

## Table of Contents – Rules and Regulations (Arts)

<b>Faculty of Arts</b> .....	<b>218</b>
<u>Bachelor of Arts Degree</u> .....	218
• <u>Fields of Concentration</u> .....	218
<u>Academic Advising and Student Responsibility</u> .....	218
• <u>Student Client Services (the Registrar’s Office)</u> .....	218
• <u>Advising</u> .....	218
• <u>Student Responsibilities</u> .....	218
• <u>Policy on Personal Relationships Between Instructors and Students</u> .....	218
• <u>Students Pursuing a Bachelor of Arts (BA) Degree in the Faculty of Arts</u> .....	219
• <u>Candidates for a First Degree</u> .....	219
• <u>Candidates for Reclassifying a BA Degree as an Honours BA Degree</u> .....	219
• <u>Candidates for Second and Subsequent Degrees</u> .....	219
• <u>Students Not Pursuing a Bachelor of Arts (BA) Degree in the Faculty of Arts</u> .....	219
• <u>Visiting Students</u> .....	219
• <u>Auditors</u> .....	219
• <u>Course Loads</u> .....	219
• <u>Fall/Winter Session</u> .....	219
• <u>Summer Session</u> .....	219
• <u>Residence Requirement and In-Faculty Courses</u> .....	219
• <u>Letters of Permission</u> .....	221
• <u>Summer Courses</u> .....	221
• <u>Independent Reading Courses</u> .....	221
<u>Degree Requirements</u> .....	222
• <u>Program Types</u> .....	222
• <u>Honours BA Programs</u> .....	222
• <u>BA Program</u> .....	223
• <u>Designation of Honours BA or BA Program</u> .....	223
• <u>General Education Requirements</u> .....	223
• <u>Breadth Requirement</u> .....	223
• <u>Requirements by Program Type</u> .....	223
• <u>Honours BA Programs</u> .....	223
• <u>BA Program</u> .....	225
<u>Diploma</u> .....	225
<u>Certificates</u> .....	225
<u>Grading System</u> .....	225
• <u>Repeating Passed or Failed Courses for Academic Credit</u> .....	225
• <u>Grades from Other Universities</u> .....	225
• <u>Alternative Grading Option</u> .....	225
• <u>Pass/Fail</u> .....	225
• <u>Credit/No Credit</u> .....	226
• <u>Grades in Courses</u> .....	226
• <u>Marking Scheme</u> .....	226
• <u>Requests for Reappraisal of Final Grades</u> .....	226
• <u>Deferred Standing and Aegrotat Standing</u> .....	226
• <u>Deferred Standing</u> .....	226
• <u>Aegrotat Standing</u> .....	226
• <u>Petitions for Deferred Standing and Aegrotat Standing</u> .....	226
<u>Term Work, Tests and Examinations</u> .....	226
• <u>Term Work</u> .....	226
• <u>Deadline for Submission</u> .....	226
• <u>Tests and Examinations</u> .....	226
• <u>Tests and Examinations During the Term</u> .....	227
• <u>Formally Scheduled Examinations</u> .....	227
<u>Academic Standing</u> .....	227
• <u>Honours BA Degree</u> .....	227
• <u>Qualifying for Honours</u> .....	227
• <u>Continuing in Honours</u> .....	227
• <u>Ineligibility to Continue in Honours</u> .....	227
• <u>Re-entering Honours</u> .....	227
• <u>Graduating in Honours</u> .....	227
• <u>Courses taken Beyond the Normal Maximum</u> .....	227

• <u>Opting to Graduate in a BA Program</u> .....	227
• <u>Graduating with a BA Degree</u> .....	227
• <u>BA Degree</u> .....	228
• <u>Graduating with a BA Degree</u> .....	228
• <u>Courses taken Beyond the Normal Maximum—in Order to Raise Cumulative Grade Point Average</u> .....	228
• <u>Courses taken Beyond the Normal Maximum</u> .....	228
• <u>Academic Honours</u> .....	228
• <u>Scholarships and Merit Awards</u> .....	228
• <u>Faculty of Arts Sessional Academic Achievement List</u> .....	228
• <u>Graduating Honours</u> .....	228
• <u>Honours BA Degree</u> .....	228
• <u>BA Degree</u> .....	228
• <u>Academic Penalties</u> .....	228
• <u>Academic Warning</u> .....	228
• <u>Required Withdrawal</u> .....	228
• <u>Debarment Warning</u> .....	228
• <u>Debarment</u> .....	228
• <u>Reapplying After Debarment</u> .....	229
• <u>Academic Probation</u> .....	229
• <u>Policy on Academic Honesty</u> .....	229
• <u>Petitions for Exemptions from the Regulations</u> .....	229
• <u>Petitions Committee</u> .....	229
• <u>Note on Grade Reappraisals</u> .....	229
• <u>Right to Petition</u> .....	229
• <u>Petitions Procedures</u> .....	229
• <u>Initiating a Petition</u> .....	229

## **Faculty of Arts - Keele Campus**

### **Bachelor of Arts**

#### **Academic Advising and Student Responsibility**

#### **Degree Requirements**

#### **Certificates**

#### **Grading System**

#### **Term Work, Tests and Examinations**

#### **Academic Standing**

#### **Academic Honours**

#### **Academic Penalties**

#### **Policy on Academic Honesty**

#### **Petitions for Exemptions from the Regulations**

#### **Programs of Study**

## Faculty of Arts

### Dean:

Robert Drummond

### Associate Deans:

Heather Campbell, Gabriella Colussi-Arthur, Marilyn Lambert-Drache

### Office of the Associate Deans:

S928 Ross, 416-736-5260

## Bachelor of Arts Degree

The Faculty of Arts offers programs of study leading to the Honours BA degree (120 credits) and the BA degree (90 credits). Students may proceed toward a degree at their own pace, and select courses from a wide variety of areas within the Faculty of Arts as well as from the offerings of other Faculties.

The Faculty of Arts also offers programs of study leading to the Honours International BA (iBA) degree (120 credits). The Honours iBA degree provides international experience and a global perspective through courses in language study, internationally-oriented courses, and study abroad.

The curriculum is designed to provide an education in the liberal arts; to foster students' abilities to read, write, speak and think critically; and to prepare students for post-graduate studies. To these ends, the curriculum includes both a general education component and more specialized fields of concentration, both disciplinary and interdisciplinary.

### Fields of Concentration

The liberal arts have traditionally been organized into clearly defined disciplines, each with its own specialized subject matter and techniques, and each taught by a single department. The Faculty of Arts has developed undergraduate programs in a wide range of these disciplines, most of which can later be pursued in York's Faculty of Graduate Studies. The Faculty also recognizes the need for cooperation and cross-fertilization among different subjects and methods, and accordingly offers a number of programs in interdisciplinary studies, which draw on the resources of several departments. Interdisciplinary programs are available in a range of degree structures, some offering independent degrees, others linked to major programs in disciplines. For details on disciplinary and interdisciplinary programs, consult the Programs of Study section.

## Academic Advising and Student Responsibility

The information contained in this calendar and other publications is designed to be self-explanatory. The Faculty recognizes, however, there may be specific questions about regulations which are not answered here. Those questions should be addressed to one of the following sources of information listed below.

### Student Client Services (the Registrar's Office)

The office which administers most of the academic regulations contained in the Faculty of Arts section of this calendar is the Registrar's Office, 416-872-YORK (9675), <http://www.registrar.yorku.ca>. This office provides a wide range of administrative services to students, staff and faculty members. Among its functions are:

- performing general registrarial functions relating to enrolment and record keeping;
- applying the Faculty's rules on academic standing, including eligibility to graduate;
- reporting final grades to students; producing official University transcripts;
- advising students about petitions and receiving petitions for exemptions from academic regulations.

## Advising

The Faculty of Arts considers academic advising an important responsibility. The term academic advising covers a number of complementary functions related to assisting students:

- select majors and courses;
- ascertain whether they are meeting the Faculty's academic regulations;
- plan for their academic future both before and after graduation;
- and generally make the most of their talents and interests.

