Critical Disability Studies

Please do not wear scented products to classes. Some individuals are intolerant of scented products.

In a life-threatening emergency, call 911 directly. For other urgent campus matters arising at York or Glendon, call ext. 33333 or (416) 736-5333, or simply pick up the receiver of any Emergency Blue Light Telephone or elevator emergency telephone. These connect directly to Security Control Centre. You can also make a free call to the Centre from any campus pay phone.

For non-emergencies or general security information, call (416) 650-8000, or extension 58000 if you are using an on-campus phone. You can also check www.yorku.ca/security
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- Graduate Courses
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- Grade Reappraisals
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- Internal – Assistantships
- Internal – Scholarships
- Internal – Others
- Internal – Funding for Conferences
- External – Scholarships
- External – Student Loans
- External – for Students with Disabilities

# TUITION FEES

# OFFICE OF RESEARCH SERVICES (ORS)

# STUDENT RESOURCES

- Canadian Union of Public Employees (CUPE) - Local #3903
- Career Centre
- Centre for Academic Writing
- Centre for the Support of Teaching (CST)
- Centre for Student Community & Leadership Development
- Coalition of Jewish Gay, Lesbian and Bisexual Students
- Community and Legal Aid Services Program
- Counselling and Disability Services (CDS)
- Graduate Research Association of Students in Public Health (GRASP)
- Graduate Students' Association (GSA)
- Office of the Ombudsperson and the Centre for Human Rights
- Sexual Harassment Education and Complaint Centre
- Transgendered Bisexual Lesbian Gay Alliance (TBLGAY)
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Welcome to York University!

Welcome to York University! If you're new to the university, it can be a difficult task to organize yourself, figure out where everything is, and how to get the information you need. This Survival Guide and Handbook is designed to help. It provides general information about some of the resources and services you may need throughout your graduate work at York University, as well as more specific information pertaining to the program.

This Survival Guide and Handbook provides a general overview of the people, places, and resources you will encounter as a graduate student at York University, and specific information about your program. It can help you find out such things as where to apply for funding, how to get an e-mail account, what resources are available, and what you need to graduate with a degree.

NOTE:

Every effort has been made to ensure that the information in this Guide/Handbook is accurate and up-to-date; however, some information may change over the course of the year. For the latest information, check the program website at http://cdis.gradstudies.yorku.ca/
### 2014-2015 IMPORTANT DATES

| Term Registration, Course Enrollment/Drop, Petition, Tuition Payment/Refund |
|-----------------|-----------------|-----------------|
| Start date to register online | June 3 | TBD * |
| Final day to (1) register **online without a $200.00 late registration fee, and (2) petition for a change of status** (e.g. leave of absence, change to part-time, extension of program time limit). | Sept 3 | Dec 16 | TBD * |
| **First date of classes.** | | | |
| Term tuition payment due | Sept 10 | Jan 10 | TBD * |
| Last day to **enroll in courses online without permission** of instructor | Sept 22 (F & Y) | Jan 19 | TBD * |
| 100% Term tuition refund | Sept 30 | Jan 31 | TBD * |
| Last day to **enroll in courses online with permission** of instructor | Oct 6 (F) | TBC | TBD * |
| Oct 14 (Y) | | | |
| 80% Term tuition refund | Oct 15 | Feb 15 | TBD * |
| **Online** registration ends | Oct 27 | Jan 27 | TBD * |
| 40% Term tuition refund | Oct 31 | Feb 28 | TBD * |
| **Manual** registration ends. Students not registered are withdrawn for failure to maintain continuous registration. | Nov 30 | Feb 28 | TBD * |
| **Last date of classes.** | Dec 7 | Apr 6 | TBD * |

* Dates will soon be posted at http://gradstudies.yorku.ca/current-students/student-status/important-dates/*
<table>
<thead>
<tr>
<th>Classes, Holidays and University Closings</th>
</tr>
</thead>
<tbody>
<tr>
<td>Labour Day *</td>
</tr>
<tr>
<td>Thanksgiving *</td>
</tr>
<tr>
<td>Reading Week *(Fall) **</td>
</tr>
<tr>
<td>Christmas/New Year's Break *</td>
</tr>
<tr>
<td>Family Day *</td>
</tr>
<tr>
<td>Reading Week *(Winter) **</td>
</tr>
<tr>
<td>Good Friday *</td>
</tr>
<tr>
<td>Victoria Day *</td>
</tr>
<tr>
<td>Canada Day *</td>
</tr>
<tr>
<td>Civic Holiday *</td>
</tr>
</tbody>
</table>

* University is closed.

** No classes will be scheduled. However, university offices will be open during normal hours.
### Convocation

<table>
<thead>
<tr>
<th>Event</th>
<th>October 2014 Convocation</th>
<th>June 2015 Convocation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Doctoral oral defence — Deadline for the Office of the Dean, Graduate studies to receive recommendations for Oral examination from the graduate program directors for doctoral students expected to fulfill all Doctor of Philosophy requirements for October 2014 convocation.</td>
<td>July 28</td>
<td>March 31</td>
</tr>
<tr>
<td>Deadline to apply to graduate. All degree requirements, including final grades, must be met by April 30, 2015, to convocate in June 2015.</td>
<td></td>
<td>April 1</td>
</tr>
<tr>
<td>Deadline for the Office of the Dean, Graduate studies to receive recommendations for Oral examination from the graduate program directors for master’s students expected to fulfill all requirements for convocation.</td>
<td>August 5</td>
<td>April 2</td>
</tr>
<tr>
<td>Last date for students to hold thesis/dissertation exams to fulfill requirements for convocation.</td>
<td>August 22</td>
<td>April 24</td>
</tr>
<tr>
<td>Submissions of Thesis/Dissertation — Thesis/dissertation must be submitted by this date for students planning to convocate.</td>
<td>August 29</td>
<td>April 30</td>
</tr>
<tr>
<td>Convocation ceremony</td>
<td>Oct 15-17</td>
<td>TBD*</td>
</tr>
</tbody>
</table>
INTRODUCTION TO THE GRADUATE PROGRAM

Graduate Program Office

Source of information regarding registration, courses, guidelines, and all other matters pertaining to the department:

<table>
<thead>
<tr>
<th>Position</th>
<th>Name</th>
<th>Tel</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Graduate Program Director</td>
<td>Nancy Viva Davis Halifax</td>
<td>416-736-2100 ext. 22653</td>
<td><a href="mailto:nhalifax@yorku.ca">nhalifax@yorku.ca</a></td>
</tr>
<tr>
<td>Graduate Program Assistant</td>
<td>Anna Barnes</td>
<td>416-736-2100 ext. 44494</td>
<td><a href="mailto:abarnes@yorku.ca">abarnes@yorku.ca</a></td>
</tr>
<tr>
<td>Program Secretary</td>
<td>TBA</td>
<td>416-736-2100 ext. 22052</td>
<td></td>
</tr>
</tbody>
</table>

Mailing Address: Critical Disability Studies Graduate Program
Room 409
Health, Nursing and Environmental Studies Building (HNES)
York University
4700 Keele Street
Toronto, Ontario
Canada M3J 1P3

Fax: (416) 736-5227
Website: http://cdis.gradstudies.yorku.ca/

Faculty of Graduate Studies (FGS)

The Graduate Program in Critical Disability Studies (CDS) is a program of the Faculty of Graduate Studies (FGS). FGS is, therefore, the faculty for all graduate students in CDS. It is also a source of funding for conference presentations, various grants, fellowships, and scholarships, etc.

CDS students must familiarize themselves with the regulations outlined in the FGS Faculty Calendar, including but not limited to: (1) Academic Integrity, (2) Intellectual Property Policy, (3) Continuous Registration, (4) Time Limits, (5) Petitions, (6) Appeals, (7) Grading System, (8) Course Withdrawal, and (9) Program Withdrawal.

The FGS Faculty Calendar is posted online at www.yorku.ca/grads/policies_procedures/index.html. For your convenience, some of the regulations are included in this Handbook (under the section "FGS Regulations").

Dean of FGS: Dr. Barbara Crow
Phone: 416-736-2100 ext. 31094

Student Affairs Officer: Heather Moore
Phone: 416-736-2100 ext. 66682

Student Affairs Assistant: Donna Hewison
Phone: 416-736-2100 ext. 60467

Address: 230 York Lanes
Website: http://gradstudies.yorku.ca/
**Graduate Students’ Association (GSA)**

GSA is a democratic, representative students' association whose goal is to enhance the conditions of graduate student life at York in addition to promoting the right to universal, post-secondary education and social and environmental justice for all. For example, if a student encounters a dispute concerning a grade or full or part-time status, the GSA acts as an advocate on behalf of that particular student. The GSA Executives represent and advocate on behalf of graduate students, and also ensure that they are informed on issues which are pertinent to them.

In addition, GSA is a source of funding providing graduate students with conference support, thesis support, and an emergency loan fund. It also provides office services such as laser printing, photocopying, and fax services.

Thus, the GSA is an integral part of York as it acts as an advocate for graduate students, provides pertinent information for them, and is a source of funding.

325 Student Centre Tel: (416) 736-5865 Fax: (416) 736-5729  
www.yugsa.ca info@yugsa.ca

**Critical Disability Studies Students’ Association (CDSSA)**

Each graduate program forms a students’ association and selects a representative to sit on the **GSA Council**, which holds meetings on a monthly basis. Contingent upon enrollment numbers, the CDSSA representative will receive a sum of money to spend on program needs. For example, some funds have been used to purchase materials for the Resource Room, host an annual conference on disability, and provide sustenance for student social events.

The CDSSA representative is a liaison between the GSA and the Graduate Program in Critical Disability Studies. Should any urgent matters arise, it is incumbent upon the Council member to relate the information to the CDS students.

G10 HNES Building Office hours to be announced.
**Faculty members**

Their contact information and C.V. are posted on the program website at [http://cdis.gradstudies.yorku.ca/faculty/](http://cdis.gradstudies.yorku.ca/faculty/)

**York Faculty Appointed to Critical Disability Studies**

**Rachel Gorman**  
(Assistant Professor; PhD, Toronto)  
Political economies of disability; Disability Arts and Culture movements; postcolonial and dialectical materialist approaches to understanding the social organization of disability; disability in the context of nationalisms, transnational imperialism, and national liberation; internationalist and anti-capitalist approaches to global healthcare provision.

**Nancy Halifax**  
(Associate Professor; PhD, Toronto)  
The body and representation; feminist theory; gender; knowledge translation; social determinants of health; social justice; qualitative and arts-informed research.

**Geoffrey Reaume**  
(Associate Professor; PhD, Toronto)  
Mad people's history; history of people with disabilities; medical history; psychiatric patients' labour history; archiving psychiatric survivor and disability histories; labels, terminology, activism and self-identity among psychiatric survivors/consumers; connecting the past with contemporary social justice struggles.

**Marcia Rioux**  
(Professor; PhD, California, Berkeley)  
International human rights and monitoring, the social and legal construction of inequality, theory of critical disability, education for all, globalization, social welfare and social justice, health equity, social policy and diversity.

**York Faculty Cross-Appointed to Critical Disability Studies**

**Naomi Adelson**  
(Associate Professor; PhD, Montreal)  
Anthropology of the body; Concepts of Health; Indigenous health; social suffering; health disparities; gender and stress. Visualizing biotechnologies and the body.

**Gary Bunch**  
(Professor Emeritus; EdD, British Columbia)  
Education of persons with disabilities in inclusive settings, child development, learning styles, representation of persons with disability in the media, and the community of researchers’ model and action research and collaboration with community groups.

**Tamara Daly**  
(Associate Professor; PhD, Toronto)  
Gender and health; health care work; comparative health policy, and the role of heath care non-profits.

**Stephen Gaetz**  
(Associate Professor; PhD, York University, Toronto)  
Homelessness, infectious diseases and pandemics; Adolescence, youth culture and resistance; Street youth, their economic strategies, legal and justice issues; Strategies for mobilizing homelessness research.
Joan Gilmour  
(Professor; ScD, Law, Stanford)  
Bioethics, disability and the law, health law, legal governance of health care, privatization and health care reform, legal regulation of alternative health care, professional regulation of health care practitioners, torts, civil procedure, equality rights and discrimination, feminist legal analysis.

Gerald Gold  
(Professor; PhD, Minnesota)  
Virtual support communities for disability wheelchair users - bodies and persons autoimmune disabilities (arthritis, Crohn's, Lupus, fibromyalgia and multiple sclerosis).

Neita Israelite  
(Associate Professor; PhD, Pittsburgh)  
Identity construction of hard of hearing adolescents; transition and adjustment issues for postsecondary students with disabilities.

Isabel Killoran  
(Associate Professor; PhD, Alabama at Birmingham)  
Inclusive education, preschool inclusion, Teacher candidates' attitudes towards inclusion and how faculties of education can help shape them, curriculum analysis, parent advocacy in the education system, siblings of children with disabilities.

Thomas Klassen  
(Professor; PhD, Toronto)  
The politics of aging, age discrimination in the workplace, disabilities in the workplace and labour market, perceptions of people who stutter, treatment of stuttering, gambling policy.

Joel Lexchin  
(Professor; MD, Toronto)  
Health policy, physician prescribing behaviour, pharmaceutical promotion and the drug approval process, globalization.

David Lumsden  
(Professor Emeritus; PhD, Cambridge)  
Medical anthropology, cross-cultural mental health issues, collective violence & resilience, stress & coping, culture and disability issues, refugee health issues, qualitative health research, advocacy.

