combination with a specified major degree program. Certificates may be taken in combination with a degree, or separately.

School of Social Work

1017 Kinsmen Building; Telephone: 416-736-5226; Fax: 416-650-3861; e-mail: aksowk@yorku.ca

Director of Social Work:

Wilburn Hayden Jr

Undergraduate Program Director:

Amy Rossiter

The School of Social Work at Atkinson is committed to providing 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. Graduates will be well prepared for a career as a critical practitioners and effective agents 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

206 Founders College; Telephone: 416-650-8144; Web address: <http://www.arts.yorku.ca/wmst/>

All women's studies courses at York University are centralized under the School of Women's Studies, which is located in the Founders College. 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 :

TBA

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

TBA

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 and Continuing Students
- Study plans (degree and certificate)
- Courses
- Registrar's Office forms
- Selecting or changing a major
- Changing a degree
- Transferring to Atkinson
- Returning to studies at Atkinson
- Academic Integrity
- Student Code of Conduct

Advising:

OSAS provides advising for students proceeding in a BA Liberal Studies 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, use of the Web enrolment system, fee payment and how to access student service information on the Web. Students will also meet one-on-one with an adviser to discuss their individual program of study and specific needs. 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.

Office of Computing Technology and e-Learning Services

The Office of Computing Technology and e-Learning Services at Atkinson provides students with computing and course Web site access support for all Atkinson courses. It also provides special administrative services for distance education courses (Internet and correspondence), that includes assistance for assignment submission and off-site examination scheduling.

Technology Enhanced Learning

Atkinson provides technology enhanced opportunities for teaching and learning with the Atkinson course Web site template. Many Atkinson instructors choose to use this template to create a Web presence for their course that could provide academic information and communications for their students. Instructors inform their students of their Web usage plans at the beginning of term.

Distance Education Courses

Study at your own pace with Atkinson's distance education courses via an Internet or correspondence format. You can learn from the convenience of your home, office, or from the other side of the world. Atkinson's distance courses use the same textbooks and materials as in-class instruction and cover the same course content. Distance courses count towards your degree in exactly the same way as other in-class courses. Create a more flexible schedule by mixing in-class courses with Internet and correspondence courses or even complete an entire program by distance. For a current course offerings listing you may refer to <http://www.atkinson.yorku.ca/CDE/>.

Students taking distance courses obtain instructional information, assignments, course requirements and relevant materials online. Students are required to complete assignments, (due on specific dates) and to write the exams at the University or an alternative location as scheduled.

Detailed distance education course information is available on the course outlines, from the Atkinson Web site: <http://www.atkinson.yorku.ca> and from the Next Steps Web site: <http://www.atkinson.yorku.ca/CDE/nextsteps.htm>. The course outline includes academic and text requirements and the Next Steps Web site includes information for registered students i.e. computer requirements/accounts, access instructions and specialized administrative information.

Programs Offered via Distance

Atkinson offers a bachelor of administrative studies (BAS) degree, a business economics (BA) degree and a management certificate entirely by combining the flexibility of Internet and correspondence. Detailed degree requirements, prerequisites and descriptions are available online in the York Undergraduate Calendar available from <http://calendars.registrar.yorku.ca/calendars/index.htm>.

Mixed-Mode Courses: In-class and Internet

Atkinson offers mixed-mode courses which blend in-class and Internet modes of delivery. These courses combine and alternate on-campus classes with Internet online lectures. Mixed-mode courses combine the best of both teaching methods.

Contact information:

Suite 2120, Technology Enhanced Learning Building
Telephone: 416-736-5831, Fax: 416-736-5637
Toll Free Number (in North America) 1-866-261-1790

E-mail distance education: akcde@yorku.ca
 E-mail computing: aksupport@atkinson.yorku.ca
 Internet: <http://www.atkinson.yorku.ca/CDE/>

Student and Alumni Relations (STARS) Unit and Master's Office

Atkinson's Student and Alumni Relations Unit (STARS) and Master's Office offer meaningful ways for you to get involved in your Faculty and College! STARS' programs promote community involvement, development and celebration through which you can learn new skills, meet new people and build your networks. Visit the STARS office or Web site and learn more about how to get involved through the following programs:

- Student-Alumni Mentorship program which links upper-year Atkinson students to alumni, based on common career interests
- SHARE (peer-to-peer) mentorship program which matches upper year and new students to help during the transition period
- TEAM student ambassador program which provides volunteering and skills building opportunities for students
- The ACORN - Community Development Fund that supports student, alumni and community projects that focus on community development
- New student orientations (three annually) and Smart Start for mature and part-time students
- The Classroom Reporter program that brings important dates and news into Atkinson classrooms
- Awards information sessions and scholarship/awards celebrations
- Support to Atkinson convocation celebrations
- Listing and information about local, national and international volunteering opportunities
- Liaison with Atkinson student clubs and the Alumni Faculty Alumni Association
- Production of the monthly *Atkinson Beat* e-newsletter which includes stories written by students for students
- Production of the *Encore* magazine for alumni
- Special professional development workshops for students and alumni
- Support for Atkinson and York special events, and
- A host of other initiatives that encourage student leadership development, alumni involvement, and the active participation of all Atkinson community members.

GET INVOLVED TODAY by contacting:

STARS Unit and Master's Office:

140 Atkinson Building
 Telephone: 416-736-2100 extension 33572
 E-mail: stars@atkinson.yorku.ca
 Web site: <http://www.yorku.ca/akevents/STARStindex.asp>

Atkinson Degree Structure

Degree Requirements

Students interested in any 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:

The following general education requirements are required in all Atkinson degree programs (with the exception the 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 (refer to note 2);
- six credits from natural science at the 1000 level (refer to note 3);
- six credits from social science at the 1000 level (refer to 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). Of the 1000-level mathematics courses, only AK/MATH 1700 6.00, AK/MATH 1710 6.00 and AK/MATH 1720 6.00 fulfill the general education requirements for mathematics.

Note 3: Natural science general education courses are offered through the Faculty of Science and Engineering as 1000-level SC/NATS courses. 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.

Majors:

Atkinson requires all students pursuing a degree to declare a major within their first 24 credits. A major is defined as a concentration of courses in a primary discipline or field of study. Upon declaring a major students will receive formal recognition on their York transcript indicating the primary discipline or field of study in their degree. The number of credits required for a major will vary with the degree program. In accordance with the program of study offerings, a major will be declared as one of the following:

120 credit Honours degree:

Specialized Honours major – A minimum of 54 credits in a single discipline or field of study.

Honours major – A minimum of 42 credits in a single discipline or field of study.

Honours double major – A minimum of 42 credits in each of two disciplines or fields of study. (Currently this option is available within the following BA degrees: Canadian studies; culture and expression; English; history; humanities; information technology; religious studies and women's studies).

Honours major/minor – A minimum of 42 credits in one discipline or field of study and a minimum of 30 credits in a minor is a secondary discipline or field of study. (Currently this option is available within the following BA degrees: Canadian studies; culture and expression; English; history; humanities; information technology; religious studies and women's studies).

90 credit Bachelor degree:

Major – A minimum of 30 credits in one discipline or field of study.

Required Courses Outside the Major:

Most degree programs require students to complete a minimum of 18 credits outside the major. Students may not use general education courses to fulfill this requirement.

Upper-Level Courses:

All Atkinson degrees require a specific number of credits to be completed at the 3000 and 4000 level. The number of credits will vary with the degree.

Residency and in-Faculty Requirement:

All York students are required to meet a residency requirement. At least 30 credits not used towards another academic program are to be taken at York University. Half the major, double major and major/minor must be taken through Atkinson.

Honours Double Major or Major/Minor BA Program

Students in the Atkinson Faculty of Liberal and Professional Studies may combine any BA Honours major program in the Atkinson Faculty that offers a double major or major/minor option with certain approved Honours Major and Honours Minor programs offered by the Faculty of Arts, Faculty of Environmental Studies, Faculty of Fine Arts, Faculty of Health or Faculty of Science and Engineering as listed below, subject to the following regulations:

- Students must maintain Honours standing of a cumulative grade point average of 5.0 (C+) or above for all courses taken at York. Students whose cumulative grade point average is below 5.0, may proceed in Honours on warning as long as they meet the specific minimum cumulative grade point average for their year level.
- Atkinson students registered in any Atkinson Faculty BA Honours major program must complete at least half (50 per cent) of the requirements for the major in the Atkinson Faculty of Liberal and Professional Studies.
- Atkinson students combining their Atkinson Honours major with a second Honours major or an Honours minor program offered by another Faculty must also complete the in-Faculty requirements for that second major or minor.
- In some instances, in order to complete the requirements of some Honours Double major or Honours minor programs, it may be necessary for a student to complete more than 120 credits.