These functions may vary in their significance to students at different times of the academic year and at different points in a student's academic career. Other kinds of advising and counselling services are offered by offices such as the Career Centre, the Counselling and Development Centre, and the Centre for Student Community and Leadership Development.

Advising students is a shared responsibility of the departments, divisions and programs of the Faculty, the Faculty-affiliated colleges, and the Student Academic Centre. Students should contact these offices throughout the year for advice and information related to their academic career including academic performance, degree programs and requirements.

### Student Responsibilities

Every effort is made to ensure that students in the Faculty of Arts have access to sound information and individual advice and guidance. Within this context, and within the framework of Faculty and program regulations, students are responsible for making their own choices regarding courses and programs. Students should take special care to:

- ensure the courses they choose meet all requirements for graduation;
- ensure the courses they choose meet prerequisites and are not course credit exclusions of other courses already taken;
- ensure the times of the courses they choose do not conflict;
- ensure the accuracy of their registration records, including all changes;
- note and observe deadlines and procedures, especially deadlines for adding and dropping courses;
- ensure full documentation is provided in support of petitions and other requests for special consideration;
- keep themselves informed about their academic progress, including their performance in individual courses. It is incumbent on faculty members to make available to their students assessments of their work and, if requested, to discuss students' progress with them. By the first week of classes in the second term, in each six- and nine-credit course, all first year students must receive back at least one piece of letter-graded work. Instructors in six- and nine-credit courses are required to supply, on request and on reasonable notice, a mid-year letter grade to any first-year student before the end of January, based on the whole of the first term gradable work.

### Policy on Personal Relationships Between Instructors and Students

It is the policy of York University to endeavour to create and maintain a learning environment characterized by equitable conditions for all students. In order to further that goal and to ensure the continuing integrity of academic standards, it is expected that instructors who have a close personal relationship with a student who desires to enrol in their course will, in consultation with their Chair and/or dean (or designate), make appropriate alternative arrangements for the evaluation of that student. If no appropriate alternative arrangements for evaluation can be agreed upon, the student may not enrol in the course.

Without limiting the generality of the relationships in question, these include the following: (a) where the instructor is the parent (or child) of the student; (b) where the instructor is the spouse or spousal equivalent of the student. Should a relationship such as the one described in (b) arise during the course and before completion of evaluation of the student, the instructor shall consult with the Chair and/or dean (or designate) as to an appropriate evaluation procedure.

It is incumbent upon the instructor to exercise professional responsibility and to declare a potential or apparent conflict of interest where it exists. If the instructor fails to do so, the Chair and/or dean (or designate) shall make the appropriate alternative arrangements for the evaluation of the student.

## Students Pursuing a Bachelor of Arts (BA) Degree in the Faculty of Arts

### Candidates for a First Degree

Most students in the Faculty are studying for their first undergraduate degree, an Honours bachelor of arts (BA) degree or a bachelor of arts (BA) degree.

### Candidates for Reclassifying a BA Degree as an Honours BA Degree

Students who have graduated with a BA degree from the Faculty of Arts and have maintained the minimum Honours standing in 90 credits, may take additional courses in order to obtain an Honours BA degree in the same subject. The same subject may be combined with a second major or minor. If they are successful, their BA degree is reclassified as an Honours BA degree. Applications may be obtained from Student Client Services or from the Current Students Web site (<http://www.yorku.ca/yorkweb/cs.htm>).

### Candidates for Second and Subsequent Degrees

Students who hold a first bachelor of arts (BA) degree from an accredited institution, and who are admissible according to Faculty and University policies, may pursue a second (or subsequent) degree program in the Faculty of Arts.

Eligibility for admission and standing will be assessed according to performance in the first degree. Students will be assessed as eligible for an Honours BA if they have graduated with Honours standing in their first degree. Students who are eligible for an Honours BA program will be enrolled in Honours, but may elect to graduate with a BA degree. Students admitted to an Honours BA or BA program will be granted transfer credit in accordance with the University's residence/in-Faculty requirement. Under certain circumstances, students admitted to a BA degree program may qualify to proceed in an Honours BA, however, the transfer credit granted upon admission will not be amended.

All second (and subsequent) degree candidates must meet the residence/in-Faculty requirements for their program, and must satisfy all upper-level requirements and requirements in the major/minor subject(s). Grade point averages are calculated for students in second (or subsequent) degree programs only on the courses taken for that degree, and not on courses taken to satisfy requirements for the first degree.

For further details, students should consult the Faculty of Arts Student Academic Centre or the Admissions Office, <http://www.yorku.ca/web/futurestudents/>.

## Students Not Pursuing a Bachelor of Arts (BA) Degree in the Faculty of Arts

### Visiting Students

#### 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 (see the Admissions section of this calendar for more information). There are three categories of visiting students:

- those who hold an undergraduate degree (three-year bachelor's degree minimum) from an accredited university/university-level institution;
- 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;
- those who are currently attending another recognized university and wish to take York courses on a letter of permission issued by their home institution.

### Grade Point Average (GPA) Requirement

Students in categories a) and b) whose overall cumulative grade point average (OCGPA) 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.

*Note: 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 OCGPA.*

### Credit Limits

Students in category b) who have maintained an OCGPA of 4.00 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.

### Auditors

Auditors attend classes and participate in a course in the same way as other students, but do not submit assignments or write tests or examinations. Students registered for a degree at York University may audit a course in the Faculty of Arts provided they obtain the permission of the course director. Persons from outside the University may request permission to audit up to 18 credits. Further information about admissibility, application procedures, available courses and fees may be obtained from Student Client Services.

### Course Loads

The following course loads apply to students in the Faculty of Arts. In certain circumstances the Faculty may set other limits.

### Fall/Winter Session

The normal course load for students in the fall/winter session is 30 credits. Students with substantial familial or financial responsibilities outside the University are advised to consider taking fewer courses in a session. Students may take a maximum of 36 credits overall (and 18 credits per term) without petitioning.

### Summer Session

During the summer session, students may take a maximum of 15 credits. Within this limit, it is recommended that no more than six credits may be taken during one six-week term. Students with substantial familial or financial responsibilities outside the University are advised to consider taking fewer courses in a session.

### Residence Requirement and In-Faculty Courses

While allowing students to take a certain number of courses at other universities and in other Faculties of York University, in order to meet the residence requirement, the Faculty of Arts requires that students complete a portion of their courses as follows:

- At least 30 credits must be taken at York University;
- At least half (50 per cent) of the requirements in each arts major/minor must be taken in the Faculty of Arts.

In addition, any departmental/divisional requirements for the major/minor must be satisfied.

*Note: Courses taken to satisfy (b) will also satisfy (a). In some cases, satisfying (b) will automatically satisfy (a). In-Faculty courses are defined as those with an "AS" prefix.*

### Coregistration in the Faculty of Education:

Students enrolled in the Faculty of Arts may apply for admission to the Pre-Service program of the Faculty of Education. If they are accepted, they may coregister in the Faculty of Education and upon successful completion of the separate degree requirements of both Faculties will be awarded two degrees: Honours bachelor of arts (BA) and a bachelor of education (BEd) or bachelor of arts (BA) and bachelor of education (BEd).

Although the arts and education courses are taken concurrently, they are counted separately by each Faculty. Grade point averages for courses in the two Faculties are also calculated separately. Thus, the 30 credits required for the BEd are independent of the 120 credits required for the Honours BA, or the 90 credits required for the BA. Therefore, a student completing the requirements for both degrees would complete a total of 150 credits for the Honours BA/BEd or 120 credits for the BA/BEd.

#### Credit for Education Courses:

Faculty of Arts students who are coregistered in the Faculty of Education may count education courses taken beyond the requirements for the BEd for credit towards the Honours BA or BA as out-of-Faculty courses.

Faculty of Arts students who are not coregistered in the Faculty of Education may receive arts degree credit for academic courses offered by the Faculty of Education in accordance with the Faculty of Arts regulations on residence requirement/in-Faculty courses.

#### Honours Programs Jointly with the Atkinson Faculty of Liberal and Professional Studies:

Students in the Faculty of Arts may pursue an Honours Double Major BA program or Honours Major/Minor BA program with the Atkinson Faculty of Liberal and Professional Studies.