Connie Mayer  
(Associate Professor; EdD, Toronto)  
Language and literacy development in learners at risk (e.g., deaf and hard of hearing); emergent literacy; early intervention; bilingualism; the role of signed language in educating D/HH learners; sociocultural theory and its applications to educational practice and research; classroom discourse; teacher education.

Roxanne Mykitiuk  
(Associate Professor; LLM, Columbia)  
Reproductive and genetic technologies; feminist bioethics; cultural and social implications of biotechnology; family law; children and the law; disability studies; feminist theory; epistemology; health and globalization; construction of the body and legal regulation.

Beryl Pilkington  
(Associate Professor; PhD, Loyola University Chicago)  
Qualitative Methodology, Community-based Research, Social Determinants of Health, Child & Youth Resilience
Norene Pupo  
(Associate Professor; PhD, McMaster)  
Sociology of work and labor; Canadian society; political sociology; technological change; formal organization; women's studies; social policy; globalization and power.

John Radford  
(Professor Emeritus; PhD, Clark)  
Spatial and environmental aspects of disability with emphasis on the cultural and social geography of disability and integration issues: especially planning issues and residential satisfaction of people with a disability.

Dennis Raphael  
(Professor; PhD, Toronto)  
Human development, social determinants of health, the quality of life of communities and individuals, and the impact of government decisions on Canadians' health and well-being.

Kimberley White  
(Associate Professor; PhD, Toronto)  
Madness representation, criminal justice, mental illness and the law.

Mary Wiktorowicz  
(Professor; PhD, Toronto)  
Comparative health policy including mental health sector restructuring, the regulation of pharmaceuticals and the role of interest groups in shaping health policy.

Adjunct Faculty

There are a number of internationally renowned scholars associated as adjunct faculty to the program. These scholars have gained their reputation as fundamental contributors to critical studies in disability and serve to enhance the faculty complement. They are:

Colin Barnes  
(Professor, Leeds University, England)  
Theories of disability; Social policy and disabled people; Disability politics and culture; Inclusive education; Disability and the majority world; Emacipatory/participatory research methodologies and practice; Cultural studies; Popular culture; Sociology of deviance.

Len Barton  
(Professor Emeritus, University of London, England)  
Disability Studies; Sociology of Education; Inclusive Education; Cross-cultural issues relating to policy and practice in terms of disability and inclusive education.

Lee Ann Basser  
(Associate Professor, La Trobe University, Australia)  
Children’s rights; Disability law; Family law; Health law.

Robert Brown  
(Research Co-ordinator, Research and Information Services, Toronto District School Board)  
Demographic Differences and Socioeconomic Challenges in Special Education; the time structures of schools and schooling; student cohort studies.

Catherine Frazee  
(Co-Director, Ryerson RBC Institute for Disability Studies Research and Education; Disability Rights Scholar, Consultant and Researcher, Canada)  
Disability rights; Identity; Culture and the disability experience.
Nora Groce  
(Professor; Chair of Leonard Cheshire and Director of the Leonard Cheshire Disability and Inclusive Development Centre, Department of Epidemiology and Public Health, University College London, England)  
Issues of disability in international health and development; Violence as a global public health problem; Equity in access to health care in ethnic and minority communities.

Beth Haller  
(Professor, Towson University, United States)  
Media images of disability and disability issues; alternative press, ethnic press, disability press (historical and modern); copyright issues in cyberspace; freedom of expression.

Ljiljana Igric  
(Professor, University of Zagreb, Croatia)  
Mental Illness; Special education; Rehabilitation.

Robyn Munford  
(Professor, Massey University, New Zealand)  
Family Support Services; Disability Policy and Service Provision; Community Development; Social Service Organisations; Feminist Frameworks and Social/Community Work Practice; Research Methods; Social/Community Work Service and Practice.

Xuan Thuy Nguyen  
(Post-Doctoral Fellow, McGill University, Canada)  
Key areas of research: disability and international development, human rights, inclusive education, critical theory, post-structuralism theory, critical policy studies, visual methodologies, historiography.

Carla Rice  
(Associate Professor, Trent University, Canada)  
Narratives of body, identity, and difference in the passage to womanhood; Arts-based inquiry into everyday experiences of women with disabilities and physical differences in social and health care encounters; Qualitative research into girls’ accounts of body image as an equity issue within educational settings.

Margrit Shildrick  
(Visiting Scholar, School of Sociology, Social Policy and Social Work, Queen’s University, Belfast, England)  
Notion of the anomalous body; Gender studies; Feminist theory; Postmodernist cultural theory; Theories of the body; Bioethics; Feminist theory and gender relations; critical cultural theory - esp. concerning identity and difference; postmodernist bioethics; theories of the body (including: post-conventional theories of disability; disability and sexuality; the concept of the monstrous).

Carol Thomas  
(Professor, Centre for Disability Research (CeDR), Lancaster University, England)  
Disability studies, sociology of health and illness, nature of care, public health and health promotion, domestic labour and health, and women's health.
York Faculty Directory

York University Switchboard: (416) 736-2100

- HNES Building – Health, Nursing, and Environmental Studies Building

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Extension</th>
<th>Room</th>
<th>Email/Web page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ahmad, Farah</td>
<td>Associate Professor</td>
<td>33988</td>
<td>Room 414, HNES Building</td>
<td><a href="mailto:farahmad@yorku.ca">farahmad@yorku.ca</a></td>
</tr>
<tr>
<td>Adelson, Naomi</td>
<td>Associate Professor</td>
<td>55367</td>
<td>Room 135, Founders College</td>
<td><a href="mailto:nadelson@yorku.ca">nadelson@yorku.ca</a></td>
</tr>
<tr>
<td>Bunch, Gary</td>
<td>Professor Emeritus</td>
<td>22810</td>
<td>Room 265, Winters College</td>
<td><a href="mailto:gbunch@edu.yorku.ca">gbunch@edu.yorku.ca</a></td>
</tr>
<tr>
<td>Daly, Tamara</td>
<td>Associate Professor</td>
<td>30522</td>
<td>Room 411, HNES Building</td>
<td><a href="mailto:dalyt@yorku.ca">dalyt@yorku.ca</a></td>
</tr>
<tr>
<td>El Morr, Christo</td>
<td>Assistant Professor</td>
<td>22123</td>
<td>Room 424, HNES Building</td>
<td><a href="mailto:elmorr@yorku.ca">elmorr@yorku.ca</a></td>
</tr>
<tr>
<td>Gaetz, Stephen</td>
<td>Associate Professor</td>
<td>23088</td>
<td>Room 631, York Research Tower</td>
<td><a href="mailto:sgaetz@edu.yorku.ca">sgaetz@edu.yorku.ca</a></td>
</tr>
<tr>
<td>Gilmour, Joan</td>
<td>Professor</td>
<td>55561</td>
<td>Room S840, Ross Building</td>
<td><a href="mailto:jgilmour@osgoode.yorku.ca">jgilmour@osgoode.yorku.ca</a></td>
</tr>
<tr>
<td>Gold, Gerald</td>
<td>Professor</td>
<td>77781</td>
<td>Room 322, Calumet College</td>
<td><a href="mailto:gerry@yorku.ca">gerry@yorku.ca</a></td>
</tr>
<tr>
<td>Gorman, Rachel</td>
<td>Assistant Professor</td>
<td>30523</td>
<td>Room 407, HNES Building</td>
<td><a href="mailto:gorman@yorku.ca">gorman@yorku.ca</a></td>
</tr>
<tr>
<td>Halifax, Nancy</td>
<td>Associate Professor and Graduate Program Director</td>
<td>22653</td>
<td>Room 408, HNES Building</td>
<td><a href="mailto:nhalifax@yorku.ca">nhalifax@yorku.ca</a></td>
</tr>
<tr>
<td>Israelite, Neita</td>
<td>Associate Professor</td>
<td>20913</td>
<td>Room 259, Winters College</td>
<td><a href="mailto:nisrael@edu.yorku.ca">nisrael@edu.yorku.ca</a></td>
</tr>
<tr>
<td>Killoran, Isabel</td>
<td>Associate Professor</td>
<td>20049</td>
<td>Room 269, Winters College</td>
<td><a href="mailto:ikilloran@edu.yorku.ca">ikilloran@edu.yorku.ca</a></td>
</tr>
<tr>
<td>Klassen, Thomas</td>
<td>Professor</td>
<td>88828</td>
<td>Room S636, Ross Building</td>
<td><a href="mailto:tklassen@yorku.ca">tklassen@yorku.ca</a></td>
</tr>
<tr>
<td>Lexchin, Joel</td>
<td>Professor</td>
<td>22119</td>
<td>Room 420, HNES Building</td>
<td><a href="mailto:jlexchin@yorku.ca">jlexchin@yorku.ca</a></td>
</tr>
<tr>
<td>Lumsden, David</td>
<td>Professor Emeritus</td>
<td>77514</td>
<td>Room 135, Founders College</td>
<td><a href="mailto:lumsden@yorku.ca">lumsden@yorku.ca</a></td>
</tr>
<tr>
<td>Mayer, Connie</td>
<td>Associate Professor</td>
<td>30738</td>
<td>Room 215, Winters College</td>
<td><a href="mailto:cmayer@edu.yorku.ca">cmayer@edu.yorku.ca</a></td>
</tr>
<tr>
<td>Mykitiuk, Roxanne</td>
<td>Associate Professor</td>
<td>55204</td>
<td>Room 326, Osgoode</td>
<td><a href="mailto:rmykitiuk@osgoode.yorku.ca">rmykitiuk@osgoode.yorku.ca</a></td>
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<td>Pilkington, Beryl</td>
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<td>30697</td>
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<td><a href="mailto:bplikking@yorku.ca">bplikking@yorku.ca</a></td>
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<td>Pupo, Norene</td>
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<td>30205 or 55612</td>
<td>Room 276, York Lanes</td>
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<td>Radford, John</td>
<td>Professor Emeritus</td>
<td>22482</td>
<td>Room S404D, Ross Building</td>
<td><a href="mailto:johnrad@yorku.ca">johnrad@yorku.ca</a></td>
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<tr>
<td>Raphael, Dennis</td>
<td>Professor</td>
<td>22134</td>
<td>Room 418, HNES Building</td>
<td><a href="mailto:draphael@yorku.ca">draphael@yorku.ca</a></td>
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<td>Reaume, Geoffrey</td>
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<td>Rioux, Marcia</td>
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<td>White, Kimberley</td>
<td>Associate Professor</td>
<td>20546</td>
<td>Room S734, Ross Building</td>
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<td>Room 435, HNES Building</td>
<td><a href="mailto:mwiktor@yorku.ca">mwiktor@yorku.ca</a></td>
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MASTER of ARTS PROGRAM

Degree Requirements

The M.A. program is a **1-year full-time** or **2-year part-time** program of advanced graduate study. All requirements for a master’s degree must be fulfilled within 12 terms (4 years) of registration. Terms in which students are registered as Leave of Absence, Maternity Leave, Parental Leave, or No Course Available are not included in these time limits. Continuous registration at York University must be maintained.

**Full-time** students are expected to maintain continuous registration throughout the course of study at the full-time status for a minimum of **3 consecutive terms**. Their status would be automatically switched to part-time as of the 4th term unless they petition to the Faculty of Graduate Studies, through the Graduate Program Office, for an “Extension of Program Time Limit” at least 6 weeks prior to the term of which the change is expected to take place and subsequently get an approval.

**Part-time** students are expected to maintain continuous registration throughout the course of study at the part-time status for a minimum of **6 consecutive terms**.

Candidates for the **M.A. degree** must complete **18 credits** of courses at the graduate level, plus the **Major Research Paper**, of which the guidelines are available on the program website at [http://cdis.gradstudies.yorku.ca/guidelines/](http://cdis.gradstudies.yorku.ca/guidelines/) (under “Quicklinks”)

**Core Courses (15 credits)**

- CDIS 5100 6.0: Disability Studies: An Overview
- CDIS 5110 3.0: Methodology
- CDIS 5120 3.0: Critical Disability Law
- M.A. MRP Research Seminar
- CDIS 6001 0.0: M.A. Major Research Paper

**Elective Courses (6 credits)**

In addition to the core courses listed above, Master’s students must complete **6 credits** of elective courses, including a minimum of 3 credits offered by the program. A 3-credit elective course in a cognate area may be allowed with permission of the Graduate Program Director. **Please note that not all electives will be offered every year.**

- CDIS 5020 3.0: Social Justice in the Labour Force
- CDIS 5025 3.0: History of Health Care Ethics from Ancient Times to the Present
- CDIS 5030 3.0: Pedagogy and Empowerment
- CDIS 5035 3.0: Mad People’s History
- CDIS 5040 3.0: Experience, Identity and Social Theory
- CDIS 5045 3.0: Health Equity and Mental Health Policy
- CDIS 5050 3.0: Disability in Cultural Context
- CDIS 5055 3.0: Knowledge Production
- CDIS 5060 3.0: Disability in an Age of Information Technology
- CDIS 5065 3.0: Health Systems, Issues and Inequities in Comparative Perspective
- CDIS 5070 3.0: Geography of Disability
- CDIS 5080 3.0: Language, Literature and Disability
- CDIS 5090 3.0: Public Policy and Disability
- CDIS 6120 3.0: Social Inclusion: Theory and Practice in Education and Social Policy
- CDIS 6130 3.0: International Development in Disability and Human Rights
- CDIS 6140 3.0: Health and Disability
- CDIS 6150 3.0: Critical Interpretations of Disability History
MA Student Progress Flow-Chart

Below is a chart depicting student progress throughout the M.A. program.