The below list contains the programs in other Faculties which Atkinson students may combine with any Atkinson BA Honours major program that offers a double major or major/minor option. For further details, consult the Office of Student and Academic Services, 123 Atkinson.

Faculty of Arts*

An Honours BA major in:

anthropology
children's studies
classical studies
classics
cognitive science
creative writing
criminology
East Asian studies
French studies
geography
German studies
health and society
Hellenic studies
international development studies
Italian
labour studies
law and society
linguistics
professional writing
Russian
Russian studies
science and technology studies
Spanish
urban studies

*This list does not include those programs only available in the Faculty of Arts as linked Honours (double major) programs.

Faculty of Environmental Studies

An Honours BA major in:
environmental studies

Faculty of Fine Arts

An Honours BA major in:
dance
film
music
theatre
visual arts

Faculty of Health

An Honours BA major in:
kinesiology and health science
psychology

Faculty of Science and Engineering**

An Honours BA major in:
earth and atmospheric science
physics and astronomy
science and technology studies

**The following Atkinson Faculty of Liberal and Professional Studies BA Honours major program may not be pursued jointly as a double major with the Faculty of Science and Engineering: Information Technology.

Note 1: Any student wishing to enrol in a second major or minor program within the Faculty of Fine Arts BA degree program may require an evaluation by that Faculty. Students are advised that the BFA is only available to students registered in the Faculty of Fine Arts.

Note 2: Students in an Honours Double Major program in the Faculties of Arts, Environmental Studies, Fine Arts, Health or Science and Engineering may be eligible to combine their major with an Honours Double Major program offered through the Atkinson Faculty of Liberal and Professional Studies, students should contact their home Faculty.

Note 3: Students in an Honours Major/Minor program in the Faculties of Arts, Environmental Studies, Fine Arts, Health or Science and Engineering may be eligible to combine their major with an Honours Major/Minor program offered through the Atkinson Faculty of Liberal and Professional Studies, students should contact their home Faculty.

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:

- observe the regulations of Atkinson and the University. Changes become effective as announced.
- 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.
- have discharged all financial liability to the University prior to graduation.

2. Candidates admitted to an Atkinson degree program are required to:

- have been admitted to York University as degree students.
- 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:

- BAS
- BAS (Honours)
- BA
- BA (Honours)
- BHRM
- BHRM (Honours)
- BSc
- BSc (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/OSAS/>.

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.)

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 the degree requirement of courses required outside the major in the programs offering the cross-listing. For example, AK/SOSC 3370 6.00 may not count as a course outside the major for students majoring in women's studies, and AK/W MST 3370 6.00 may not count as a course outside the major 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.

(c) Cross-listed courses (offered jointly between Atkinson and another Faculty/Faculties) used in the major will count toward satisfying the in-Faculty requirement for Atkinson.

6. Academic Standing Requirements for Visiting Students. Individuals who wish to enrol in undergraduate credit courses, but who do not intend to complete a degree or a certificate may be admitted to York as a Visiting Student (refer to the Admissions section of this calendar for more information). There are three categories of visiting students:

(a) Those who hold an undergraduate degree (three-year bachelor's degree minimum) from an accredited university/university-level institution;

(b) Those who **do not hold an undergraduate degree** but wish to enrol in York courses to fulfill the academic, upgrading or professional development requirements of a professional designation;

(c) Those who are currently attending another recognized university and wish to take York courses on a letter of permission issued by their home institution.

Repeated course legislation does not apply to visiting students but only to academic degrees and certificates. Therefore, all courses attempted or taken will count in the overall cumulative grade point average.

GPA Requirement: Students in categories (a) and (b) whose overall cumulative grade point average falls below 4.00 on at least 24 credits attempted will not be allowed to enrol in any subsequent session as visiting students. Students who are not permitted to re-enrol must apply for re-admission through the Admissions Office.

Credit Limits: Students in category b) who have maintained an overall cumulative grade point average of 4.0 throughout their studies and who have completed 30 credits will not be allowed to enrol in subsequent sessions and must either reactivate to proceed as visiting students or may choose to apply for admission to a degree or certificate program.

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. A minimum of 30 **NEW** credits must be completed for a second bachelor or Honours degree at York University 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.