*Note: This does not apply to students pursuing interdisciplinary Honours Double Major BA degree programs.*

Atkinson Honours majors which may be pursued with any Honours Double Major BA program in the Faculty of Arts:

- Canadian studies
- culture and expression
- information technology
- race, ethnicity and indigeneity

Atkinson Honours minors which may be pursued with any Honours Major/Minor BA program in the Faculty of Arts:

- Canadian studies
- culture and expression
- information technology
- race, ethnicity and indigeneity

*Note: The Atkinson BAS degree program does not offer a double major or major/minor degree option.*

Faculty of Arts degree requirements and program regulations apply. Students should consult the Faculty of Arts Programs of Study section of this calendar for the requirements of specific majors. Atkinson courses taken by arts students as part of these programs are considered out-of-Faculty courses. Students in these programs must complete the Atkinson in-Faculty requirements for the second major or minor and take at least half (50 per cent) of the requirements for the Atkinson major or minor in the Atkinson Faculty of Liberal and Professional Studies. Students who complete such a program receive an Honours BA degree from the Faculty of Arts. Students pursuing an Honours Double Major program should note that, in some cases, it may be necessary to successfully complete more than 120 credits in order to satisfy requirements. For further details, consult the Student Academic Centre, Faculty of Arts.

Students in the Atkinson Faculty of Liberal and Professional Studies may also pursue an Honours Double Major or Honours Minor program with the Faculty of Arts. For more information, contact the Atkinson Faculty of Liberal and Professional Studies.

#### Honours Programs Jointly with the Faculty of Environmental Studies:

Students in the Faculty of Arts may combine any Honours Double Major BA program or Honours Major/Minor BA program with the Faculty of Environmental Studies, subject to the following regulations:

- Students must maintain Honours standing, a cumulative grade point average of 5.00 (C+) or above over all courses including those in environmental studies. Students whose cumulative grade point average falls below 5.00 (C+) during the course of their studies may proceed in an Honours program, on warning, provided they meet the year level progression requirements described in the Academic Standing section of this calendar.
- Faculty of Arts degree requirements and program regulations apply.

#### Major in Environmental Studies

- 42 credits in environmental studies, including: ES/ENVS 1000 6.00, 12 credits in the environmental studies foundations series at the 2000 level chosen from ES/ENVS 2100 6.00, ES/ENVS 2200 6.00, ES/ENVS 2300 6.00, or ES/ENVS 2400 6.00, ES/ENVS 3009 3.00 or ES/ENVS 3010 3.00, nine additional credits at the 3000 level, and 12 credits at the 4000 level.

#### Minor in Environmental Studies

- 30 credits in environmental studies, including: ES/ENVS 1000 6.00, 12 credits in the environmental studies foundation series at the 2000 level chosen from ES/ENVS 2100 6.00, ES/ENVS 2200 6.00, ES/ENVS 2300 6.00, or ES/ENVS 2400 6.00, six credits at the 3000 level or higher, and six credits at the 4000 level.

For details about degree requirements in environmental studies, students should consult the Faculty of Environmental Studies.

For both the major or minor in environmental studies, students must also complete the requirements of an Honours BA in the Faculty of Arts. Students successfully completing this program will receive an Honours BA degree. Consult the Student Academic Centre, Faculty of Arts for more information.

Students should note that in order to complete the requirements of the Honours Double Major or Honours Minor programs, it may be necessary to successfully complete more than 120 credits.

Students in the Faculty of Environmental Studies may also pursue an Honours Double Major or Honours Minor program with the Faculty of Arts. For more information, contact the Faculty of Environmental Studies.

#### Honours Programs Jointly with the Faculty of Fine Arts:

Students in the Faculty of Arts may pursue an Honours Double Major BA program or Honours Major/Minor BA program with the Faculty of Fine Arts.

Fine arts Honours majors which may be pursued with any Honours Double Major BA program in the Faculty of Arts:

- dance
- fine arts cultural studies
- film and video (film studies)
- music
- theatre (theatre studies)
- visual arts (studio)
- visual arts (art history)

Fine arts Honours interdisciplinary majors which may only be pursued with a communication studies interdisciplinary major in the Faculty of Arts:

- fine arts cultural studies
- film and video (film studies)

Fine arts Honours minors which may be pursued with any Honours Major/Minor BA program in the Faculty of Arts:

- dance
- fine arts cultural studies
- film and video (film studies)
- music
- theatre (production or theatre studies)
- visual arts (art history)
- visual arts (studio)

Faculty of Arts degree requirements and program regulations apply. Students should consult the Faculty of Arts Programs of Study section of this calendar for the requirements of specific majors. Fine arts courses taken by arts students as part of these programs are considered out-of-Faculty courses. Students who complete such a program receive an Honours BA degree from the Faculty of Arts. Students pursuing an Honours Double Major program should note that, in some cases, it may be necessary to successfully complete more than 120 credits in order to satisfy requirements. For further details, consult the Student Academic Centre, Faculty of Arts.

All fine arts majors or minors require an evaluation. Depending on the department, this may include a personal interview, an audition, a written exercise, or portfolio evaluation. For information on admission requirements in fine arts areas, students should consult the Fine Arts Office of Student and Academic Services.

Students in the Faculty of Fine Arts may also pursue an Honours Double Major or Honours Minor program with the Faculty of Arts. For more information, contact the Faculty of Fine Arts.

### Honours Programs Jointly with the Faculty of Health:

Students in the Faculty of Arts may pursue an Honours Double Major BA program or Honours Major/Minor BA program with the Faculty of Health.

Faculty of Health majors which may be pursued with any Honours Double Major BA program in the Faculty of Arts include:

- kinesiology and health science
- psychology

The Honours Double Major Interdisciplinary BA programs in African studies, communication studies, European studies, Latin American and Caribbean studies, social and political thought, or South Asian studies may be pursued as an Honours Double Major Interdisciplinary BA program with either kinesiology and health science or psychology in the Faculty of Health.

Faculty of Health minors which may be pursued with any Honours Major/Minor BA program in the Faculty of Arts include:

- kinesiology and health science
- psychology

Students in an Honours Double Major program in Kinesiology and Health Science or Psychology in the Faculty of Health may combine their major with any Honours Double Major program offered through the Faculty of Arts, or with any one of the following Honours Double Major Interdisciplinary BA programs offered through the Faculty of Arts: African studies, communication studies, European studies, Latin American and Caribbean studies, social and political thought, or South Asian studies.

Students in an Honours Major/Minor program in kinesiology and health science or psychology in the Faculty of Health may combine their major with any Honours Minor program offered through the Faculty of Arts.

Consistent with existing inter-Faculty arrangements, students interested in a Faculty of Arts/Faculty of Health inter-Faculty Honours Double Major program will have a choice of home Faculty, which will be designated as major 1. In Major/Minor combinations, a student's home Faculty will always be determined by their major. Students will follow the academic standing regulations and degree requirements of their home Faculty, and will receive their degree from their home Faculty.

### Honours Programs Jointly with the Faculty of Science and Engineering:

Students in the Faculty of Arts may pursue an Honours Double Major BA program or Honours Major/Minor BA program with the Faculty of Science and Engineering.

Honours majors in science and engineering which may be pursued with an Honours Double Major BA program in the Faculty of Arts\* (see Note below):

- earth and atmospheric science (Atmospheric Science Stream or Earth Science Stream)
- mathematics for education
- physics and astronomy (Physics Stream or Astronomy Stream)

*\*Note: The following Faculty of Arts Honours Major programs of study may not be pursued jointly as an Honours Double Major with the Faculty of Science and Engineering—computer science, geography, and science and technology studies.*

Honours minors in science and engineering which may be pursued with any Honours Major/Minor BA program in the Faculty of Arts:

- biology
- chemistry
- mathematics for education
- physics and astronomy (Physics Stream or Astronomy Stream)

Faculty of Arts degree requirements and program regulations apply. Students should consult the Faculty of Arts Programs of Study section of this calendar for the requirements of specific majors. Students who complete such a program receive an Honours BA degree from the Faculty of Arts. Students pursuing an Honours Double Major or an Honours Minor program should note that, in some cases, it may be necessary to successfully complete more than 120 credits in order to satisfy

requirements. For further details, consult the Student Academic Centre, Faculty of Arts.