Notes:

1. ALL incoming and returning students must take CDIS 5100 and MRP Seminar over the Fall 2014 and Winter 2015 terms.

2. CDIS 5110 and CDIS 5120 are offered twice a year – in the Fall term and the Winter term.

3. Not all CDIS elective courses are available in any academic year.

4. Students must have successfully completed ALL courses (i.e. CDIS 5100, 5110, 5120, MRP Seminar and two 3-credit elective courses) and should not hold incomplete grades (“INC”) prior to enrolling in CDIS 6001 0.0 and starting the write up for the Major Research Paper.

Full-time studies (a minimum of 3 terms of registration)

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<td>Establish a Supervisor Committee for the Major Research Paper</td>
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<td></td>
<td>Complete a proposal for the Major Research Paper</td>
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<tr>
<td>Term 3</td>
<td>Complete the Major Research Paper</td>
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</table>

Part-time studies (a minimum of 6 terms of registration)

Part-time students will take on a 6-credit course load within one term from term 1 to 5 if they strive to finish all degree requirements in 6 terms. The following is a suggested study plan.

| Term 1   | CDIS 5100 6.0 and MRP Seminar; may take a core/elective course |
| Term 2   | continue with CDIS 5100 6.0 and MRP Seminar; may take a core/elective course |
| Term 3   | either one or two elective courses                             |
| Term 4   | either one or two elective courses                             |
| Term 5   | may take a core or an elective course                          |
| Term 6   | CDIS 6001 0.0                                                  |
Fields in the Program

Within the broader scope of Critical Disability Studies, faculty members offer research and teaching strengths in the following 3 fields:

**Human Rights and Social Justice** - This field discusses the key philosophical, historical and legal concepts surrounding the development and implementation of ideas and policies pertaining to human rights and social justice. This includes international and national human rights standards as well as cross-cultural interpretations of what is meant by social justice and legal rights obligations. The broadest understanding of what is meant by human rights and social justice is considered within the context of their applicability to people with disabilities. This field also examines diversity pertaining to cross-cultural, class, gender, sexual orientation, race, ethnicity, age and poverty issues as they relate to disability. In particular, there is a focus on how wider diversity issues in society reflect experiences of people with disabilities and how equity struggles within a diverse society inter-connect with one another. Diversity is, therefore, considered in the context of broad socio-economic factors as well as how diversity is expressed and experienced within the disability community itself.

**Critical Theory** - This field discusses key critical concepts and texts both within disability studies as well as articulated by post-modernism, Marxism, racial formation theory, queer theory, and feminist theories, among others, which have significantly influenced disability studies.

**Social Policy** - This field examines social policies affecting disability and equity issues within a Canadian context, while also considering international developments in regard to their impact on national, regional and local policies affecting people with disabilities. The impact of grass roots organizing and activism is also included as an important area of study, in regard to how disability advocacy has influenced the development of social policies at different times and places both historically and in contemporary society.
**Degree Requirements**

The PhD program is a **4-year full-time** program of advanced graduate study. Students are required to maintain continuous registration upon admission as well as throughout the course of study at the full-time status since it is the basis of admission and enrollment planning.

All requirements for a Doctor of Philosophy degree must be fulfilled within 18 terms (6 years) of registration. Terms that students register as Leave of Absence, Maternal Leave, Parental Leave, or No Course Available are not included in these time limits.

All PhD candidates are required to develop a **plan of study** providing an integrated, coherent rationale for their studies as they relate to coursework, the comprehensive examination and the dissertation.

The **plan of study** must demonstrate the use of critical theory in disability studies as well as an interdisciplinary approach that charts new areas in scholarship in this field. Upon admission, each student is assigned a **program advisor** (based on student’s field of interest as indicated in statement of interest and advisor’s area of expertise) with whom the student will meet to decide on the plan of study. The plan must be approved by both the student’s program advisor and the Program Director during the 1st term of study. By the end of the 2nd term, the student will submit a finalized plan of study, which will be a refinement of the 1st.

Upon completion of their 1st year of study, students are required to choose a supervisor, who may or may not be their original program advisor, to oversee their comprehensive examination and dissertation process. From this point on, the new supervisor will assume the academic duties of the original program advisor.

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**Annual Progress Report**

Students are required to submit an annual **Progress Report** to the Critical Disability Studies graduate office (Room 409 HNES Building) **by May 31st of each year** (or the following business day if May 31st falls on a public holiday). The Report can be found on the program website at [www.yorku.ca/gradcdis/documents/PhDReportonProgressForm.doc](http://www.yorku.ca/gradcdis/documents/PhDReportonProgressForm.doc)

According to the Faculty of Graduate Studies regulations, “reports to the graduate program director of unsatisfactory progress may require a student to withdraw from a program of studies, or withdraw from the graduate program in which the student is enrolled.”
The PhD Program has three major components: (1) Course Work, (2) a Comprehensive Examination, and (3) the Dissertation.

(1) Course Work

It is expected that students complete all courses by the end of the 1st year of study.

(1.1) Core Courses

Students are required to take CDIS 6100 6.0: Doctoral Seminar in Critical Disability Theory and Research. (Enrolment in this course is limited to students registered in the doctoral program.)

(1.2) Electives

Students are required to complete three 3-credit courses from among the program’s electives (see Note 1 and 2 below for exceptions). Although approval from the Program Director is required, students are encouraged to take one 3-credit elective from other graduate programs to fulfill their elective requirements. No specialization is required, as the students will obtain general competencies from engagement in all three fields when working on the three 25-page comprehensive papers after the completion of all course work.

Note 1: If prior to admission, students have not taken a graduate level Methodology course, CDIS 5110 3.0 is required in addition to the three electives for a total of four electives.

Note 2: If prior to admission, students have not taken a graduate level Law course relating to issues of disability, CDIS 5120 3.0 is required as one of the three electives.

Note 3: Please note that not all electives will be offered every year.

- CDIS 5110 3.0: Methodology
- CDIS 5120 3.0: Critical Disability Law
- CDIS 5020 3.0: Social Justice in the Labour Force
- CDIS 5025 3.0: History of Health Care Ethics from Ancient Times to the Present
- CDIS 5030 3.0: Pedagogy and Empowerment
- CDIS 5035 3.0: Mad People’s History
- CDIS 5040 3.0: Experience, Identity and Social Theory
- CDIS 5045 3.0: Health Equity and Mental Health Policy
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- CDIS 6120 3.0: Social Inclusion: Theory and Practice in Education and Social Policy
- CDIS 6130 3.0: International Development in Disability and Human Rights
- CDIS 6140 3.0: Health and Disability
- CDIS 6150 3.0: Critical Interpretations of Disability History
(2) Comprehensive Examination

It is expected that students complete three 25-page comprehensive papers during the 2nd year of study, after the completion of all course work, and subsequently take an oral Comprehensive Examination at the beginning of the 3rd year of study.

The comprehensive examination is a pedagogical exercise that requires candidates, upon completion of course work requirements, to engage in written and oral focused academic inquiry on a topic or problem of interest. The comprehensive examination offers students the opportunity to engage in academic inquiry that extends the bounds of coursework and moves toward the conceptual work of the dissertation.

The combination of the written and oral work tests the students’ grasp of the history of the field, its central themes and debates, and the key theoretical and methodological issues. It reflects the diversity of perspectives in the field and its trans-disciplinary nature. Successful completion of this requirement demonstrates that the student has the level of knowledge in his/her area of specialization needed to begin work on the dissertation.

Each of the three 25-page comprehensive papers is supervised by a faculty member appointed to the Critical Disability Studies graduate program. One of them must cover the scope of the field of Critical Theory in disability studies. The other two cover specialized areas within the fields of Human Rights and Social Justice as well as Social Policy of disability studies.

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**Comprehensive Supervisory Committee Approval**

All faculty in the Critical Disability Studies graduate program, including Adjunct Faculty and Professor Emeritus, are eligible to supervise comprehensive papers.

*(Note: For doctoral dissertations, all faculty in the program can serve on supervisory and examining committees. However, not all of them are eligible to be a Principal Supervisor. Refer to p. 24 for a listing of supervisory eligibility.)*

Students are required to submit a Notification of Comprehensive Paper Supervisors to the Critical Disability Studies graduate program office (Room 409, HNES Building) *as soon as the three supervisors agree to take on the supervisory role.* The form can be found on the program website at [http://cdis.gradstudies.yorku.ca/guidelines/](http://cdis.gradstudies.yorku.ca/guidelines/)

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The oral comprehensive examination is set at the completion of the three comprehensive papers and is expected to take place at the beginning of the 3rd year of study. The examination committee will include the three faculty members who supervised the three papers as well as the Graduate Program Director. The oral component consists of a 2-hour examination wherein the examiners will question the student regarding his/her three papers.

The oral comprehensive examination is assessed using one of the following categories: **pass, pass with conditions, or unsatisfactory.** Candidates who receive an unsatisfactory rating on the examination have one opportunity to retake the comprehensive examination within six months of the date of the first examination. A 2nd failure will result in expulsion of the student from the program.

Successful completion of the written papers and the subsequent oral exam qualifies the candidate to begin the dissertation proposal.
(3) Dissertation

After successful completion of the oral comprehensive examination, students will begin preparation of the dissertation.

The dissertation, with a concentration in one of the three fields within the program (i.e. Human Rights and Social Justice, Critical Theory, Social Policy) but with broad application of all three, will make an original contribution to scholarship in Critical Disability Studies.

The dissertation process has **four stages** as below. Refer to p. 23-26 and p. 59-62 for details.

1. The establishment of a **Supervisory Committee** which consists of **three faculty members** – a Principal Supervisor and two supervisory committee members.

2. The preparation of a **dissertation proposal** of **3500 words maximum** as per the Faculty of Graduate Studies standards. The proposal must first be approved by the student’s Supervisory Committee before being presented and defended before the program’s standing **Dissertation Advisory Committee** which consists of two faculty members from the Critical Disability Studies as well as Graduate Program Director (or her/his representative) acting as the Chair of the Committee.

3. The writing of a dissertation acceptable to the Supervisory Committee and formally approved as examinable by the members of that committee.

4. The successful completion of an oral defense, centered on the dissertation and matters related to it, and presided over by an Examining Committee. The Examining Committee will be recommended by the Graduate Program Director for approval and appointment by the Faculty of Graduate Studies.
Composition of Dissertation Supervisory Committee

A dissertation supervisory committee consists of three faculty – a Principal Supervisor and two supervisory committee members.

- The **Principal Supervisor** must be a **Full Member** of the graduate program in which the student is enrolled.  **(Exceptions are:**
  
  1. An Associate Member of the graduate program may serve as a Co-Supervisor on the condition that the other Co-Supervisor is a Full Member of the graduate program.
  
  2. Should program need arise, Members Emeriti may be eligible to act as Principal Supervisor of doctoral dissertations, on the condition that another member of the supervisory committee would be willing and able to act as Principal Supervisor should the need arise, and subject to the approval of the Dean of the Faculty of Graduate Studies.)

- The **1st supervisory committee member** must be appointed to the Critical Disability Studies graduate program. All faculty in the program is eligible to take on this role.

- The eligibility of the **2nd supervisory committee member** can be the same as the 1st supervisory committee member. Alternatively, s/he can be appointed to other graduate programs at York University. In exceptional circumstances and with prior approval of the Dean, s/he may be appointed who is not a member of the Faculty of Graduate Studies at York University (for example, accomplished faculty members from other universities).

  Refer to the next page for a listing of supervisory eligibility.

Approval of Dissertation Supervisory Committee

For doctoral students to remain in good academic standing, they must have a supervisor and supervisory committee in place in accordance with program requirements. The minimum Faculty of Graduate Studies requirements are as follows:

- A **Principal supervisor** must be recommended by the graduate program director for approval by the Dean of Graduate Studies **no later than the end of the 5th term of study**. Students will not be able to register in the 7th term of study unless a principal supervisor has been approved.

- A **supervisory committee** must be recommended by the graduate program director for approval by the Dean of Graduate Studies **no later than the end of the 8th term of study**. Students will not be able to register in the 10th term of study unless a supervisory committee has been approved.

- For the graduate program to meet the above stated recommendation deadlines, students are required to submit a **Supervisor & Supervisory Committee Approval form** to the Critical Disability Studies graduate program office (Room 409, HNES Building) **no later than two weeks prior to the FGS deadlines**. The form can be downloaded from the Faculty of Graduate Studies website at [www.yorku.ca/grads/forms/SupervisorCommitteeApproval.pdf](http://www.yorku.ca/grads/forms/SupervisorCommitteeApproval.pdf)
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<th>Dissertation</th>
<th>Principal Supervisor</th>
<th>Supervisory and Examining Committee</th>
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<td>Bunch, Gary</td>
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<td>Shildrick, Margrit</td>
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<td>Thomas, Carol</td>
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</table>
**Note 1:** Should program need arise, Members Emeriti may be eligible to act as Principal Supervisor of doctoral dissertations, on the condition that another member of the supervisory committee would be willing and able to act as Principal Supervisor should the need arise, and subject to the approval of the Dean of the Faculty of Graduate Studies.