(b) Atkinson graduates may request reclassification of their bachelor degree to Honours* (refer to the Academic Standing section).

* *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. Out-of-Faculty courses are credited at the level at which they are taken. Please refer to the Programs of Study section.

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 18 credits in a summer session and 36 credits (18 credits per term) 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 overall (18 credits per term) without permission.
- Students who wish to take more than 36 credits during the fall/winter session (18 credits per term) 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 Registrar's Office site on examinations at: <http://www.registrar.yorku.ca/services/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. Please note: The School of Administrative Studies has discontinued the use of Deferred Standing Agreements. Students taking ADMS courses who wish to defer final examinations are now required to petition for deferred standing.

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.

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 course credit exclusions.

The above items do not apply to graduate degree or diploma programs, the BEEd 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.

8. **Credit/No Credit:**

The notations "Credit" and "No Credit" will be used when an entire course is being offered on an ungraded basis. No Credit will count as an earned failing grade of "F" in the grade point average.

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 program.

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

Bachelor of Administrative Studies (BAS) Degree (90 Credits)

Entry/Re-Entry. Students are required to have a high school grade 12U mathematics or the equivalent.

Students with less than 90 credits completed require a minimum cumulative grade point average of 5.0. At the point of completing 90 credits students who have not attained the minimum cumulative and major grade point average of 5.0 will be ineligible to enter/re-enter the program. No extra courses may be taken in a subsequent session in an effort to raise the grade point average to enter the BAS program.

Note: All students who enter/re-enter the BAS program must follow the requirements of the program in place at the time of entry/re-entry. Some programs may have limited entry.

Atkinson students may submit a change of degree request to enter/re-enter the BAS program to the Office of Student and Academic Services.

Faculty Transfers. Students from other Faculties may submit a Faculty transfer request to enter the BAS program to Student Client Services.

Continuing BAS students. 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 in the 90 credit or Honours BAS degree. Students who have completed 90 credits or greater with a cumulative **and** major average of 5.0 may apply to graduate or have the option to proceed in Honours.

Graduating with a BAS degree. Students must pass at least 90 credits which meet the Faculty's degree and program requirements, with a cumulative and major grade point average of at least 5.0.

Failure to maintain academic standing. Advising recommended. Please refer to the Academic Penalties section.

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

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 BAS degree only.

Students 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. No extra courses may be taken in a subsequent session in an effort to raise the grade point average for the program. Students may petition for an Honours waiver or 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.

Bachelor of Administrative Studies Honours (BAS Honours) Degree (120 Credits)

Entry/Re-Entry. Students are required to have a high school grade 12U mathematics or the equivalent.

Students with less than 90 credits completed require a minimum cumulative grade point average of 5.0. At the point of completing 90 credits students who have not attained the minimum cumulative and major grade point average of 5.0 will be ineligible to enter/re-enter the program. No extra courses may be taken in a subsequent session in an effort to raise the grade point average to enter the BAS program.

Note: All students who enter/re-enter the BAS program must follow the requirements of the program in place at the time of entry/re-entry. Some programs may have limited entry.

Atkinson students may submit a change of degree request to enter/re-enter the BAS program to the Office of Student and Academic Services.

Faculty Transfers. Students from other Faculties may submit a Faculty transfer request to enter the BAS program to Student Client Services.

Continuing BAS students. 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 in the Honours BAS degree. Students who have completed 90 credits but less than 120 credits with a cumulative **and** major average of 5.0 may proceed in Honours.

Students who have completed 120 credits or greater who have a minimum cumulative grade point average of 5.0 and a major grade point average of 5.5 may continue in Honours if program requirements are not met or may apply to graduate.

Graduating with a BAS Honours degree. 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.

Option to graduate with a bachelor degree:

Students registered in the BAS Honours degree may opt to graduate with a bachelor degree if they fulfill degree and program requirements. Students who wish to take advantage of this option should complete an application to graduate available from Student Client Services.

Failure to maintain academic standing. Advising recommended. Please refer to the Academic Penalties section.

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

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 BAS degree only.

Students 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. No extra courses may be taken in a subsequent session in an effort to raise the grade point average for the program. Students may petition for an Honours waiver or to be allowed additional credits to raise the grade point average for graduation in the 90 credit BAS program. These courses must be above the 1000 level and must be taken at York University.