Students in the Faculty of Science and Engineering may also pursue an Honours Double Major or Honours Minor program with the Faculty of Arts. For more information, contact the Faculty of Science and Engineering.

### Letters of Permission

Letters of permission allow Faculty of Arts students to receive credit at York for courses taken at other universities. In order to receive credit for such courses, a letter of permission must be obtained prior to enrolling. Application forms for letters of permission are available at Student Client Services or from the Current Students Web site (<http://www.yorku.ca/yorkweb/cs.htm>).

Courses which students propose to take on a letter of permission must be acceptable to the Faculty of Arts teaching unit best able to judge their academic merit. The Faculty is under no obligation to accept courses taken without its permission.

Students must be in good academic standing to be eligible for a letter of permission; students under academic warning, debarment warning, or academic probation are not eligible.

In order to receive credit for courses taken on a letter of permission, students must arrange for the host institution to submit an official transcript to the Registrar's Office. A minimum grade of C as understood in the Faculty of Arts is required for credit to be granted. Grades earned in courses taken at other postsecondary institutions are not part of the student's York transcript and are not incorporated into the student's grade point average in the Faculty of Arts.

Several formal programs exist for students to pursue study at universities in other countries. Where formal programs do not exist, and academic and personal circumstances warrant, individual arrangements may be made. For further information contact York International.

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.

### Summer Courses

#### Courses Taken at York University:

The Faculty of Arts offers a limited number of courses in the summer. Courses are also offered in Italy by the Department of Languages, Literatures and Linguistics. In addition, independent study, directed reading and thesis courses are offered by some departments. Students interested in arranging such courses should inquire at the relevant department/division.

Atkinson offers courses which may be taken for degree and major credit by Faculty of Arts students. Individual programs may place restrictions on the number and nature of summer courses taken for program credit. Students are responsible for ensuring that any summer courses taken conform to the Faculty of Arts regulations on residence requirement/in-Faculty courses; and that they fulfill major, minor and Faculty-wide requirements; and do not violate regulations relating to prerequisites, corequisites and course exclusions.

#### Courses Taken at Other Universities:

Faculty of Arts students who wish to receive credit for courses taken at other universities must obtain a letter of permission from Student Client Services or the Current Students Web site (<http://www.yorku.ca/yorkweb/cs.htm>), prior to enrolling in these courses.

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 re-assessed.

### Independent Reading Courses

Students may wish to pursue intensive work with a particular faculty member on a topic of study not offered in a particular academic session. The Faculty of Arts provides for such independent reading courses which

are subject to the guidelines of the departments and divisions, and to the following regulations:

- Students may take independent reading courses only after having successfully completed 24 credits in the Faculty of Arts.
- The maximum permissible number of independent reading courses depends on a student's program type. Students in Honours BA programs may take 24 such credits; students in a BA program may take 18 such credits.
- Within their last 30 credits, students may take a maximum of 12 credits in independent reading courses.
- Students may take a maximum of 12 credits of independent reading courses with the same faculty member.
- The student and the faculty member must agree on a written description of the course, its content, and its method of evaluation at the time of enrolment in the course, and submit this description for approval according to the requirements of the unit teaching the course. Copies must be deposited with that unit, and the student and faculty member should each retain a copy.

## Degree Requirements

Degree requirements in the Faculty of Arts refer to the following categories of courses.

### General Education Courses

The Faculty believes that students will benefit from taking courses which provide a broad interdisciplinary perspective, in addition to courses which focus on a specific subject. The required interdisciplinary courses, called general education courses, are offered by three academic units, the divisions of Humanities, Natural Science and Social Science.

The Faculty of Arts foundations courses are part of the general education requirement. These courses emphasize critical skills, especially writing, and provide a supportive learning environment.

Faculty of Arts foundations courses are 1000- and 2000-level nine-credit courses offered by the Division of Humanities and Division of Social Science. Students may complete a maximum of three nine-credit foundations courses for degree credit. Students who need to complete more than three foundations courses in order to fulfill program (major or minor) course requirements may do so with permission of the relevant program coordinator or undergraduate director.

### Major and Minor Courses

In addition to taking courses which contribute to their broad knowledge, students are required to specialize in a specific subject or combination of subjects. The area of primary concentration is known as the major; an area of secondary concentration (if any) is known as the minor. In a double major program, a course may count for major credit towards only one major. In a major/minor program, a course may count only for major credit or for minor credit.

Students may choose to major or minor in a specific subject when they enter the University; or they may wait until they have completed up to 24 credits. At this point, students must choose a major and possibly a minor, but subsequent changes are possible. In selecting courses, students who are undecided should try to take introductory courses in a number of potential major subjects. This will allow them to proceed in their subject(s) of choice without the possibility of a delay.

### Elective Courses

Electives are courses which are intended to broaden the educational experience of students beyond their area of specialization. Electives include most courses which are not used to fulfill the general education requirements or major/minor requirements.

Courses not considered to be electives are:

- Major/minor courses taken above the required number;
- Non-major/minor courses taken within the major/minor subject (e.g. AS/FR 1020 6.00 is a non-major French course);
- Courses outside the major/minor taken to fulfill major/minor requirements (e.g. AS/CSE 1520 3.00 and AS/CSE 1530 3.00 are mathematics for commerce requirements);

- Courses which are cross-listed or designated as course substitutes to courses offered by the major/minor program (e.g. AS/MATH 1530 3.00 is cross-listed to AS/ECON 1530 3.00).

### Upper-Level Courses

The Faculty also considers it good educational practice to ensure that students take a number of courses at the 3000 level and/or 4000 level. (A course's level is indicated by the first digit of its number.)

### In-Faculty Courses

In-Faculty courses are courses offered by the Faculty of Arts as indicated by the Faculty prefix "AS."

## Program Types

The Faculty of Arts offers the following types of programs:

### Honours BA Programs

These are 120 credit programs. They require more specialization, a higher minimum performance, and in some cases, different courses than the BA program. There are six kinds of Honours BA programs.

#### Specialized Honours BA Program

This is the most highly specialized program type in the Faculty of Arts. Students in a Specialized Honours program must complete a minimum of 54 credits in their major subject. Some programs require more than 54 credits in the major subject for the Specialized Honours BA. For details of individual programs, see the Programs of Study section.

#### Honours BA Program

Students in an Honours single major program have one major subject in which they must complete a minimum of 42 credits. Some programs require more than 42 credits in the major subject for the Honours single major BA. For details of individual programs, see the Programs of Study section.

#### Honours iBA Program

Students in an Honours single major iBA program have one major subject in which they must complete a minimum of 42 credits; at least 18 credits in a modern language offered by York University, including the Advanced I university-level course in the chosen language; at least 12 credits of internationally-oriented courses chosen outside the major; and at least one full term abroad as a full-time student at one of York University's exchange partners. Some programs require more than 42 credits in the major subject for the Honours single major iBA. For details of individual programs, see the Programs of Study section.

#### Honours Double Major BA Program

Honours Double Major programs involve two areas of primary specialization. There are two types of Honours Double Major programs:

- **Unlinked:** Most double major programs involve two independent subjects of concentration such as history and English. The two majors are considered to be unlinked. Students must usually complete a minimum of 42 credits in each major. Some programs require more than 42 credits in each major subject for the Honours Double Major BA. In a double major program, a course may count for major credit towards only one major. For details of individual programs, see the Programs of Study section.
- **Linked:** Certain interdisciplinary majors (for example, African studies) must be taken in conjunction with other specified majors. The two majors, in these cases, are considered to be linked. Students must complete a minimum of 36 credits in each major. Some programs require more than 36 credits in each major subject for the Honours Double Major Interdisciplinary BA. In a double major interdisciplinary program, a course may count for major credit towards only one major. For details of individual programs, see the Programs of Study section.