**Note 2:** An Associate Members of the graduate program may serve as a co-supervisor on the condition that the other co-supervisor is a Full Member of the graduate program.
Oral Examination for Dissertation Proposal

Prior to the Oral Examination:

(1) The complete proposal package (includes the dissertation proposal, TD1 form, TCPS tutorial certificate, and the appropriate ethics forms for research that involves human participants) must be approved by the student’s Supervisory Committee before being orally presented and defended before the program’s standing Dissertation Advisory Committee which consists of two faculty members from the Critical Disability Studies as well as Graduate Program Director (or her/his representative) acting as the Chair of the Committee.

(2) Students must provide each member of the Dissertation Advisory Committee with a hardcopy of the complete proposal package at least 4 weeks prior to the oral examination.

During the Oral Examination:

(1) The student’s Principal Supervisor must be present at the examination. The two supervisory committee members are encouraged to attend the event. The examination is open to all members of the York community.

(2) It starts with a 15-minute oral summary by the student, followed by a 30-45 minute Q & A period. The Dissertation Advisory Committee decides on the order of questions with the Principal Supervisor going last.

(3) The Dissertation Advisory Committee and the Principal Supervisor have an in-camera discussion to decide on Pass or Fail.

Students who fail the oral examination have one opportunity to retake the oral examination within three months of the date of the first examination. A second failure will result in expulsion of the student from the program.

(4) The Graduate Program Director fills out an evaluation form and submits it to the Graduate Program Office. The form is available on the program website at http://cdis.gradstudies.yorku.ca/guidelines/

After the Oral Examination:

(1) For dissertation research which does not involve human participants, students submit one original copy of the proposal package (includes the dissertation proposal and a TCPS tutorial certificate) to the Faculty of Graduate Studies and one photocopy of it to the Graduate Program Office for record.
(2) **For dissertation research involving human participants that is unfunded and minimum risk**, students submit the following documents to the Faculty of Graduate Studies for ethics clearance. In addition, students submit only one photocopy of them to the Graduate Program Office for record.

a) One copy of the dissertation proposal, along with an original copy of the FGS Thesis/Dissertation Proposal Submission Form (TD1);

b) One original and one photocopy of a completed York University Graduate Student Human Participants Research Protocol Form (TD2);

[Note: An alternate human participants research protocol form may be used in place of the York University Graduate Student Human Participants Research Protocol Form (TD2), as long as the alternate form includes all of the issues addressed in the York University Graduate Student Human Participants Research Protocol Form (TD2).]

c) One original and one photocopy of the Written Informed Consent Document or the Script for the Verbal Informed Consent Statement; and

d) One original copy of the completed Informed Consent Document Checklist for Researchers (TD3).

The documents will be reviewed by one of the Faculty of Graduate Studies Associate Deans (Academic or Student Affairs) and the Chair (or Vice-Chair) of the University's Human Participants Review Committee (HPRC).

(3) Students whose dissertation research **involving human participants that is funded OR not minimum risk** must submit the following documents to the Faculty of Graduate Studies for forwarding to the Human Participants Review Sub-committee (HPRC), c/o the Office of Research Ethics (ORE) of the University, in order to obtain ethics clearance from the HPRC. In addition, students submit only one photocopy of them to the Graduate Program Office for record.

a) One copy of the research proposal, along with an original copy of the FGS Thesis/Dissertation Proposal Submission Form (TD1);

b) One original Statement of Relationship between Proposal and Existing Approved Research/Facilities (TD4) when the research being conducted is part of a faculty member’s funded Project; and

c) One original and six additional photocopies of the documentation as requested by HPRC. Students must contact the ORE to follow the procedures outlined by the ORE.

The turn-around time for the ORE is approximately 20 working days from the date of the receipt of all required documentation from the Faculty of Graduate Studies.
PhD Student Progress Flow-Chart

Below is a chart depicting student progress throughout the doctoral program. This is anticipated to be the most common trajectory, however, a more intensive time frame will allow for earlier completion.

**Year 1**

Term 1  
- CDIS 6100 6.0 plus one/two 3-credit CDIS elective courses *
- Draft of Plan of Study **

Term 2  
- continue with CDIS 6100 6.0 plus one/two 3-credit CDIS elective courses *
- Approval of Plan of Study **

Term 3  
- one/two 3-credit CDIS elective courses *
- Comprehensive Supervisory Committee
- Annual Progress Report (due by May 31st) ***

**Year 2**

Term 4  
- Comprehensive Examination Paper #1

Term 5  
- Comprehensive Examination Paper #2

Term 6  
- Comprehensive Examination Paper #3
- Annual Progress Report (due by May 31st) ***

**Year 3**

Term 7  
- Oral Comprehensive Examination
- Dissertation Proposal Completion & Oral Examination

Term 8  
- Dissertation Research

Term 9  
- Dissertation Research
- Annual Progress Report (due by May 31st) ***

**Year 4**

Term 10  
- Dissertation Research

Term 11  
- Dissertation Research

Term 12  
- Dissertation Completion & Oral Defense
- Annual Progress Report (due by May 31st) ***

* Refer to p. 20 for the elective course requirements.
** Refer to p. 19 for the Plan of Study requirements.
*** If May 31st falls on a public holiday, the Annual Progress Report is due on the following business day. Refer to p. 19 for the Progress Report.
COURSE DESCRIPTIONS

(a) Core Courses

CDIS 5100 6.0: Disability Studies: An Overview

This course provides a broad overview of definitions and paradigms of impairment and disability: medical, psychological, socio-political and theoretical perspectives; functionalist, role theory, interactionism, disability and human rights issue, and recent developments in feminist and postmodern approaches to disability. Attention is given to the historical and cultural development of concepts and categories of disability; disability theory and policy at provincial, national and international levels; and implications of theory and practice for the lives of persons with disabilities.

CDIS 5110 3.0: Methodology

This course explores current debates and issues on the implementation of disability research, including emphasis on emancipatory research and participant action research. Areas for discussion include an introduction to doing disability research, qualitative and quantitative research methodologies, involving persons with disabilities in policy and planning, assessment procedures, the dissemination of research findings and accessibility of information.

CDIS 5120 3.0: Critical Disability Law

This course explores disability as a legal category with implications for the human rights of persons with disabilities. Areas for discussion include: the history of disability legislation in Canada and internationally; the disability rights movement; the social and legal construction of competence and inequality; social discourse of law and policy; and recent human rights cases.

CDIS 6001 0.0: M.A. Major Research Paper

No course credit.  Pre-requisite: Students must have completed all course work assigned in CDIS 5100 6.0, CDIS 5110 3.0, CDIS 5120 3.0, MRP Seminar and two 3-credit elective courses at graduate level.
CDIS 6100 6.0: Doctoral Seminar in Critical Disability Theory and Research

This course will provide a broad overview of key texts in the field of disability studies, as well as an in-depth analysis of competing and complementary views about how “disability” is defined. Areas to be studied include social movement theory and how this theory is reflected in the context of disability activism; tension and collaboration between academics and grass roots activists; gaps in disability studies; marginalization between and among people with disabilities; the notion of a disability community or communities; disability and the law; race, class, gender, and poverty; disability culture and literature; and social policy and the political economy of disability. The seminar also covers disability issues in the developing world and in Europe, including a comparative study of national and international laws pertaining to disability rights protection and the connections between disability rights and human rights, locally, regionally and internationally.

(b) Elective courses

(Note: Not all elective courses are available in any one year.)

CDIS 5020 3.0: Social Justice in the Labour Force

This course will examine issues of social justice for people with disabilities focusing on issues of un/employment, workplace accommodation and inclusion, and employment policy and practice in relation to persons with disabilities. Areas of discussion include: enabling and disabling workplace environments; disability employment programs in Canada and internationally; employment rights; and on the social construction of productivity and the valuation of work.

CDIS 5025 3.0: History of Health Care Ethics from Ancient Times to the Present

This course analyzes the diversity and controversies surrounding health care ethics over more than two thousand years of debates and experiences by practitioners and patients. Makes connections between past practices and present developments upon which to guide future decision-makers. (Integrated with HH/HLST 4020 3.0)

CDIS 5030 3.0: Pedagogy and Empowerment

This course will examine the assumptions, history and practices of segregation in the school, and look beyond these debates to models of democratic and inclusive education. Areas of discussion include: the social construction of `special needs', the experience of segregated education, education policy in Canada and internationally. (Cross-listed to GS/EDUC 5711 3.0)

CDIS 5035 3.0: Mad People's History

This course will examine diverse experiences and perspectives in history of madness, primarily since the 18th century in Britain and North America, though reference to other parts of the world will also be included. Issues to be covered will include: what is madness and who makes this determination; who is it that has been called mad and why; how have concepts defining madness evolved over time; above all else, how have people labeled mad or mentally ill interpreted their own experiences? Throughout this course, the influence of gender, race, class, ability and sexual orientation will be discussed to provide an understanding of how these factors have influenced mad people's history.
CDIS 5040 3.0: Experience, Identity and Social Theory

This course will explore relationships experience, social discourse and politics of identity, focusing on areas of gender/sexuality, ethnicity and class. Areas of discussion include: racism and ableism, dual discrimination, feminist approaches to disability, gay/queer/lesbian experience and rights.

CDIS 5045 3.0: Health Equity and Mental Health Policy

Involves an analysis of mental health policy starting with early conceptualizations and approaches to mental health care, to more recent government initiatives and societal approaches in Canada, with a comparison to other international contexts. (Integrated with HH/HLST 4140 3.0)

CDIS 5050 3.0: Disability in Cultural Context

This course will focus on (1) the cultural construction of disability as a discursive category, (2) disability in cross-cultural perspective and on (3) disability and the globalization of culture. Areas for discussion include: disability and media representation; disability, identity and community; cross-cultural perspectives on competence and the body; the embodiment of identity; the disability culture movement.

CDIS 5055 3.0: Knowledge Production

This course builds on students' understanding of knowledge production and methods associated with the research paradigms. It examines the politics of knowledge production, including how institutions and other social structures influence research question and what knowledge is deemed legitimate.

CDIS 5060 3.0: Disability in an Age of Information Technology

This course will examine concepts and experience of disability in relation to recent innovations in information technology and communicative innovation. Emphasis will be placed on relationships between technological innovation and societal definition of disability; the dissemination of information; the potential of new technology for empowerment/disablement, and on issues of technological research ethics.

CDIS 5065 3.0: Health Systems, Issues and Inequities in Comparative Perspective

This course uses a comparative political economy perspective to understand change in Canadian and global health policy issues. Students will first be introduced to health policy issues by comparing Canada’s system with others. Subsequent sessions will investigate health issues including the role of international organizations, globalization and privatization, caregiving, environmental health and genetics, health reform, health care and "place", social determinants of health, role of nonprofits, and the impact of transmissible diseases. Emphasis will be placed on analyzing these issues as they impact class, race/ethnicity and gender. (Integrated with HH/HLST 4110 3.0)
CDIS 5070 3.0: Geography of Disability

This course will examine the embodied experience and social construction of disability in relation to the production and development of built space. Issues to be addressed include: a historical analysis of the social space of disability; the environment of community care and independent living; urban/rural experiences of disability; policy and concepts of urban planning; transportation and accessibility regulation. (Cross-listed to GS/GEOG 5260 3.0)

CDIS 5080 3.0: Language, Literature and Disability

This course will explore representations, fantasies and fictions of physical and cognitive difference as they have appeared in works of literature throughout history. Through critical discussion of major literary works, discussion will focus on the ways in which our perceptions of the body and our definitions of disability have underpinned our concepts of humanness; our cultural perceptions of what bodies should be or do.

CDIS 5090 3.0: Public Policy and Disabilities

This course will focus on the concept of social exclusion and its relationship to the experience of persons with disabilities in Canada. It will consider the extent to which persons with disabilities are provided with a) access to societal and community resources; b) voice in policy development and implementation; and c) opportunities for participation in common cultural activities. (Integrated with HH/HLST 4130 3.0)

CDIS 6120 3.0: Social Inclusion: Theory and Practice in Education and Social Policy

This course examines conventional notions of education, the place of difference within the system, pedagogical theory, access to places of learning, testing for capacity and measuring success from a human rights perspective and put into a social justice framework. Using an international lens, the rhetoric of integration, inclusion, unjustifiable hardship and educational disablement are analyzed in Australia, the UK, North America, India and elsewhere. Students will learn how to examine the physical and pedagogical accessibility of schools as well as look at how the complicated issues related to inclusion are framed in law and in policy. This course critically examines the international discourses of special education, inclusion and integration to expose disabling knowledge which serves to regulate and limit the educational and social options for students with disabilities.

CDIS 6130 3.0: International Development in Disability and Human Rights

This course examines international development, human rights and disability rights. Different cultural interpretations and experiences of the definition of disability will be considered, including a comparative examination of specific disability policies, or the absence thereof, in different parts of the developing world. Topics also include local and regional disability advocacy work; the impact of civil and imperialist conflict on people with disabilities; refugees and disability support; and the role of non-governmental organizations and the influence of international organizations such as the World Bank and the International Monetary Fund on disability rights in the developing world.
CDIS 6140 3.0: Health and Disability

This course considers the theoretical distinctions between two dominant discourses: disability as an individual pathology and as a social pathology. Students will review biomedical and functional accounts of disability in comparison to social perspectives. The course will investigate the social construction of disability and illness, and the relationship between the two. Students will further investigate how systems of inequality produce illness and disablement. The conflation of disability with ill health is rooted in a narrow definition of health based on the presence of disease or infirmity, the use of medical practitioners as gatekeepers to disability benefits and an inability to acknowledge the multiple ways in which disabilities are often created by societal norms that inflexibly accommodate multiple needs. Students will develop an understanding of disability as a form of social disadvantage that is nested within larger systems of inequality.