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 will be ineligible to proceed in Honours and may apply to graduate with the 90 credit BAS degree. Students who have completed 120 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.

Bachelor of Arts (BA) Degree (90 Credits)

Entry/Re-Entry. Students admitted to Atkinson are enrolled in the bachelor program requested. Students may enter/re-enter prior to completion of 102 credits.

Note: All students who enter/re-enter the BA program must follow the requirements of the program in place at the time of entry/re-entry. Some programs may have limited entry.

Faculty Transfers. Students may transfer to an Atkinson bachelor degree program provided they meet the minimum cumulative grade point average of 4.0.

Continuing. Students who maintain a cumulative grade point average of at least 4.0 may proceed in good standing in the bachelor degree. Students who at the end of an academic session meet the minimum Honours progression requirement will automatically be placed in the Honours program (if applicable). Students at the point of enrolment in a new academic session will declare if they wish to proceed in the bachelor or Honours degree.

Graduating with a BA 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.

Failure to maintain academic standing. Advising recommended. Please refer to the Academic Penalties section.

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

Students who have completed less than 90 credits who fail to maintain the minimum cumulative average of 4.0 will be placed on academic warning.

Additional credits to raise grade point average for graduation:

BA 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. Students in a BA 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.

Students who have completed 102 credits or greater who fail to meet the minimum cumulative grade point average of 4.0 for graduation will be ineligible to continue or graduate.

Bachelor of Arts Honours (BA Honours) Degree (120 Credits)

Entry/Re-Entry. Students may enter/re-enter Honours if they meet the Honours warning minimum progression cumulative grade point average requirement for Honours by year level. Students who have not attained the 5.0 cumulative grade point average at the point of completing 84 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 to qualify for Honours. Please refer to the Academic Penalties section.

Note: All students who enter/re-enter the BA Honours program must follow the requirements of the program in place at the time of entry/re-entry. Some programs may have limited entry.

Faculty Transfers. Students qualify for transfer to an Atkinson Honours program provided they have met the Honours warning minimum progression cumulative grade point average requirement for Honours by year level. No extra courses may be taken in a subsequent session in an effort to raise the grade point average to qualify for Honours.

Continuing. Students may continue in an Honours program providing they maintain the Honours warning minimum progression cumulative grade point average requirement for Honours by year level.

Graduating with a BA Honours degree. 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. 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.

Failure to maintain academic standing. Advising recommended. Please refer to the Academic Penalties section.

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

Students who have completed less than 84 credits, who fail to maintain the Honours minimum cumulative grade point average requirement of 5.0 may proceed in Honours on warning provided they meet the year level progression requirements.

Students who have completed less than 84 credits, who fail to maintain the Honours warning year level progression requirement will automatically be placed in the bachelor degree, if applicable.

Students who have completed 84 credits, but less than 120 credits who fall below the cumulative grade point average of 5.0 will be ineligible to proceed in Honours. Students may petition for an Honours waiver.

Students who have completed 90 credits, but less than 120 credits whose cumulative grade point average is at least 4.0 but below 5.0 may apply to graduate with a bachelor degree (if applicable) if they fulfill degree and program requirements or petition for an Honours waiver.

Students who have completed 120 credits or greater who fail to maintain the Honours cumulative grade point average of 5.0 will be ineligible to proceed. Students may apply to graduate with a bachelor degree (if applicable) if they fulfill degree and program requirements.

Bachelor of Human Resources Management (BHRM) Degree (90 Credits)

Entry/Re-Entry. Students with less than 90 credits completed require a minimum cumulative grade point average of 5.0. At the point of completing 90 credits students who have not attained the minimum cumulative and major grade point average of 5.0 will be ineligible to enter/re-enter the program. No extra courses may be taken in a subsequent session in an effort to raise the grade point average to enter the BHRM program.

Note: All students who enter/re-enter the BHRM program must follow the requirements of the program in place at the time of entry/re-entry. Some programs may have limited entry.

Atkinson students may submit a change of degree request to enter/re-enter the BHRM program to the Office of Student and Academic Services.

Faculty Transfers. Students from other Faculties may submit a Faculty transfer request to enter the BHRM program to Student Client Services.

Continuing BHRM students. 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 in the 90 credit or Honours BHRM degree. Students who have completed 90 credits or greater with a cumulative **and** major average of 5.0 may apply to graduate or have the option to proceed in Honours.