Students in an Honours Double Major BA program in the Faculty of Arts may also pursue an Honours Double Major with any other Honours bachelor's degree program in the Faculties of Environmental Studies or Fine Arts, or with a major in Canadian studies, culture and expression, or

information technology in the Atkinson Faculty of Liberal and Professional Studies, or with a major in kinesiology and health science or psychology in the Faculty of Health, or with a major in earth and atmospheric science, mathematics for education, or physics and astronomy in the Faculty of Science and Engineering.

*Note: The following Faculty of Arts Honours Major programs of study may not be pursued jointly as an Honours Double Major with the Faculty of Science and Engineering—computer science, geography, and science and technology studies.*

Students taking an Honours Major in anthropology in the Faculty of Arts may pursue an Honours Double Major program with music (ethnomusicology) in the Faculty of Fine Arts.

Students in an Honours Double Major program in the Faculties of Atkinson, 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 Faculty of Arts. For more information, including details regarding possible Honours Double Major combinations, contact the Faculty of Atkinson, Faculty of Environmental Studies, Faculty of Fine Arts, Faculty of Health, or Faculty of Science and Engineering.

### Honours Major/Minor BA Program

Students in this type of program have one major subject in which they must complete a minimum of 42 credits. In addition to the major, they have an area of secondary specialization, known as a minor, in which they must complete a minimum of 30 credits. Some programs require more than 30 credits in the minor subject for the Honours Major/Minor BA. In a major/minor program, a course may count only for major credit or for minor credit. For details of individual programs, see the Programs of Study section.

Students in an Honours Major/Minor BA program in the Faculty of Arts may also pursue an Honours Minor with any Honours Minor bachelor's degree program in the Faculties of Environmental Studies or Fine Arts, or with a minor in Canadian studies, culture and expression or information technology in the Atkinson Faculty of Liberal and Professional Studies, or with a minor in kinesiology and health science or psychology in the Faculty of Health, or with a minor in biology, chemistry, mathematics for education, or physics and astronomy in the Faculty of Science and Engineering.

Students in an Honours Major/Minor program in the Faculties of Atkinson, Environmental Studies, Fine Arts, Health, or Science and Engineering may be eligible to combine their Major with an Honours Minor program offered through the Faculty of Arts. For more information, including details regarding possible Honours Major/Minor combinations, contact the Faculty of Atkinson, Faculty of Environmental Studies, Faculty of Fine Arts, Faculty of Health, or Faculty of Science and Engineering.

### Honours Major/Minor iBA Program

Students in an Honours Major/Minor iBA program have one major subject in which they must complete a minimum of 42 credits. In addition to the major, they have an area of secondary specialization, known as a minor, in which they must complete a minimum of 30 credits. Some programs require more than 30 credits in the minor subject for the Honours Major/Minor iBA. Students in this type of program must also include at least 18 credits in a modern language offered by York University, including the Advanced I university-level course in the chosen language; at least 12 credits of internationally-oriented courses chosen outside the major; and at least one full term abroad as a full-time student at one of York University's exchange partners. In a major/minor program, a course may count only for major credit or for minor credit. For details of individual programs, see the Programs of Study section.

### BA Program

This is a 90-credit program which requires some specialization, a minimum of 30 credits, in a single area of concentration (major), as well as more general courses. Some programs require more than 30 credits in the major subject for the BA. For details of individual programs, see the Programs of Study section.

## Designation of Honours BA or BA Program

### Automatic Honours BA Designation

Students are automatically considered to be in an Honours BA program provided they achieve and maintain a cumulative grade point average of at least 5.00 (C+).

### Automatic BA Designation

Students are automatically considered to be in a BA program if they fail to achieve or maintain the cumulative grade point average of at least 5.00 (C+) required for an Honours BA program.

### Option to Graduate with a BA Degree

Students registered in an Honours BA degree may opt to graduate with a BA degree if they fulfill program requirements. Students who wish to take advantage of this option should complete the relevant form at Student Client Services by January 31 for graduation the following June, or by July 31 for graduation the following October.

## General Education Requirements

Students will select their general education requirements in accordance with the following:

1. One 1000-level nine-credit foundations course, in either the Division of Humanities or the Division of Social Science—to be successfully completed within the first 24 credits;
2. One 1000-level six-credit course in the Division of Natural Science or in the Department of Biology, Chemistry, Earth and Atmospheric Science, or Physics—to be successfully completed prior to graduation, and preferably within the first 42 credits;

One 2000-level nine-credit foundations course, in either the Division of Humanities or the Division of Social Science. If the 1000-level nine-credit foundations course is taken in the Division of Humanities, then the 2000-level nine-credit foundations course must be taken in the Division of Social Science (and vice versa)—to be successfully completed within the first 48 credits.

Students may complete a maximum of three nine-credit foundations courses for degree credit. Students who need to complete more than three foundations courses in order to fulfill program (major or minor) course requirements may do so with permission of the relevant program coordinator or undergraduate director.

## Breadth Requirement

The breadth requirement will be satisfied by successfully completing the general education/foundations courses described above (breadth requirement is described below).

The breadth requirement must be successfully completed before graduation and requires at least six credits from each of the following two areas:

**Area I:** English, French studies, history, humanities, languages, literatures and linguistics, philosophy, writing.

**Area II:** Anthropology, criminology, economics, geography, political science, social science, sociology.

*Note: Computer science and mathematics courses will satisfy neither requirement, unless they are cross-listed with a unit listed above.*

## Requirements by Program Type

The following requirements apply to all Faculty of Arts students. Each program of study (major or minor) may stipulate additional requirements. For details of individual programs, see the Programs of Study section. Also consult the section on Academic Standing.

### Honours BA Programs

In order to graduate with an Honours BA degree, students must successfully complete a minimum of 120 credits which fulfill all of the following requirements.



### Specialized Honours BA

- **General education:** See General Education Requirements;
- **Major courses:** As defined by the specific program; usually a minimum of 54 credits, at least 12 or 18 credits of which must be at the 4000 level;
- **Elective courses:** At least 18 credits;
- **Upper-level courses:** (a) 3000-level and 4000-level courses: at least 36 credits at the 3000 level or 4000 level; (b) 4000-level courses: at least 18 credits of these upper-level courses (including at least 12 credits - in the major) must be at the 4000 level;
- **In-Faculty courses:** See Residence Requirement and In-Faculty Courses;
- **Standing requirements:** In addition to fulfilling the requirements described above, students in this program must achieve satisfactory academic standing to enter, proceed and graduate.

### Honours BA

- **General education:** See General Education Requirements;
- **Major courses:** As defined by the specific program; usually a minimum of 42 credits, at least 12 credits of which must be at the 4000 level;
- **Elective courses:** At least 18 credits;
- **Upper-Level courses:** (a) 3000-level and 4000-level courses: at least 36 credits at the 3000 level or 4000 level; (b) 4000-level courses: at least 18 credits of these upper-level courses (including at least 12 credits - in the major) must be at the 4000 level;
- **In-Faculty courses:** See Residence Requirement and In-Faculty Courses;
- **Standing requirements:** In addition to fulfilling the requirements described above, students in this program must achieve satisfactory academic standing to enter, proceed and graduate.

### Honours iBA

- **General education:** See General Education Requirements;
- **Major courses:** As defined by the specific program; usually a minimum of 42 credits, at least 12 credits of which must be at the 4000 level;
- **Language study courses:** At least 18 credits in a modern language offered by York University, including the Advanced I university-level course in the chosen language;
- **Internationally-oriented courses:** At least 12 credits of internationally-oriented courses chosen outside the major;
- **International exchange:** At least one full term abroad as a full-time student at one of York University's exchange partners;
- **Elective courses:** At least 18 credits; (Note: For the Honours iBA, courses taken outside the major to satisfy the language study requirement and/or the internationally-oriented courses requirement can also be used to satisfy the elective courses requirement.)
- **Upper-level courses:** (a) 3000-level and 4000-level courses: at least 36 credits at the 3000 level or 4000 level; (b) 4000-level courses: at least 18 credits of these upper-level courses [including at least 12 credits - in the major] must be at the 4000 level;
- **In-Faculty courses:** See Residence Requirement and In-Faculty Courses;
- **Standing requirements:** In addition to fulfilling the requirements described above, students in this program must achieve satisfactory academic standing to enter, proceed, and graduate.