CDIS 6150 3.0: Critical Interpretations of Disability History

This course will examine the historical experiences of people with disabilities from medieval European history to twentieth century North American society. Topics to be examined include: pre-industrial interpretations of physical and mental disability; the impact of the industrial revolution on disability as a social category and lived experience; segregation, trans-institutionalization and community living; rehabilitation programs and their critics in the twentieth century; diversity, discrimination and activism within the disability community; the modern development of critical literature on the history of people with disabilities.
Not all elective courses are available in any one year. For course offerings in a particular session, please consult the course schedule on the next page. The latest version is also posted on the CDS program website at http://cdis.gradstudies.yorku.ca/courses/ (Click on “Courses”).

Important Notes for ALL Courses

CITATION

- Unless specified by the instructors, all submitted work must be properly referenced in APA style, preferably using REFWORKS citation management software.

REFWORKS is available to all York students at no cost through the York libraries. Use of this software requires registration, but does not require installation, and is available to users from any computer with an Internet connection at http://refworks.scholarsportal.info/

For on-line tutorials and examples, refer to the York Libraries’ website at www.library.yorku.ca (click on “RefWorks” under the Research tab)

ACADEMIC HONESTY

- The program has zero-tolerance for breaches of academic honesty (i.e. plagiarism; cheating; impersonation; improper research practices; dishonesty in publication; dissemination of information without permission; abuse of confidentiality; falsification or unauthorized modification of an academic document/record; obstruction of the academic activities of another; encouraging, enabling or causing others to do or attempt any of the above with intent to mislead an instructor, academic unit, program). For detailed explanation for each type of offence, refer to the Senate Policy on Academic Honesty posted at www.yorku.ca/secretariat/policies/document.php?document=69

In addition, refer to p. 76-82 for the Faculty of Graduate Studies Procedural Guidelines on Academic Honesty.

Course assignments, master’s Major Research Papers or doctoral dissertations that breach academic honesty will result in them receiving a grade of ZERO. In some courses this may automatically lead to a failing mark in the course.

COURSE EXTENSION

- All work must be submitted on time, as determined by the instructors. Extensions may be granted only in exceptional circumstances by the instructors as well as the program director. Refer to the Course Extension Policy on p. 69.
### Graduate Program in Critical Disability Studies

**Course Schedule (2014-2015)**

**Terms:**
- **Y** = Sept 8, 2014 to Apr 6, 2015
- **F** = Sept 8 to Dec 7, 2014
- **W** = Jan 5 to Apr 6, 2015
- **S1** = May to mid-June 2015
- **S2** = July to mid-August 2015

**Reading Weeks (no class):**
- **F** = October 29 to November 2, 2014
- **W** = February 14-20, 2015

**University Closures (no class):**
- September 1, October 13, December 24 to January 2, February 16, April 3

<table>
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<tr>
<th>Course</th>
<th>Term</th>
<th>Title</th>
<th>Cat. #</th>
<th>Instructor</th>
<th>Day</th>
<th>Time</th>
<th>Start Date</th>
<th>End Date</th>
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<tr>
<td>CDIS 5100 6.0</td>
<td>Y</td>
<td>Disability Studies: An Overview</td>
<td>J11D01</td>
<td>Geoffrey Reaume</td>
<td>Tue</td>
<td>4:00 – 7:00pm</td>
<td>Sept 9</td>
<td>Mar 31</td>
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<td>CDIS 5100 6.0</td>
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<td>Disability Studies: An Overview</td>
<td>M83C01</td>
<td>Geoffrey Reaume</td>
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<tr>
<td>CDIS 5110 3.0</td>
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<td>Methodology</td>
<td>T05U01</td>
<td>Rachel Gorman</td>
<td>Tue</td>
<td>11:30am – 2:30pm</td>
<td>Sept 9</td>
<td>Dec 2</td>
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<td></td>
<td>W</td>
<td></td>
<td>M52G01</td>
<td>Farah Ahmad</td>
<td>Thur</td>
<td>2:30-5:30pm</td>
<td>Jan 8</td>
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<td>CDIS 5120 3.0 (LAW 4905 3.0)</td>
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<td>Critical Disability Law</td>
<td>F99P01</td>
<td>Brendon Pooran</td>
<td>Thur</td>
<td>4:00 – 7:00pm</td>
<td>Sept 11</td>
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<td>W</td>
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<td>W46A01</td>
<td>Roxanne Mykitiuk</td>
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<td>Doctoral Seminar in Critical Disability Theory and Research</td>
<td>S76F01</td>
<td>Nancy Davis Halifax</td>
<td>Wed</td>
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<td>CDIS 5035 3.0</td>
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<td>Mad People's History</td>
<td>TBA</td>
<td>Geoffrey Reaume</td>
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<td>Dec 1</td>
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<td>Geography of Disability</td>
<td>R53D01</td>
<td>John Radford</td>
<td>Mon</td>
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<td>Public Policy and Disabilities</td>
<td>P93J01</td>
<td>Rachel Gorman</td>
<td>Thur</td>
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<td>CDIS 6140 3.0</td>
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<td>T34M01</td>
<td>Nancy Davis Halifax</td>
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<td>CDIS 5075 3.0</td>
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<td>Disability and the Media</td>
<td>TBD</td>
<td>TBD</td>
<td>TBD</td>
<td>TBD</td>
<td>Jul 6</td>
<td>Jul 21</td>
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</table>

* **CDIS 6001 0.0: MA Major Research Paper** – This is a non-credit course.  
  **1** Students who previously enrolled in this course will continue to enroll in this course in every term until they have completed their Major Research Paper.  
  **2** Students who have never taken this course will start enrolling in this course after they have successfully completed all course work assigned in CDIS 5100 6.0, CDIS 5110 3.0, CDIS 5120 3.0 and two 3-credit elective courses at graduate level.
Non-CDS Elective Course Suggestions

M.A. and PhD students are permitted to enroll in one graduate course offered by other graduate programs at York University to fulfill their degree requirement. The following is a list of some elective courses offered by other graduate programs at York University which you may be interested in but may not be offered in the academic year of 2012-2013. There are many others. Search for a course description and timetable (if they are being offered in 2011-2012) on the Registrar Office's website at www.registrar.yorku.ca.

<table>
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<tr>
<td>ARTH 5180</td>
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<tr>
<td>ARTH 5185</td>
<td>3.0</td>
<td>Anthropology of Disability</td>
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<td>COCU 5103</td>
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<td>Mediations of Identity</td>
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<td>EDUC 5221</td>
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<td>Life History Research Methods and Applications</td>
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<td>EDUC 5700</td>
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<td>Full inclusion of all students: Theory and Practice</td>
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<td>EDUC 5720</td>
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<td>Disability in Society</td>
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<td>EDUC 5725</td>
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<td>Critical Perspectives on the Theory and Research on the Behaviour of Young Children</td>
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<td>ENVS 6127</td>
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<td>Community Organizing and Development: Theory and Action</td>
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<td>ENVS 6128</td>
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<td>HLTH 6230</td>
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<td>LAW 6867P</td>
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<td>Human Rights, Globalization and Health Law</td>
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<tr>
<td>NURS 5175</td>
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<td>Sexual and Gender Diversity: Implications for Education, Policy and Practice in the Health Professions</td>
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<tr>
<td>PHIL 5250</td>
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<td>Contemporary Issues in Applied Ethics</td>
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<tr>
<td>POLS 5000</td>
<td>3.0</td>
<td>Selected Issues in International Human Rights</td>
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<tr>
<td>POLS 5576</td>
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<td>Civil Society and the State in Africa</td>
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<td>POLS 5810</td>
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<td>Social Justice and Political Activists</td>
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<td>POLS 6175</td>
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<td>Politics and Politics in Aging Societies</td>
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<td>SOCI 6130</td>
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<td>The Critique of Everyday Culture</td>
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<td>SOCI 6711</td>
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<td>Social Movements</td>
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<tr>
<td>SOCI 6831</td>
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<td>Health and Illness</td>
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<td>SOCI 6896</td>
<td>3.0</td>
<td>Gender and International Human Rights: Law, Citizenships and Borders</td>
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<td>WMST 6003</td>
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</table>
ALL SORTS OF IMPORTANT INFORMATION AND PLACES ON CAMPUS

Change of Address, Phone Number(s) and Social Insurance Number (SIN)

Students are required to notify the Graduate Program Assistant of the new address / phone number(s) / SIN by email and make the changes on the Registrar’s Office website at www.registrar.yorku.ca

Childcare on Campus

Lee Wiggins Childcare Centre
The Centre (formerly the York University Student Centre Childcare) is a flexible, part-time licensed childcare which is located on the second floor of the Student Centre Building. It offers part-time users more flexibility in their own personal schedule. The Centre is licensed for 25 children ages 18 months to 5 years, and is open Monday to Friday from 8:30 a.m. to 5:30 p.m. Priority is given to students and CUPE members.

Tel: (416) 736-5959      Fax: (416) 736-5884     www.yorku.ca/children

Co-Operative Day Care Centre

The co-operative day care centre, located in Atkinson Residence on the main campus, is licensed to serve 119 children between the ages of 0-9 years. Fees are based on monthly payments. Further information may be obtained by contacting the Day Care Centre.

90 Atkinson Road, Room 128
Tel: (416) 736-5190       Fax: (416) 736-5291
e-mail: daycare@yorku.ca  www.yorku.ca/daycare

Dossier Services

The Career Centre provides dossier service to both current and former CUPE 3903 (Unit 1, 2, and 3) employees who are within 24 months of their last CUPE 3903 (Unit 1, 2 or 3) appointment contract.

This service stores and forwards transcripts and reference letters to support applications for research grants, scholarships and academic job searches. A $20.00, non-refundable, registration fee is required. Visit the Career Centre website at http://www.yorku.ca/careers/grad_students/dossier_service.html for details.

Career Center

Suite 202, McLaughlin College
Tel: (416) 736-5351        Fax: (416) 736-5684    e-mail: career@yorku.ca

Food and Refreshments

The York University campus hosts a number of restaurants, stores, and cafeterias. The largest variety can found in York Lanes as well as on the main floor of the Student Centre, which houses fast food outlets and the Underground Restaurant. There are also a few places to get food and refreshments in Central Square, Atkinson, Osgoode and the TEL building. The Graduate Students’ Association owns and operates the Grad Lounge, a pub and restaurant in S166 Ross Building.
Gym and Swim

Exercise and recreation facilities on campus include three large gymnasiums in the Tait McKenzie Building, which also has a 25-metre swimming pool and training centre. Next to this building are playing fields, tennis courts, a track and field complex, and a skating arena. Tel: (416) 736-5184 www.recreation.yorku.ca

Health Care

(1) All full-time graduate students at York have access to low-cost extended health and dental coverage administered by the Graduate Students’ Association (GSA). This plan will provide graduate students with coverage that would otherwise be several times more expensive. The plan covers all full-time graduate students who are not covered by the CUPE 3903 plan (see below) or by a personal health insurance policy. Students who can provide proof of other coverage can opt out of the plan to be released by the GSA. Part-time students can choose to opt-in this health plan. For more information, contact the GSA Health Plan Office.

Room 325, Student Centre Complex
Tel: (416) 736-5213 health@yugsa.ca www.yugsa.ca

(2) CUPE 3903 also provides a healthcare package (dental and drug plan) for full-time graduate students who hold either a Teaching Assistantship (Unit 1 members) or Graduate Assistantship (Unit 3 members).

Eligible students will receive an enrolment package from the employer a few weeks before they become eligible for coverage. If the contract begins in September, they must fill out an enrolment form and return it to the address provided by the end of the first week of October so that their coverage can begin. If they do not receive an enrolment package, students should contact the union office at 416-736-5154. Note that benefits are retroactive to September 1 only for those who enroll by the end of the first week of October. After that date, you will be enrolled as of the day that you submit your Enrollment Form to Human Resources.

The health plan begins on the first day of your contract, provided that you enroll yourself by the deadline, and continues for four months after the end of the last eligible contract with York University. All Unit 1 members who meet the above criteria are also eligible to enroll their partners or spouses (including same-sex) and dependents in both the Drug/Vision and Dental Plans.

104 East Office Building
Tel: (416)736-5154 Fax: (416)736-5480 http://3903.cupe.ca/

Libraries & Library Resources

The York University Libraries website www.library.yorku.ca provides extensive information on services. There is a link to various “eResources” or electronic resources available on the website. This is very helpful when searching for journal articles because it provides direct links to many different subject databases available online.

Online library tutorials and guides are also available, as well as research and information literacy workshops that provide in-depth coverage about how to navigate a vast and daunting array of information resources available in the libraries. The online tutorials and workshop schedule are posed at www.library.yorku.ca/ccm/Home/infolit/theory
**The YU card will be used as your library card.** The librarian will also give you a library **Personal Identification Number (PIN)** that you will need to renew materials from home or use electronic resources from home. Electronic resources are very helpful because they allow you to search databases that contain references to thousands of research articles relating to a particular subject. You can then look up the references at the library and obtain the articles.

The **Subject Librarian** for the Critical Disability Studies discipline and the Law discipline are as below. Feel free to contact him/her for research assistance/inquiries.