Graduating with a BHRM degree. Students must pass at least 90 credits which meet the Faculty's degree and program requirements, with a cumulative and major grade point average of at least 5.0.

Failure to maintain academic standing. Advising recommended. Please refer to the Academic Penalties section.

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

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 BHRM degree only.

Students 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. No extra courses may be taken in a subsequent session in an effort to raise the grade point average for the program. Students may petition for an Honours waiver or 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.

Bachelor of Human Resources Management Honours (BHRM Honours) Degree (120 Credits)

Entry/Re-Entry. Students with less than 90 credits completed require a minimum cumulative grade point average of 5.0. At the point of completing 90 credits students who have not attained the minimum cumulative and major grade point average of 5.0 will be ineligible to enter/re-enter the program. No courses may be taken in a subsequent session in an effort to raise the grade point average to enter the BHRM program.

Note: All students who enter/re-enter the BHRM program must follow the requirements of the program in place at the time of entry/re-entry. Some programs may have limited entry.

Atkinson students may submit a change of degree request to enter/re-enter the BHRM program to the Office of Student and Academic Services.

Faculty Transfers. Students from other Faculties may submit a Faculty transfer request to enter the BHRM program to Student Client Services.

Continuing BHRM students. 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 in the Honours BHRM degree. Students who have completed 90 credits but less than 120 credits with a cumulative **and** major average of 5.0 may proceed in Honours.

Students who have completed 120 credits or greater who have a minimum cumulative grade point average of 5.0 and a major grade point average of 5.5 may continue in Honours if program requirements are not met or may apply to graduate.

Graduating with a BHRM Honours degree. 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.

Option to graduate with a bachelor degree. Students registered in the BHRM Honours degree may opt to graduate with a bachelor degree if they fulfill degree and program requirements. Students who wish to take advantage of this option should complete an application to graduate available from Student Client Services.

Failure to maintain academic standing. Advising recommended. Please refer to the Academic Penalties section.

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

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 BHRM degree only.

Students 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. No extra courses may be taken in a subsequent session in an effort to raise the grade point average for the program. Students may petition for an Honours waiver or to be allowed additional credits to raise the grade point average for graduation in the 90 credit BHRM program. These courses must be above the 1000 level and must be taken at York University.

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 will be ineligible to proceed in Honours and may apply to graduate with the 90 credit BHRM degree. Students who have completed 120 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.

Bachelor of Science (BSc) Degree (90 Credits)

Entry/Re-Entry. Students admitted to Atkinson are enrolled in the bachelor program requested. Students may enter/re-enter prior to completion of 102 credits.

Note: All students who enter/re-enter the BSc program must follow the requirements of the program in place at the time of entry/re-entry. Some programs may have limited entry.

Faculty Transfers. Students may transfer to an Atkinson bachelor degree program provided they meet the minimum cumulative grade point average of 4.0.

Continuing. Students who maintain a cumulative grade point average of at least 4.0 may proceed in good standing in the bachelor degree.

Graduating with a 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.

Failure to maintain academic standing. Advising recommended. Please refer to the Academic Penalties section.

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

Students who have completed less than 90 credits who fail to maintain the minimum cumulative average of 4.0 will be placed on academic warning.

Additional credits to raise grade point average for graduation:

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. Students in a 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.

Students who have completed 102 credits or greater who fail to meet the minimum cumulative grade point average of 4.0 for graduation will be ineligible to continue or graduate.

Bachelor of Science Honours (BSc Honours) Degree (120 Credits)

Entry/Re-Entry. Students may enter/re-enter Honours if they meet the Honours warning minimum progression cumulative grade point average requirement for Honours by year level. Students who have not attained the 5.0 cumulative grade point average at the point of completing 84 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 to qualify for Honours. Please refer to the Academic Penalties section.

Note: All students who enter/re-enter the BSc Honours program must follow the requirements of the program in place at the time of entry/re-entry. Some programs may have limited entry.

Faculty Transfers. Students qualify for transfer to an Atkinson Honours program provided they have met the Honours warning minimum progression cumulative grade point average requirement for Honours by year level. No extra courses may be taken in a subsequent session in an effort to raise the grade point average to qualify for Honours.

Continuing. Students may continue in an Honours program providing they maintain the Honours warning minimum progression cumulative grade point average requirement for Honours by year level.

Graduating with a BSc Honours degree. 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. 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.