### Honours Double Major BA (Unlinked)

- **General education:** See General Education Requirements;
- **Major courses:** As defined by the specific programs; usually a minimum of 42 credits in each of the majors, at least 12 credits of which must be at the 4000 level in each of the major programs. In a double major program, a course may count for major credit towards only one major;
- **Elective courses:** Students who graduate in this program are deemed to fulfill the elective requirement;
- **Upper-level courses:** (a) 3000-level and 4000-level courses: at least 36 credits at the 3000 level or 4000 level; (b) 4000-level courses: at least 12 credits in each major program;
- **In-Faculty courses:** See Residence Requirement and In-Faculty Courses;

- **Standing requirements:** In addition to fulfilling the requirements described above, students in this program must achieve satisfactory academic standing to enter, proceed and graduate.

### Honours Double Major Interdisciplinary BA (Linked)

- **General education:** See General Education Requirements;
- **Major courses:** As defined by the specific programs; usually a minimum of 36 credits in each of the majors, at least six credits of which must be at the 4000 level in each of the major programs. In a double major interdisciplinary program, a course may count for major credit towards only one major;
- **Elective courses:** Students who graduate in this program are deemed to fulfill the elective course requirement;
- **Upper-level courses:** (a) 3000-level and 4000-level courses: at least 36 credits at the 3000 level or 4000 level; (b) 4000-level courses: at least 18 credits of these upper-level courses (including at least six credits in each major) must be at the 4000 level; many disciplines require 12 credits at the 4000 level in the first major subject;
- **In-Faculty courses:** See Residence Requirement and In-Faculty Courses;
- **Standing requirements:** In addition to fulfilling the requirements described above, students in this program must achieve satisfactory academic standing to enter, proceed and graduate.

### Honours Major/Minor BA

- **General education:** See General Education Requirements;
- **Major/minor courses:** As defined by the specific programs; (a) major: usually a minimum of 42 credits in the major, at least 12 credits of which must be at the 4000 level; and (b) minor: usually a minimum of 30 credits in the minor, at least six credits of which must normally be at the 4000 level. In a major/minor program, a course may count only for major credit or for minor credit;
- **Elective courses:** Students who graduate in this program are deemed to fulfill the elective course requirement;
- **Upper-level courses:** (a) 3000-level and 4000-level courses: at least 36 credits at the 3000 level or 4000 level; (b) 4000-level courses: at least 18 credits of these upper-level courses (usually including 12 credits - in the major and six credits - in the minor) must be at the 4000 level;
- **In-Faculty courses:** See Residence Requirement and In-Faculty Courses;
- **Standing requirements:** In addition to fulfilling the requirements described above, students in this program must achieve satisfactory academic standing to enter, proceed and graduate.

### Honours Major/Minor iBA

- **General education:** See General Education Requirements;
- **Major/Minor Courses:** as defined by the specific programs; (a) major: usually a minimum of 42 credits in the major, at least 12 credits of which must be at the 4000 level; and (b) minor: usually a minimum of 30 credits in the minor, at least six credits of which must normally be at the 4000 level. In a major/minor program, a course may count only for major credit or for minor credit;
- **Language study courses:** At least 18 credits in a modern language offered by York University, including the Advanced I university-level course in the chosen language;
- **Internationally-oriented courses:** At least 12 credits of internationally-oriented courses chosen outside the major;
- **International exchange:** At least one full term abroad as a full-time student at one of York University's exchange partners;
- **Elective courses:** Students who graduate in this program are deemed to fulfill the elective course requirement;
- **Upper-level courses:** (a) 3000-level and 4000-level courses: at least 36 credits at the 3000 level or 4000 level; (b) 4000-level courses: at least 18 credits of these upper-level courses [usually including 12 credits in the major and six credits in the minor] must be at the 4000 level;
- **In-Faculty courses:** See Residence Requirement and In-Faculty Courses;

- **Standing requirements:** In addition to fulfilling the requirements described above, students in this program must achieve satisfactory academic standing to enter, proceed, and graduate.

## BA Program

In order to graduate with a BA degree, a student must successfully complete a 90 credit program as follows:

- **General education:** See General Education Requirements;
- **Major courses:** As defined by the specific program; usually a minimum of 30 credits, at least 12 credits of which must be at the 3000 level or 4000 level;
- **Elective courses:** At least 18 credits;
- **Upper-level courses:** At least 18 credits at the 3000 or 4000 level and at least 12 credits of which must be in the major subject;
- **In-Faculty courses:** See Residence Requirement and In-Faculty Courses;
- **Standing requirements:** In addition to fulfilling the requirements described above, students in this program must achieve satisfactory academic standing to enter, proceed and graduate.

## Diploma

Canadian Operational Research Society (CORS)—information is available from the Mathematics and Statistics Department.

## Certificates

In addition to degree programs, a number of certificates are offered through units of the Faculty of Arts. Students should consult the unit(s) where the certificates are housed for further information about entry and requirements.

Advanced Certificate in Hebrew and Jewish Studies (Department of Languages, Literatures and Linguistics)

Certificate of Advanced French Language Proficiency (Department of French Studies)

Certificate of Basic French Language Proficiency (Department of French Studies)

Certificate in Business Fundamentals (coordinator, Business and Society Program)

Certificate in Geographic Information Systems and Remote Sensing (Department of Geography)

Certificate of Intermediate French Language Proficiency (Department of French Studies)

Certificate in Non-Profit Management (coordinator, Business and Society Program)

Certificate of Proficiency in Chinese Language (Department of Languages, Literatures and Linguistics)

Certificate of Proficiency in German Language (Department of Languages, Literatures and Linguistics)

Certificate of Proficiency in Italian Language (Department of Languages, Literatures and Linguistics)

Certificate of Proficiency in Japanese Language (Department of Languages, Literatures and Linguistics)

Certificate of Proficiency in Modern Greek Language (Department of Languages, Literatures and Linguistics)

Certificate of Proficiency in Portuguese Language (Department of Languages, Literatures and Linguistics)

Certificate of Proficiency in Russian Language (Department of Languages, Literatures and Linguistics)

Certificate of Proficiency in Spanish Language (Department of Languages, Literatures and Linguistics)

Certificate in Teaching English to Speakers of Other Languages (Department of Languages, Literatures and Linguistics)

Cross-Disciplinary Certificate in Aboriginal Studies (Division of Social Science)

Cross-Disciplinary Certificate in Sexuality Studies (Sexuality Studies Program)

General Certificate in Law and Society (Law and Society Program)

General Certificate in Practical Ethics (Department of Philosophy)

General Certificate in Refugee and Migration Studies (Division of Social Science with the Centre for Refugee Studies)

General Certificate in Urban Studies (Urban Studies Program)

## Grading System

Refer to Grades and Grading Schemes within the Academic Information section of this calendar.

## Repeating Passed or Failed Courses for Academic Credit

Students are allowed to repeat a passed or a failed course once for 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. When a student is allowed to repeat a course for 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 credit requirements. 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). The restrictions regarding repeating a passed or failed course also apply to cross-listed courses and course exclusions.

## Grades from Other Universities

Grades for courses taken at other universities either prior to admission to York or on a York letter of permission are not listed on the York transcript and are not included in the calculation of grade point averages in the Faculty of Arts. Where it is necessary for the Faculty to take into consideration a student's grades from another institution, this Faculty's definitions of grades apply.

## Alternative Grading Option

### Pass/Fail

The Faculty wants capable upper-year students to feel free to enrol in elective/free-choice courses without fear of jeopardizing their grade point average. For this reason, students may take a limited number of such courses for full degree credit on an ungraded basis. Courses taken on this basis are listed on the transcript as Pass or as Fail. Neither of these two grades is calculated into the student's grade point averages. The course director forwards a written evaluation of the student's work in the course to the student and to the Registrar's Office. The following regulations apply to courses taken as a pass/fail alternative grading option.