**Thumeka Mgwigwi**, Subject Librarian for Critical Disability Studies  
203L Scott Library Tel: (416) 736-2100 ext 20073 thumekam@yorku.ca

**Daniel Perlin**, Subject Librarian for Law  
Osgoode Law Law School Tel: (416)736-5380 dperlin@osgoode.yorku.ca

**Quick Run-down of how to search for journal articles:**

1. Connect to the internet and go to [www.library.yorku.ca](http://www.library.yorku.ca)

2. This can be done either remotely (off campus) or on campus computers. If you are accessing the electronic journal databases remotely, you must have your student identification number or library card number and your library Personal Identification Number. Under the “**eResources**” category, click on “Remote Access”. Read the instructions and then scroll down to Library User Authentication. Enter the information required, and you can now access all electronic resources from home as though you were working on a computer on campus.

3. Under the “**eResources**” category, you can find articles in several ways. First, if you only have a vague idea of the subject, you can click on “**Find by Subject**”. Browse the subjects to narrow down your search to one or a few subject areas. For example, if you know you are looking for something under the subject of sociology, you can click on “Sociology” and all the databases containing abstracts or articles related to sociology will pop up. You can then click on the links for any of the databases and search for articles.

4. If you know the exact title of the database you are looking for, such as “Sociological Abstracts” you can enter the title and it will find the database for you. You can then access the database by clicking on the link.

5. Once you are in the database, you can do a search for articles. Most databases operate similarly. You can enter a few words such as “disability studies”, or an author’s last name, and the database will call up all articles containing those words, or by authors with that name. Many databases contain general instructions for how to do a search.

**Scott Library**

The largest library on campus features an impressive general reference section with dozens of computer search stations, a social science and humanities collection, and specialty collections such as the **Map Library**, the **York Archives**, and the **Sound and Moving Image Library (SMIL)**. Library tours are offered on a regular basis, and are highly recommended for new students.

The Scott Library also offers such services as the **electronic databases, extended loan status (100 days)** for graduate students, and **inter-library loans**. Online services are also quite useful, such as online material renewals. You can also order dissertations through the library for a minimal fee.
For more services, check out the website at www.library.yorku.ca/ccm/Home/About/scottlibrary.htm If you have any trouble finding resources, go to the second floor reference desk where staffs can help you find what you are looking for.

133 Central Square  
Circulation & Reserves: (416) 736-5181  
InfoDesk: (416) 736-5150

Graduate Student Reading Room  
Room 409 in Scott Library  
This fully accessible and wireless Graduate Student Reading Room which is equipped with:

- 122 seats at tables with reading lamps and carrels  
- 6 computers, a printer (with payment by York University Libraries print/copy cards)  
- an electronic noise reduction system

Only graduate students can enter this Reading Room by punching in the current door access code which will be changed periodically. To get the current code, complete the “Graduate Student Reading Room Door Access Code Form” on-line at www.library.yorku.ca/ccm/FacilitiesAndEquipment/GSRRnote

Library Accessibility Services Department  
Room 134 in Scott Library (behind the circulation desk on ground floor)  
Services provided includes use of adaptive equipment rooms, assistance with retrieving library material, help to make photocopies, and transcription services. Students who wish to use these services in the Scott Library must be registered with the Counselling and Disability Services (CDS) at York University.

Contact: Tina McColl (Tel) 416-736-2100 ext. 88877 or 416-650-8484  
tmccoll@yorku.ca www.library.yorku.ca/ccm/DisabilityServices

Reciprocal Borrowing Privileges for York Students  
York has a reciprocal borrowing agreement with most of the universities across Canada. For a complete listing, go to www.curba.ca/rbname.html Note that fees may be charged by these universities.

Extended Loan Privileges  
The Faculty of Graduate Studies Library Policy on Extended Loan Privileges states:

“Graduate students may apply for extended loan privileges at the circulation desk at Scott library, by submitting a signed letter from the Program Director that they are currently working on their Masters thesis or Doctoral dissertation.” (note that this is also applicable to Major Research Papers as well).

With extended loan privileges granted, two-week items at Scott, Steacie, Law and Frost libraries are automatically charged out for 100 days but are subject to recall if other borrowers have placed an hold on the items. Unless requested by another borrower, materials borrowed on extended loan may be renewed twice. Items with more than one hold are loaned for 7 days only and are not renewable. Extended loan privileges automatically carry over from year to year. Students are not required to submit subsequent letters.
More York Libraries:

- **Business and Government Publications Library**
  - Contains government documents and business publications.
  - S237 Schulich School of Business
  - Ph. (416)-736-5139

- **Law Library**
  - Houses one of Canada's best collections of legal materials.
  - Health, Nursing & Environmental Studies Building
  - Room 018 (temporary location until summer 2011)
  - Ph. (416) 736-5205

- **Nellie Langford Rowell Library**
  - Contains materials on women's issues: books, government documents, and over 100 Canadian and International women’s periodicals.
  - 204 Founders College
  - Ph. (416) 736-2100 ext. 33219

- **Steacie Science Library**
  - Maintains an extensive collection of books, journals, and microfilms on a wide variety of scientific subjects.
  - T102 Steacie Science Building
  - Ph. (416) 736-5084

**Lounge & Conference/Meeting Rooms**

A fully-equipped student lounge - **Room 006, HNES building (floor “G”)** - is open to students in the program. An access code will be emailed to you at your YORKU email address in the 2nd week of September.

Furthermore, GSA has 3 rooms directly above the GSA office in **room 430 of the Student Centre**: a conference/common room and two boardrooms. These rooms may be booked for meetings, conferences, study groups and other group activities. The large conference room also serves as a graduate common room. To book the rooms please stop by or phone the GSA at (416) 736-5865.

**On-Campus Housing**

The York Apartments are a complex of apartment buildings administered by the York Apartments Office of Student Housing Services catering to graduate students and married or more mature undergraduate students. They consist of 5 high-rise buildings (Assiniboine and Atkinson), and a stacked Townhouse building (Passy Gardens). All buildings are located in the south section of the York campus. Occupancy is by lease for a specified period of time and both furnished and unfurnished models are available.

Six one-bedroom apartments in Passy Gardens and two in Assiniboine are modified for wheelchair accessibility. Students with special needs based on medical factors should contact the Counselling and Disability Services for an expedited referral. They should also examine the apartments before accepting them, as changes will not be made after a lease has been signed.

Student Housing Services
Room 105, 340 Assiniboine Road
[www.yorku.ca/stuhouse/yorkapts](http://www.yorku.ca/stuhouse/yorkapts)
Tel: (416) 736-5152
Off-Campus Housing

Places4STUDENTS is an on-line search service for housing provided by Student Community & Leadership Development (SC&LD). York Students can look for/list a place and find a roommate using this service at no costs. The accommodations in this listing have not been assessed by the staff of SC&LD. As with all rental accommodations, please be cautious. If in doubt, seek legal advice before committing to any contracts. SC&LD is purely a listing agent with the landlords.

Student Community & Leadership Development (SC&LD)
S172 Ross Building
Tel: (416) 736-5144               www.places4students.com

Photocopiers

Self-service photocopiers are located in each of the libraries and all are equipped to handle the YU-card. The YU-card is now the exclusive payment method for photocopying. A selected few are equipped to handle coins. Library photocopiers are designed to copy library materials only. Information on copyright is available near photocopy machines. The cost per photocopy is 10 cents.

REFWORKS Citation Management Software

York University Libraries have purchased a license agreement with RefWorks to give all York students, faculty, and staff access to the RefWorks citation management software at no charge to individuals. RefWorks is a user-friendly program that allows users to generate and manage bibliographies for use in their written work. Use of RefWorks requires registration, but does not require the installation of any software, and is available to users from any computer with an Internet connection at http://refworks.scholarsportal.info/ Students are expected to use Refworks for all submitted work.

Detailed information is available at:
www.library.yorku.ca/ccm/Home/ResearchAndInstruction/citationmgmt/refworks.en

Scholarly Communications Series

The Faculties of Graduate Studies and Liberal Arts and Professional Studies, along with the York University Libraries, collaboratively facilitate a series of information sessions focused on scholarly communications intended for all graduate students and faculty members. The series will address issues related to research skills and research dissemination, including panel presentations and discussions on: literature searching and research mapping; proposal writing; participating in and organizing conferences and poster presentations; publishing monographs and articles in scholarly journals; intellectual property and open access considerations; and, communicating scholarship within nonacademic settings.
Speakers include York University faculty members, graduate students, research support staff and special guests. There is no confirmation of attendance. All are welcome to attend. Detailed information is available at:
http://fgs.news.yorku.ca/2011/06/02/scholarly-communications-series-2/

Security Control Centre (SCC)

"Why Work Alone" is for members of the York community who are concerned about working alone on a floor of a building after hours (between 6 p.m. and 7 a.m.). York Security Services can arrange to check regularly at your request to make sure you are all right and feel safe. Operated by York Security Services, the SCC is staffed 24 hours a day throughout the year. All security personnel are trained in first aid and CPR.
In a life-threatening emergency, call 911 directly. For other urgent campus matters
arising at York or Glendon, call 33333 or (416) 736-5333, or simply pick up the receiver of any Emergency Blue Light Telephone or elevator emergency telephone. The latter connect directly to Security Control Centre. You can also make a free call to the Centre from any campus pay phone.

For non-emergencies or general security information, call (416) 650-8000, or extension 58000 if you are using an on-campus phone. You can also check www.yorku.ca/security

Teaching and Learning Centre

The Centre enhances the quality of students’ learning and experience, provides leadership and support for evidence-informed development of teaching and curriculum, and advocates for policies to foster excellence and innovation in teaching and learning by offer a number of training programs for Teaching Assistants and graduate students.

YU Card

This photo student ID card is required to access services across campus such as library services, and York athletic facilities. It does not cost anything, but if you lose it, there is a replacement fee of $20. After having registered, students are required to show one piece of valid government-issued photo identification when arranging for their YU-Card. Valid ID includes passports, driver’s licenses, citizenship cards, and BYID cards. You will also need your York student number. Photos can be taken at:

**YU-card Office**
Room 200, William Small Centre
(Tel) 416-736-5674
www.yorku.ca/yucard

Faculty Mailboxes

All faculty members have a mailbox in Room 417, HNES Building. Faculty members associated with other programs have their mails forwarded to them.

Student Mailboxes and Offices

PhD students will be assigned a shared mailbox in Room 417, HNES Building. A refundable cheque payment of $30.00 payable to York University is required. Cash is not accepted.

M.A. students will be assigned a shared mailbox in the student lounge (Room 006 on floor “G” in HNES Building). Keys are not required to access these mailboxes as long as you can enter the student lounge using the access code emailed to you at your YORKU email address upon the entrance to the program.

Students can request for a shared student office which is located across the student lounge – (Rooms 005 to 012 on floor “G” in HNES Building). However, due to the limited number of rooms, priority will be given on a first-come-first-serve basis in the order of:

1. full-time incoming and returning PhD students
2. full-time incoming M.A. students
3. part-time incoming M.A. students
4. returning M.A. students

A refundable cheque payment of $30.00 payable to York University is required. Cash is not accepted.
FGS EMAIL ACCOUNT POLICY

Official communications from the Faculty of Graduate Studies or the Graduate Program Offices and other University Offices will be sent only to YORKU email addresses.

It is the students’ responsibility to obtain a yorku.ca email address and:

- Check for messages on a regular basis;
- Manage the “mailbox” within specified quota to ensure continued reliable delivery of messages;
- Where applicable attend to junk/spam folders to ensure that legitimate messages are not overlooked.

When communicating with offices of the University or in a teaching capacity the YORKU email account must be used.

If you have any questions or concerns about this policy, please e-mail fgsgen@yorku.ca

How to create and activate a York U. email account?

Follow the instructions listed under the section “Technology” in this Handbook.
Registration

Registration Policies

All newly admitted and continuing graduate students at York University are responsible for being familiar with and registering and paying fees in accordance with Faculty of Graduate Studies and University policies, deadlines and procedures. By the act of registration each student becomes bound by the policies and regulations of York University, including the Faculty in which the student is registered.

Continuous Registration

Students admitted to a graduate diploma, master’s degree program or doctoral degree program must maintain continuous registration, including payment of applicable fees, in every fall, winter and summer term up to and including the term in which all requirements for their program of study are successfully completed, in accordance with Faculty and program regulations and as confirmed by the program director.

Students who fail to maintain continuous registration, including payment of applicable fees, will lose their status as full-time or part-time graduate students and will be withdrawn from their program of study. Students who have been withdrawn as a result of failure to observe registration requirements may petition for reinstatement.

Note: Unless students have/have been withdrawn from the program or are on leaves of absence of any kind with permission, continuing students must maintain continuous registration and pay the corresponding fee/leaves of absence fee regardless of whether they are enrolled in any courses.

Minimum Period of Registration

Master’s students must register and pay fees for a minimum of the equivalent of three terms of full-time registration, except in programs where a longer program length is specified.

Doctor of Philosophy students must register and pay fees for a minimum of the equivalent of six terms of full-time registration.

Simultaneous Registration

Simultaneous registration in two full-time programs is not permitted. With the consent of both graduate units concerned, or of the graduate unit and another faculty or school, and written notification to the Faculty of Graduate Studies, simultaneous registration in a full-time program and a part-time program may be permitted. Two part-time registrations in different programs may also be permitted. Students are responsible for the fees charged for both programs.
Registration Status

Full-time Status

A graduate student is designated by the University as full-time if he or she:

a. is pursuing his or her studies as a full-time occupation;

b. identifies himself or herself as a full-time graduate student;

c. is geographically available and visits the campus regularly. (A graduate student may be absent from the campus while still under supervision, e.g., visiting libraries, attending a graduate course at another institution, field work, enrolled in distance or on-line courses, etc. If such periods of absence exceed four weeks in any term, approval of the graduate program director and the Dean of Graduate Studies is required.);

d. is considered by his or her supervisor and program director to be progressing, in relation to program requirements and expectations, at a satisfactory rate; and has not normally completed more than six terms of full-time study at the master’s level or not more than 18 terms of full-time study at the Doctoral level.