Failure to maintain academic standing. Advising recommended. Please refer to the Academic Penalties section.

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

Students who have completed less than 84 credits, who fail to maintain the Honours minimum cumulative grade point average requirement of 5.0 may proceed in Honours on warning provided they meet the year level progression requirements.

Students who have completed less than 84 credits, who fail to maintain the Honours warning year level progression requirement will automatically be placed in the bachelor degree, if applicable.

Students who have completed 84 credits, but less than 120 credits who fall below the cumulative grade point average of 5.0 will be ineligible to proceed in Honours. Students may petition for an Honours waiver.

Students who have completed 90 credits, but less than 120 credits whose cumulative grade point average is at least 4.0 but below 5.0 may apply to graduate with a bachelor degree (if applicable) if they fulfill degree and program requirements or petition for an Honours waiver.

Students who have completed 120 credits or greater who fail to maintain the Honours cumulative grade point average of 5.0 will be ineligible to proceed. Students may apply to graduate with a bachelor degree (if applicable) if they fulfill degree and program requirements.

Bachelor of Social Work Honours (BSW Honours) Degree (120 Credits)

Entry/Re-Entry. Students may enter/re-enter BSW Honours if they meet the Honours warning minimum progression cumulative grade point average requirement for Honours by year level. Students who have not attained the 5.0 cumulative grade point average at the point of completing 84 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 to qualify for Honours. Please refer to Academic Penalties section.

All requests for entry/re-entry also require a supplemental application and are subject to School of Social Work approval.

Note: All students who enter/re-enter the BSW Honours program must follow the requirements of the program in place at the time of entry/re-entry. Some programs may have limited entry.

Faculty Transfers. Students qualify for transfer to an Atkinson Honours program provided they have met the Honours warning minimum progression cumulative grade point average requirement for Honours by year level. No extra courses may be taken in a subsequent session in an effort to raise the grade point average to qualify for Honours.

Continuing. Students may continue in an Honours program providing they maintain the Honours warning minimum progression cumulative grade point average requirement for Honours by year level.

Graduating with a BSW Honours degree. 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.

Failure to maintain academic standing. Advising recommended. Please refer to the Academic Penalties section.

Students are required to attain a minimum grade of C (4.0) in all courses used in the major. Students who fail to meet this standard must repeat the course(s) in the next available session and are strongly advised to make an advising appointment with the School of Social Work.

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

Students who have completed less than 84 credits, who fail to maintain the Honours minimum cumulative grade point average requirement of 5.0 may proceed in Honours on warning provided they meet the year level progression requirements. Students who fall below the Honours warning year level progression requirement will be ineligible to proceed in the BSW program. Students who wish to proceed with their studies must change their degree.

Students who have completed 84 credits, but less than 120 credits who fall below the cumulative grade point average of 5.0 will be ineligible to proceed in Honours. Students may petition for an Honours waiver.

Students who have completed 120 credits or greater who fail to maintain the Honours cumulative grade point average of 5.0 and/or have a grade of less than C (4.0) in a course used in the major will be ineligible to proceed or graduate.

Academic Penalties

Students whose academic record does not meet the Faculty or program standards are subject to the academic penalties of academic warning, Honours 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 taken 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. Honours warning for BA, BSc, BSW:

Students who have completed less than 84 earned credits whose cumulative grade point average is below 5.0 may continue in Honours on warning provided they meet the year level progression requirements as follows:

Year 1	0-23 earned credits	Minimum cumulative grade point average 4.0
Year 2	24-53 earned credits	Minimum cumulative grade point average 4.25
Year 3	54-83 earned credits	Minimum cumulative grade point average 4.80
Year 4	84 earned credits or greater	Minimum cumulative grade point average 5.0

Note: Year level is based on the number of earned credits including transfer credit.

Honours warning conditions:

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

BA and BSc students who fail to meet the Honours warning progression requirement will be placed in the corresponding 90-credit bachelor program if applicable.

BSW students who fail to meet the Honours warning progression requirement will be ineligible to proceed in the program. Students who have completed less than 84 credits and wish to continue their studies must change their degree. Students who have completed 84 credits but less than 120 credits may petition for an Honours waiver.

3. Program warning for BAS, BHRM:

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 averages 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 averages 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.

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 taken 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 statement of 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 is brought anonymously to the Committee on Petitions. Students will be notified in writing of the decisions made on their petition(s).

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.
-