- Only students who are not under academic warning, debarment warning, or academic probation may take such courses.
- Students may apply to take such courses only after they have successfully completed 24 credits.
- Courses taken on a pass/fail alternative grading option may not be used for courses taken to satisfy major, minor, general education, certificate requirements, or 1000-level science courses.
- Students registered in an Honours BA program may take a maximum of 12 credits as a pass/fail alternative grading option.
- Students registered in a BA program may take a maximum of six credits as a pass/fail alternative grading option.
- Students who wish to designate a course as pass/fail alternative grading option must do so within the first two weeks of the term in which the course begins; they must first obtain the signature of the course director on the form available for this purpose from Student

Client Services. The completed form should then be returned to Student Client Services.

- Students who elect to complete a course as a pass/fail alternative grading option can switch back to a graded basis until the last date to drop a course without academic penalty.

### 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

#### Marking Scheme

The means of determining the final grade in a course must be announced in writing in each course within the first two weeks of classes. Such information must include the kinds of assignments, essays, examinations and other components which make up the grade; their relative weights; and any other procedures which enter into the determination of the final grade.

In exceptional circumstances, a previously announced marking scheme for a course may be changed, but only with the consent of all students. The new marking scheme must also be distributed in written form.

Instructors are obligated to provide a mechanism by which students can be appraised of their progress in a course; in particular, students must be able to make an informed decision on whether to withdraw from a course. This will normally mean that before the deadline for withdrawing from courses, students will receive graded feedback on work worth at least 15 per cent of the final grade for fall (F Term), winter (W Term), or summer term courses, and 30 per cent for Y Term courses offered in the fall/winter session. Instructors are urged to provide more feedback where possible. More information is available at <http://www.yorku.ca/univsec/policies/>.

In courses where percentages are used as a means of reporting grades on individual pieces of work, the following conversion table is to be used in converting percentage grades to letter grades, unless alternative provisions for scaling and/or conversion are announced to students in writing within the first two weeks of classes.

From Percentage	To Letter Grade
90-100	A+
80-89	A
75-79	B+
70-74	B
65-69	C+
60-64	C
55-59	D+
50-54	D
40-49	E
0-39	F

### Requests for Reappraisal of Final Grades

Students may, with sufficient grounds, request that a final grade in a course be reappraised. Further information may be obtained from the department/division offering the course. Students applying to have a grade reappraised in a Faculty of Arts course should note the following:

- Requests for reappraisal must be filed with the unit offering the course within 21 calendar days of the release of the final grade in the course, or February 15 for the fall term, June 15 for the fall/winter and winter term and September 30 for the summer term, whichever is later.
- Students may question the marking of specific pieces of work, or the overall course grade. Normally, however, only written work can be reassessed.

- When a student asks for a reappraisal, an original grade may be raised, lowered or confirmed.
- Students wishing to request the reappraisal of a final grade should fill out the appropriate form available from the department/division offering the course and submit it to the same office.
- The decision of the department/division may be appealed to the Faculty of Arts Student Relations and Experience Committee only on grounds of procedural irregularity or new evidence.

### Deferred Standing and Aegrotat Standing

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

#### Deferred Standing

Deferred standing (an extension) allows a student additional time to write a test or final examination, or to complete an assignment after the Faculty's deadline for submission of term work.

In the Faculty of Arts, deferred standing is arranged by means of a form called a Final Examination/Assignment Deferred Standing Agreement. The deadlines for submitting this form are January 15 (fall term one, three and four credit courses), and May 15 (six and nine credit courses, and winter term one, three and four credit courses). A petition for deferred standing may be submitted if the course director indicates on a Final Examination/Assignment Deferred Standing Agreement form that she or he refuses to approve deferred standing, or if the deadline for agreements has passed. The form and guidelines are available on the Current Students Web site (<http://www.yorku.ca/yorkweb/cs.htm>).

#### Aegrotat Standing

In cases where a student cannot be expected to complete the work for a course, the phrase "aegrotat standing" (from the Latin for "she/he is ill") is substituted for a grade on the transcript. Aegrotat standing is seldom granted, and only in exceptional circumstances where deferred standing or late withdrawal from the course is inappropriate.

### Petitions for Deferred Standing and Aegrotat Standing

Petitions for deferred standing or aegrotat standing are expected to be submitted to the Petitions Committee within 48 hours of the Final Examination/Assignment Deferred Standing Agreement application deadline, and will not be accepted more than one month after the last day of examinations for the term in question without evidence of circumstances which account for the delay. It is the responsibility of the student to ensure that full documentation (medical or other) is provided in support of petitions for deferred or aegrotat standing. Appropriate forms and guidelines are available from Student Client Services or at the Current Students Web site (<http://www.yorku.ca/yorkweb/cs.htm>).

### Term Work, Tests and Examinations

#### Term Work

Term work includes reports, assignments, essays, tests and other written work assigned in a course with the exception of final examinations.

#### Deadline for Submission

Term work must be submitted by the first day of the official examination period of the term in which the course ends. Instructors, departments and divisions may, however, set earlier deadlines for the submission of term work.

#### Tests and Examinations

Tests and 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. (See Senate Policy on Academic Honesty and Student Code of

Conduct at <http://www.yorku.ca/univsec/policies/>.) The following regulations apply to tests and examinations.

### Identification

Students who are being tested or examined are required to present their YU-card with a photo or their YU-card without a photo plus a photo-bearing form of identification such as a driver's licence or passport.

### Answer Booklets

Answer booklets are the property of the University. Test papers, examination booklets and other answer forms remain the property of the University unless they are released by an instructor. Students may not remove them from the test or examination room without permission; nor may they possess blank examination booklets.

### Students' Right to Review

Students may always have the opportunity, under properly controlled conditions, to review and discuss their graded test and examination answers, but final examination answer booklets (and at the discretion of the course director, other answer booklets) remain the property of the University, and are retained by the teaching unit for a certain period of time before they are destroyed.

## Tests and Examinations During the Term

### Restriction at End of Term

In the fall/winter session, the total value of any test(s) or examination(s) given in the last two weeks of classes in a term must be no more than 20 per cent of the final mark for the course.

### Scheduling of Tests

Except where testing is conducted during individual appointments which accommodate the schedules of students (for example: individual oral interviews in language courses, individually scheduled make-up tests), tests or examinations given during the term must be held within the hours regularly scheduled for the course in question.

### Students' Right of Refusal

Students who are asked to write tests or examinations in contravention of the preceding two regulations may refuse to do so without academic penalty; they also have the right to raise the matter with the Chair of the department or the division in which the course is offered, or with the dean.

## Formally Scheduled Examinations

### Final Examination Period

There is a final examination period at the end of each term.

### Examination Schedules

The dates and times of formally scheduled examinations are listed on the Current Students Web site (<http://www.yorku.ca/yorkweb/cs.htm>). Examinations may last two or three hours.

### Missed Examinations

A student who misses an examination should contact the Registrar's Office within 48 hours of the examination. A student who wishes to write a make-up examination must petition for deferred standing in the course.

### Rewriting of Examinations

The Faculty of Arts has no provision for the rewriting of a final examination to improve a mark.

## Academic Standing

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

## Honours BA Degree

### Qualifying for Honours

#### Students with no Previous Postsecondary Education

Students who enter the Faculty of Arts with no prior experience at a postsecondary educational institution (such as a university or college) are automatically enrolled in an Honours program.

#### Transfer Students

Students who enter with prior experience at a postsecondary educational institution are enrolled in an Honours program if their prior cumulative grade point average (including failed courses) is at least the equivalent of 5.00 (C+) on the York scale. (*Note: Courses taken at other postsecondary institutions are not calculated as part of the student's grade point average at York, nor do they appear on the York transcript.*)

### Continuing in Honours

To continue in an Honours program, students must maintain a cumulative grade point average of at least 5.00 (C+). Students whose cumulative grade point average falls below 5.00 (C+) during the course of their studies may proceed in an Honours program, on warning, provided they meet the year level progression requirements set out below:

Year Level	Credits Completed	Cumulative Grade Point Average
1	Fewer than 24 credits	4.00
2	24 to 53 credits	4.25
3	54 to 83 credits	4.80

### Ineligibility to Continue in Honours

Students who do not meet the conditions outlined above may continue their studies only in a BA degree program.