Full-time graduate students may hold employment provided that they are not regularly employed for more than an average of ten hours per week for any period for which they are registered as full-time graduate students. If the student is employed by the University as a graduate or teaching assistant, the ten hours per week represents the total time spent by the student in connection with the appointment and includes the time spent on preparative work, reading set assignments, marking examinations, etc.

Part-time Status

All registered graduate students pursuing a degree or stand-alone graduate diploma who do not meet the requirements of full-time status as defined above are part-time graduate students. For the calculation of degree/program length and balance of degree fees, one full-time term is equivalent to two part-time terms, and vice versa.

Note: At the graduate level, registration status is not related to the number of courses that students enroll in. It is the status that the students initially applied to the program. Therefore, full-time students who take less than 3 courses per term are still considered as a full-time student and are charged at the full-time tuition rate.

Change in Status

Degree and diploma students are expected to remain in the registration status (full-time or part-time) to which they were admitted unless a change of status is approved by the program director and the Dean.

Note: Students who wish to change their registration status must file a petition to the Faculty of Graduate Studies, through the Graduate Program Office, at least 6 weeks prior to the term of which the change is expected to take place and subsequently get an approval.
Categories of Students

Degree and Diploma Students

A degree or diploma student is registered in full-time or part-time status in a graduate degree program (master’s or PhD) and/or Graduate Diploma in the Faculty of Graduate Studies.

Non-Degree Students

Students who intend to take one or more graduate courses and/or conduct research under the supervision of a member of the Faculty of Graduate Studies but who are not proceeding to a graduate degree or graduate diploma at York University should apply for non-degree admission. Non-degree students must apply to and be deemed admissible by a graduate program at York University. There are two types of non-degree students: Visiting Students and Exchange Students.

(1) Visiting Students

With the permission of the graduate program director concerned and the approval of the Dean of Graduate Studies, applicants who meet the following criteria may be admitted to the status of Visiting Students (Faculty of Graduate Studies):

a. enrolled in programs leading to the award of a master’s or Doctoral degree by universities other than York, and who wish to and are authorized to enrol in one or more graduate courses at York University and/or to conduct research under the supervision of a member of the Faculty of Graduate Studies.

b. otherwise qualified for admission as candidates for York master’s or Doctoral degrees, but who wish to enroll in one or more graduate courses without credit towards a York degree.

The Visiting Student category is reserved for students who are registered in part-time status but who are not enrolled in a graduate diploma or degree programs at York University. Visiting Students may enrol in and complete up to 12 credits in coursework at York University.

Visiting Students whose admission to the Faculty and enrolment in a graduate diploma or degree program is subsequently recommended by a graduate program director may petition for courses successfully completed as a Visiting Student to be accepted for credit toward the graduate diploma or degree program. Courses completed as a Visiting Student may count for up to 50% of the coursework requirements for the York graduate diploma or degree program, provided that they have not already been credited towards another degree, diploma, certificate, or any other qualification. It should be noted that petitions are reviewed on a case-by-case basis and that credit is not automatically applied.

(2) Exchange Students

With the recommendation of the graduate program director concerned, students who meet the following criteria may be admitted to the status of Exchange Students (Faculty of Graduate Studies):

a. are enrolled in programs leading to the award of a master’s or Doctoral degree at universities with whom York University has an exchange agreement, and who wish to and are authorized to enrol in one or more graduate courses at York University
and/or to conduct research under the supervision of a member of the Faculty of Graduate Studies;

b. submit a Graduate Level Exchange Application to York International, vetted and approved by their home institution, which includes transcripts or grade reports provided by the home institution and an assessment of facility in the English language; and,

c. normally maintain at least a B (second class) standing, or have qualifications accepted as equivalent.

Students admitted under the Exchange Students category are not considered otherwise admissible to York University. If, subsequent to being an exchange student, an individual wishes to apply to York University as a candidate for a master’s or Doctoral degree, they will be required to submit a new application to the Graduate Admissions Office along with official documents as outlined in the application procedures.

Former exchange students who are subsequently admitted to the Faculty of Graduate Studies may petition to have courses that were successfully completed while they were on exchange be considered for credit toward a master’s or Doctoral degree. Courses completed as an Exchange Student may count for up to 50% of the coursework requirements for the York graduate diploma or degree program, provided that they have not already been credited towards another degree, diploma, certificate, or any other qualification. It should be noted that petitions are reviewed on a case-by-case basis and that credit is not automatically applied.

Ontario Visiting Graduate Student (OVGS) Plan

The Ontario Visiting Graduate Student (OVGS) Plan allows a registered graduate student of an Ontario university (home university) to take graduate-level courses at another Ontario university (host university) while remaining registered at the home university. This plan allows students to bypass the usual application for admission procedure and relevant transfer of credit difficulties. Students register at, pay fees to, and continue to receive awards from their home university and are classified as “visiting graduate students” at the host university where they pay no fees.

York University graduate students interested in taking a graduate course at another Ontario University under the OVGS plan should complete the OVGS application form, which can be found at: http://gradstudies.yorku.ca/current-students/student-status/forms/

York University graduate students may complete up to 6 credits in coursework under the OVGS Plan towards any one degree program.

Leaves of Absence

The requirement of continuous registration supports students toward the timely completion of their studies. However, the university recognizes that from time to time students may need to be absent from their studies or from the university while maintaining an affiliation with York University. To take such absences, students must make a request to the Dean through their graduate program office. If the request is granted, students must ensure that they maintain continuous registration and pay the fees associated with the particular category of absence.

There are two categories of absences from the program of studies or from the university:

a. absences that are included in the number of terms to completion, which includes external student status; and,
b. absences that are *not included* in the number of terms to completion, which includes elective leave, exceptional circumstances leave, maternity leave, parental leave, and no course available.

**External student status**

External students are those who have completed all course requirements on either a full-time or a part-time basis and who are not physically present at the University for purposes of using its facilities or receiving supervision.

*Restrictions:*
- maximum number of terms (over the course of the degree program): 3

**Elective leave of absence**

Students applying for an elective leave of absence do not have to provide grounds for their request as long as it is submitted in a timely fashion.

*Restrictions:*
- maximum number of terms (over the course of the degree program) for elective leave of absence: 1
- student must have completed two terms of study
- may not be used by students in the Graduate Program in Environmental Studies to pursue any activities which form part of a plan of study (such as a field experience, individual directed study, or individual research), or for which any form of residual program credit might otherwise be requested

**Exceptional circumstances leave of absence**

Students applying for a leave of absence under exceptional circumstances are students who are facing a type of hardship that takes them away from their studies.

*Examples of exceptional circumstances:*
- Medical, professional (which may include employment opportunities related to a student's field of study or extraordinary demands of full-time employment for part-time students), compassionate circumstances

*Restrictions:*
- Maximum number of terms (over the course of the program of study) 3

**Maternity leave of absence**

Available to students during or following a pregnancy

- Maximum number of terms of leave (over the course of the program of study): 3 per pregnancy

**Parental leave of absence**

Available to students for whom parental responsibilities are such that they require the student to be absent from their studies.

*Restrictions:*
- Maximum number of terms of leave (over the course of the program of study): 1 per child
**No Course Available**

Students in coursework only programs of study who have not yet completed their coursework may petition to register as No Course Available if no suitable course is offered in any given term. In exceptional circumstances, other students who are unable to make meaningful progress towards completion of degree requirements, other than by taking a course, may petition for No Course Available if no suitable course is available in any given term. This provision does not apply if a student is registered as working on a thesis/dissertation or a major research paper, or has a grade of ‘I’ recorded for a course at the end of the previous term.

**Withdrawal**

To withdraw in good standing from the Faculty of Graduate Studies, a student must notify their graduate program office in writing. The effective date of withdrawal is the date the program was notified in writing by the student. Withdrawing from a course does not constitute official withdrawal from the program.

To be eligible to withdraw in good standing, a student’s academic record may not include any coursework Incompletes and may not include any combination of C grades or combination of C and F grades that would normally result in withdrawal for failure to maintain academic standards. Students who are beyond the applicable maximum time limits or who have not maintained continuous registration are normally not eligible to withdraw in good standing.

**Reinstatement/Reinstatement to Defend**

Students who have withdrawn in good standing may petition for reinstatement anytime within three terms (12 months) following their withdrawal. Students who do not petition for reinstatement within three terms (12 months) following the withdrawal must normally apply for readmission.

Students who have withdrawn in good standing may petition for reinstatement to defend a thesis/dissertation at anytime following their withdrawal, on the condition that the thesis/dissertation is ready to proceed to defense. Such petitions must include support of the supervisory committee and graduate program director, including confirmation that the thesis/dissertation is ready to proceed to defense.
Program Fees

Program fees consist of tuition and supplementary fees, and are set for each session and term by the York University Board of Governors, in accordance with Ministry of Training, Colleges and Universities guidelines, and are subject to change. Information about how program fees are calculated, including a current schedule of program fees and refund tables, can be found on the Student Financial Services website at [http://sfs.yorku.ca/fees/](http://sfs.yorku.ca/fees/).

All newly admitted and continuing graduate students at York University are responsible for being familiar with and registering in accordance with Faculty of Graduate Studies Registration Policies, including the requirement of continuous registration. Registration in any term is conditional on the payment of appropriate fees in accordance with the University's payment schedule, which can be found at: [http://www.yorku.ca/grads/important_dates.html](http://www.yorku.ca/grads/important_dates.html).

Students who register after the deadline for any of the Fall, Winter or Summer terms will incur a late registration fee. Any student not registered by the end of the two week period following the formal registration date will be withdrawn from the University. The registration schedule for graduate students can be found at [http://www.yorku.ca/grads/important_dates.html](http://www.yorku.ca/grads/important_dates.html).

There is a fee to be registered as inactive. This includes elective leave, exceptional circumstances leave (including leave on compassionate, medical, or professional grounds), maternity leave, and parental leave.

Balance of Degree Fees

Doctoral students must register and pay fees for a minimum of the equivalent of six terms of full-time registration. With respect to total minimum fee requirements for PhD programs, students who successfully complete a PhD program in less than the equivalent of six terms of full-time registration will, prior to convocation, be responsible for payment of a balance of degree fee. For calculation of balance of degree fees, one full-time term is equivalent to two part-time terms, and vice versa.

Master’s students must register and pay fees for a minimum of the equivalent of three terms of full-time registration, except in programs where a longer program length is specified.

With respect to total minimum fee requirements for master’s programs that do not have a flat program fee, the program length (in full-time equivalent terms) predetermines the minimum total academic fees that a student must pay prior to graduation. Students who successfully complete a master's program in less time than the program length will, prior to convocation, be responsible for payment of a balance of degree fee. For the calculation of balance of degree fees, one full-time term is equivalent to two part-time terms, and vice versa.

Students who exceed the program length of a master's program, or the maximum time limits for completion of a master's or PhD degree, will be responsible for payment of fees beyond the total minimum fee requirement, as appropriate.
Fee Refunds

Students are entitled to refunds of portions of fees depending upon the date by which withdrawal or completion of degree requirements from the University is authorized. Refund tables for graduate programs can be found at: http://sfs.yorku.ca/fees/courses/index.php

Note: Graduate tuition refunds/credit calculations are based on complete withdrawal from a term, not withdrawal from individual courses. It is because fees are calculated according to a student's program and full-time or part-time registration status/activity level, as opposed to be calculated on a per course basis.

Methods of Payment

Information regarding methods of payment, including minimum payments and late charges on outstanding balances, can be found on the Student Financial Services website at: http://sfs.yorku.ca/fees/paying/

Payroll Deduction

Graduate students who hold a graduate or teaching assistantship or an external scholarship that is administered by the Faculty of Graduate Studies (e.g., OGS, NSERC, SSHRC, CIHR) may pay fees via payroll deduction. To initiate payroll deduction, please visit the Office of the Dean, Faculty of Graduate Studies, to finalize the terms of deduction and to sign a payroll deduction contract which can be downloaded from www.yorku.ca/grads/forms/payroll_deduction_sept2012.pdf

Waivers and Payments by a Third Party (External Agency)

Information regarding fee waivers for York University employees or dependents, fee waivers for senior citizens, and fees paid by an external agency can be found on the Student Financial Services website at: http://sfs.yorku.ca/fees/waivers/.

Outstanding Debt

York University Senate policy stipulates that graduation privileges, enrolment, transcript requests, etc. be withheld from any student until all outstanding financial liabilities to the University are settled.

Note: For students who have outstanding debts of $1,000 or more to the University, an enrollment block will be placed by the Faculty of Graduate Studies on their student account to prohibit them from registering for future terms. Students must reduce the balance on their student account to below $1,000 at least 5 business days prior to requesting that the Faculty of Graduate Studies removes the enrollment block.

Financial Petitions

Graduate students may submit a financial petition to Student Financial Services.
Degree Types – Minimum Requirements and Regulations

Master’s Degree

Master’s Degree-Level Expectations

Included below are degree level expectations for master’s programs offered at York University. Program-specific learning outcomes are expected to be consistent with and build upon degree-level expectations. The structure and requirements of master’s programs are intended to support the achievement of degree-level expectations and program-specific learning outcomes.