### Re-entering Honours

Students who are ineligible to continue in Honours may re-enter Honours if they raise their cumulative grade point average to 5.00 (C+) or above by the time they have successfully completed their 90th credit.

### Graduating in Honours

To graduate in an Honours program, students must successfully complete (pass) at least 120 credits which meet Faculty of Arts and program requirements. The cumulative grade point average must be at least 5.00 (C+).

### Courses taken Beyond the Normal Maximum

Students in an Honours BA program who successfully complete more than 120 credits and whose cumulative grade point average is at least 5.00 (C+) will have all credits counted towards their Honours BA and their cumulative grade point average.

### Opting to Graduate in a BA Program

Students who are eligible for Honours may opt to graduate in a BA program in the session in which they have completed their final course(s).

### Graduating with a BA Degree

Students registered in an Honours program whose cumulative grade point average after completion of 90 credits falls below 5.00 (C+), but remains 4.00 (C) or above, may request to graduate with a BA degree if they fulfill the BA degree requirements, or may continue in a BA program until those requirements are fulfilled. They may not continue in an Honours program and they may not take extra courses in a subsequent session in an effort to raise their cumulative average.

## BA Degree

### Graduating with a BA Degree

Students must successfully complete (pass) at least 90 credits which meet Faculty of Arts and program requirements. The cumulative grade point average must be at least 4.00 (C).

### Courses taken Beyond the Normal Maximum—in Order to Raise Cumulative Grade Point Average

Students in a BA program who have passed 90 credits in accordance with Faculty and program requirements, but whose cumulative grade point average is below 4.00 (C) may attempt to raise their average to 4.00 (C) 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; regulations on equivalent and excluded courses apply.

### Courses taken Beyond the Normal Maximum

Students in a BA program who successfully complete more than 90 credits and whose cumulative grade point average is at least 4.00 (C) and less than 5.00 (C+) will have all credits counted towards their BA and their cumulative grade point average.

## Academic Honours

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

### Scholarships and Merit Awards

These include Merit Awards, Entrance Scholarships, Renewable Scholarships and In-Course Scholarships.

### Faculty of Arts Sessional Academic Achievement List

The Faculty of Arts Sessional Academic Achievement List recognizes outstanding academic achievement in the following ways:

- Students taking 12-15 credits in a given session who have attained a sessional grade point average of 8.00 (A) or higher;
- Students taking 18 or more credits in a given session who have attained a sessional grade point average of 7.50 or higher.

### Graduating Honours

Students with high grade point averages are eligible for the following honours upon graduation from the Faculty:

#### Honours BA Degree

Summa cum laude: 8.00 or above cumulative grade point average.

Magna cum laude: 7.80-7.99 cumulative grade point average.

Cum laude: 7.50-7.79 cumulative grade point average.

Dean's Honour Roll: 7.00 cumulative grade point average.

#### BA Degree

With distinction: 8.00 or above cumulative grade point average.

With merit: 7.50-7.99 cumulative grade point average.

Dean's Honour Roll: 7.00 cumulative grade point average.

## Academic Penalties

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

## Academic Warning

Students whose cumulative grade point average falls below 4.00 (C) at the end of any session, or who enter the Faculty with a grade point average equivalent to less than 4.00 (C) on the York scale, receive an academic warning. Students on academic warning must achieve a cumulative grade point average of at least 4.00 (C) within the next 24 credits taken, or earn a sessional grade point average of at least 5.00 (C+) in the session in which that 24th credit is completed and in each subsequent session until the cumulative grade point average reaches 4.00 (C), or be required to withdraw. Students whose cumulative grade point average on at least 24 credits is below 2.50 will be required to withdraw.

### Required Withdrawal

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

#### Grade Point Average Below 2.50

Students whose cumulative grade point average on at least 24 credits is below 2.50 must withdraw for 12 months.

#### Grade Point Average Below 4.00 and Equal to or Greater Than 2.50

Students who have received an academic warning for a cumulative grade point average below 4.00 (C) must achieve a cumulative grade point average of at least 4.00 (C) within their next 24 credits taken or earn a sessional grade point average of at least 5.00 (C+) in the session in which that 24th credit is completed and in each subsequent session until the cumulative grade point average reaches 4.00 (C); otherwise, they must withdraw for 12 months. Should the student's cumulative grade point average fall below 2.50 at any time after completion of 24 credits, they will be required to withdraw for 12 months.

### Petition to Continue Without Interruption

Students who have been required to withdraw may submit a petition to the Faculty of Arts Petitions Committee requesting permission to continue their studies without interruption. Students granted such a petition will be allowed to continue their studies on debarment warning. For further information, see the section on Petitions or go to the Current Students Web site (<http://www.yorku.ca/yorkweb/cs.htm>).

### 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 or the Current Students Web site (<http://www.yorku.ca/yorkweb/cs.htm>). 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 Petitions Committee) receive a debarment warning.

### Debarment Warning

Students who have been required to withdraw from the Faculty of Arts, or from another Faculty at York, or elsewhere receive a debarment warning upon continuing their studies in the Faculty. Students on debarment warning must achieve a cumulative grade point average of at least 4.00 (C) within the next 24 credits taken or earn a sessional grade point average of at least 5.00 (C+) in the session in which that 24th credit is completed and in each subsequent session until the cumulative grade point average reaches 4.00 (C), and must then maintain this average. Students who do not fulfill these conditions will be debarred from the University.

### 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.

### Petition to Continue Without Interruption

Students who have been debarred may submit a petition to the Faculty of Arts Petitions Committee requesting permission to continue their studies without interruption. Students granted such a petition will be allowed to continue their studies on academic probation. For further information, see the section on Petitions or go to the Current Students Web site (<http://www.yorku.ca/yorkweb/cs.htm>).

### Reapplying After Debarment

Students who have been debarred and who wish to resume their studies must apply for admission through the Admissions Office (<http://www.yorku.ca/web/futurestudents/>), 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 Petitions Committee) receive an academic probation.

### Academic Probation

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

### Policy on Academic Honesty

A central purpose of the University is to teach students to think independently and critically. Cheating and other forms of academic dishonesty run counter to this purpose and violate the ethical and intellectual principles of the University; they are therefore subject to severe penalties. For more information, refer to the Senate Policy on Academic Honesty (see University Policies and Regulations section of this calendar or <http://www.yorku.ca/univsec/policies/>).

### Petitions for Exemptions from the Regulations

The purpose of academic regulations is to allow students to develop their interests and talents to the fullest in ways consistent with the philosophy and standards of the Faculty. In establishing academic regulations, the Faculty also recognizes that instances will arise where it makes sense, in the context of a student's academic career, to waive regulations which would otherwise apply.

### Petitions Committee

The Petitions Committee considers requests for exceptions to all Faculty regulations, including petitions to continue their studies without interruption from students who have been required to withdraw or debarred.

### Note on Grade Reappraisals

Requests for the reappraisal of final grades are not petitions in the formal sense. Such requests should be directed to the undergraduate program director in the teaching unit offering the course in question.

### Right to Petition

Students in the Faculty of Arts have the right to petition for special consideration. It should be noted, however, that a petition is a request for the waiver of a regulation; it cannot be used to create legislation (for example: a degree program) that does not exist. Normally, petitions will not be considered by the Petitions Committee more than one year beyond the date of the release of grades for the session to which the petition relates.

### Petitions Procedures

Petitions are held in the strictest confidence, and brought anonymously to the committee. The committee considers the petition itself, any supporting documents (from professors or medical practitioners), and other relevant information contained in the student's record. Students may not appear in person.

### Initiating a Petition

To initiate a petition, students should obtain an instruction sheet and, where appropriate, an Attending Physician's Statement Form from Student Client Services, 416-872-YORK (9675) or the Current Students Web site (<http://www.yorku.ca/yorkweb/cs.htm>). Advice on petitioning is available from Student Client Services; from the Office of the Dean, South 928 Ross Building, 416-736-5260; or from the Student Academic Centre, 103 Central Square, 416-736-5022. Petitions should be brought or mailed to the appropriate committee in care of Student Client Services.