<table>
<thead>
<tr>
<th>Master’s degree</th>
<th>This degree is awarded to students who have demonstrated the following:</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Depth and breadth of knowledge</td>
<td>A systematic understanding of knowledge, including, where appropriate, relevant knowledge outside the field and/or discipline, and a critical awareness of current problems and/or new insights, much of which is at, or informed by, the forefront of their academic discipline, field of study, or area of professional practice.</td>
</tr>
<tr>
<td>2. Research and scholarship</td>
<td>A conceptual understanding and methodological competence that a) Enables a working comprehension of how established techniques of research and inquiry are used to create and interpret knowledge in the discipline; b) Enables a critical evaluation of current research and advanced research and scholarship in the discipline or area of professional competence; and c) Enables a treatment of complex issues and judgments based on established principles and techniques; and, On the basis of that competence, has shown at least one of the following: a) The development and support of a sustained argument in written form; or b) Originality in the application of knowledge.</td>
</tr>
<tr>
<td>3. Level of application of knowledge</td>
<td>Competence in the research process by applying an existing body of knowledge in the critical analysis of a new question or of a specific problem or issue in a new setting.</td>
</tr>
<tr>
<td>4. Professional capacity/autonomy</td>
<td>The qualities and transferable skills necessary for employment requiring: a) The exercise of initiative and of personal responsibility and accountability; and b) Decision-making in complex situations; c) The intellectual independence required for continuing professional development; d) The ethical behavior consistent with academic integrity and the use of appropriate guidelines and procedures for responsible conduct of research; and d) The ability to appreciate the broader implications of applying knowledge to particular contexts.</td>
</tr>
<tr>
<td>5. Level of communications skills</td>
<td>The ability to communicate ideas, issues and conclusions clearly.</td>
</tr>
<tr>
<td>6. Awareness of limits of knowledge</td>
<td>Cognizance of the complexity of knowledge and of the potential contributions of other interpretations, methods, and disciplines.</td>
</tr>
</tbody>
</table>
**Program Alternatives**

A candidate for a master’s degree shall pursue at York University, under the direction of a graduate program, an advanced course of study approved by the director of the sponsoring graduate program.

The minimum requirements for master’s degree programs are normally comprised of:

a. at least 12 credits in graduate-level coursework and an acceptable thesis; or

b. at least 18 credits in graduate-level coursework and an appropriate research paper, project or review essay; or

c. at least 24 credits of graduate-level coursework.

These are minimum requirements, and individual graduate programs may have additional requirements, such as comprehensive examinations, practicum, fieldwork, language requirements, etc.

**Program Length and Minimum Period of Registration**

All master’s programs must specify a program length in terms, which is normally the shortest period of time a student must be registered in a program in order to qualify for the degree and which normally predetermines the minimum total academic fees that a student must pay prior to graduation. Master’s students must register and pay fees for a minimum of the equivalent of three terms of full-time registration, except in programs where a longer program length is specified.

The M.A. program in Critical Disability Studies is a 1-year full-time or 2-year part-time program of advanced graduate study.

**Full-time** students are expected to maintain continuous registration throughout the course of study at the full-time status for a minimum of 3 consecutive terms. Their status would be automatically switched to part-time as of the 4th term unless they petition to the Faculty of Graduate Studies, through the Graduate Program Office, for an “Extension of Program Time Limit” at least 6 weeks prior to the term of which the change is expected to take place and subsequently get an approval.

**Part-time** students are expected to maintain continuous registration throughout the course of study at the part-time status for a minimum of 6 consecutive terms.

**Time Limits**

All requirements for a master’s degree must be fulfilled within 12 terms (4 years) of registration as a full-time or part-time master’s student, in accordance with Faculty of Graduate Studies Registration Policies, including the requirement of continuous registration. Terms in which students are registered as Leave of Absence (elective or exceptional circumstances), Maternity Leave, Parental Leave, or No Course Available are not included in these time limits.

**Annual Progress Reports**

A thesis supervisory committee shall meet annually with the student, normally in the Spring, to evaluate the Report on Progress submitted by the student and submit a completed copy of the Report on Progress to the graduate program director after the meeting. In accordance with program requirements and procedures, students in non-thesis
program options may be required to submit a progress report to the graduate program director. Reports to the graduate program director of unsatisfactory progress may require a student to withdraw from a program of studies, or withdraw from the graduate program in which the student is enrolled.

Coursework

In addition to those courses specified individually by the sponsoring graduate program for each student as constituting the minimum required program of studies, students with permission of the program director, may elect, on registration, to enroll in additional courses.

A minimum of two-thirds of the course requirements for a master’s program should be completed from among graduate-level courses.

Graduate students may not take or receive credit for an integrated course at the graduate level if they took it at York or elsewhere at the undergraduate level.

Major Research Paper/Project/Review Essay

A major research paper/project/review essay is a milestone component of a program that requires independent research. The academic requirements, format and length of master’s research papers/projects/review essays should be consistent with master’s degree-level and program-specific expectations.

In accordance with program-specific requirements and processes, master’s research paper/project/review essay should be on a topic approved by the program, normally including submission and approval of a proposal, as well as appropriate ethics review and approval. Supervisors for each master’s research paper/project/review essay must be approved no later than the end of the second term of master’s study. In accordance with program-specific requirements and processes, evaluation of master’s research papers/projects/review essays may include a second reader and/or oral examination. Master’s research papers/projects/review essays are normally graded on a Pass/Fail basis.

Language and Cognate Requirements

Requirements with respect to language facility (other than language competency required for admission), technical skill (e.g., statistics or computer techniques), and/or cognate subjects are determined by individual graduate programs with the approval of the Faculty of Graduate Studies’ Council.

Comprehensive Examinations

Individual graduate programs may require students to undertake comprehensive examinations. The specific requirements and evaluation procedures are determined by individual graduate programs with the approval of the Faculty of Graduate Studies’ Council.

Language of Major Research Papers/Projects/Review Essays and Theses

A major research paper/project/review essay or thesis should be written in English but approval may be given to a written request from a student for a major research paper/project/review essay or thesis to be written in French or in the language of any Aboriginal/First Nations people in North America, subject to confirmation from the director of the graduate program concerned that relevant supervision and sufficient support for the completion of such written work can be provided.
## Degree Types – Minimum Requirements and Regulations

### Doctoral Degree

**Doctoral Degree-Level Expectations**

Included below are degree level expectations for doctoral programs offered at York University. Program-specific learning outcomes are expected to be consistent with and build upon degree-level expectations. The structure and requirements of doctoral programs are intended to support the achievement of degree-level expectations and program-specific learning outcomes.

<table>
<thead>
<tr>
<th><strong>1. Depth and Breadth of Knowledge</strong></th>
<th><strong>Doctoral degree</strong> This degree extends the skills associated with the Master’s degree and is awarded to students who have demonstrated the following:</th>
</tr>
</thead>
<tbody>
<tr>
<td>A thorough understanding of a substantial body of knowledge that is at the forefront of their academic discipline or area of professional practice including, where appropriate, relevant knowledge outside the field and/or discipline.</td>
<td></td>
</tr>
</tbody>
</table>

| **2. Research and Scholarship** | **a)** The ability to conceptualize, design, and implement research for the generation of new knowledge, applications, or understanding at the forefront of the discipline, and to adjust the research design or methodology in the light of unforeseen problems;  
|--------------------------------|----------------------------------------------------------------------------------|
| **b)** The ability to make informed judgments on complex issues in specialist fields, sometimes requiring new methods; and  
| **c)** The ability to produce original research, or other advanced scholarship, of a quality to satisfy peer review, and to merit publication. |

| **3. Level of Application of Knowledge** | **The capacity to**  
|----------------------------------------|----------------------------------------------------------------------------------|
| **a)** Undertake pure and/or applied research at an advanced level; and  
| **b)** Contribute to the development of academic or professional skills, techniques, tools, practices, ideas, theories, approaches, and/or materials. |

| **4. Professional Capacity/Autonomy** | **a)** The qualities and transferable skills necessary for employment requiring the exercise of personal responsibility and largely autonomous initiative in complex situations;  
|--------------------------------------|----------------------------------------------------------------------------------|
| **b)** The intellectual independence to be academically and professionally engaged and current;  
| **c)** The ethical behavior consistent with academic integrity and the use of appropriate guidelines and procedures for responsible conduct of research; and  
| **d)** The ability to evaluate the broader implications of applying knowledge to particular contexts. |

| **5. Level of Communications Skills** | **The ability to communicate complex and/or ambiguous ideas, issues and conclusions clearly and effectively.** |

| **6. Awareness of Limits of Knowledge** | **An appreciation of the limitations of one’s own work and discipline, of the complexity of knowledge, and of the potential contributions of other interpretations, methods, and disciplines.** |
**Program Structure**

A candidate for a doctoral degree shall pursue at York University, under the direction of a graduate program, an advanced course of study and research approved by the director of the sponsoring graduate program.

All doctoral programs require the submission of a dissertation proposal, including appropriate ethics review and approval; a dissertation embodying the results of original research, and; successful defense of this dissertation at an oral examination. In addition to the submission of a dissertation and oral examination, individual graduate program may have additional requirements, such as coursework, comprehensive examinations, practicum, fieldwork, language requirements, etc.

**Program Length and Minimum Period of Registration**

All doctoral programs must specify a program length in terms, which is the period of time (in terms) that is normally required for a student to complete a program. Doctoral students must register and pay fees for a minimum of the equivalent of six terms of full-time registration.

The PhD program in Critical Disability Studies is a **4-year full-time** program of advanced graduate study. Students are required to maintain continuous registration upon admission as well as throughout the course of study at the full-time status since it is the basis of admission and enrollment planning.

**Time Limits**

All requirements for a doctoral degree must be fulfilled within **18 terms (6 years)** of registration as a full-time or part-time doctoral student in accordance with Faculty of Graduate Studies Registration Policies (link to Registration Policies section), including the requirement of continuous registration. Terms that students register as Leave of Absence, Maternal Leave, Parental Leave, or No Course Available are not included in these time limits.

**Annual Progress Reports**

In accordance with program requirements and procedures, students in doctoral programs must submit a progress report to the graduate program director on an annual basis, normally in the Spring. Once established, a dissertation supervisory committee shall meet annually with the student, normally in the Spring, to evaluate the Report on Progress submitted by the student and submit a completed copy of the Report on Progress to the graduate program director after the meeting. Reports to the graduate program director of unsatisfactory progress may require a student to withdraw from a program of studies, or withdraw from the graduate program in which the student is enrolled.

**Coursework**

In addition to those courses specified individually by the sponsoring graduate program for each student as constituting the minimum required program of studies, students with permission of the program director, may elect, on registration, to enrol in additional courses.

A minimum of two-thirds of the course requirements for a doctoral program should be completed from among graduate-level courses. Graduate students may not take or receive credit for an integrated course at the graduate level if they took it at York or elsewhere at the undergraduate level.
**Language and Cognate Requirements**

Requirements with respect to language facility (other than language required for
admission), technical skill (e.g., statistics or computer techniques), and/or cognate subjects
are determined by individual graduate programs with the approval of the Faculty of
Graduate Studies’ Council.

**Comprehensive Examinations**

Individual graduate programs may require students to undertake comprehensive
examinations. The specific requirements and evaluation procedures are determined by
individual graduate programs, with the approval of the Faculty of Graduate Studies’ Council.

**Language of Dissertations**

A dissertation should be written in English but approval may be given to a written request
from a student for a dissertation to be written in French or in the language of any
Aboriginal/First Nations people in North America, subject to confirmation from the director
of the graduate program concerned that relevant supervision and sufficient support for the
completion of such written work can be provided.
Doctoral Dissertation Regulations

Overview

Doctoral dissertations shall be on a topic approved by the student’s supervisor and supervisory committee, and shall include submission and approval of a dissertation proposal, including appropriate ethics review and approval, in accordance with Faculty and program requirements and procedures. Dissertations must embody the results of original research must be successfully defended at an oral examination.

The doctoral dissertation must embody original work conducted while in program, and must constitute a significant contribution to knowledge. It should contain evidence of critical understanding of the relevant literature. The material embodied in the dissertation should merit publication.

The general form and style of dissertation may differ from program to program but a dissertation should be a coherent document. This means that if a thesis contains separate manuscripts, there needs also to be introductory and concluding chapters that explain how these separate manuscripts fit together into a unified body of research. If previously published materials are included, it should be made clear what exactly is the student’s own work and what the contribution of other researchers is.

Students must comply with the requirements for the preparation, submission and distribution of theses as described in the Faculty of Graduate Studies’ Guide for the Preparation and Examination of Theses and Dissertations, which can be found at: www.yorku.ca/grads/policies_procedures/thesis_dissertations_index.html

Dissertation Supervisory Committees

1. A dissertation supervisory committee will consist of a minimum of three members from the Faculty of Graduate Studies, at least two of whom must be members of the graduate program in which the student is enrolled. The principal supervisor must be a Full Member of the graduate program in which the student is enrolled. An Associate Member of the graduate program may serve as a co-supervisor on the condition that the other co-supervisor is a Full Member of the graduate program. In exceptional circumstances and with prior approval of the Dean, the third, or an additional member, may be appointed who is not a member of the Faculty of Graduate Studies.

For doctoral students to remain in good academic standing, they must have a supervisor and supervisory committee in place in accordance with program requirements. The minimum Faculty of Graduate Studies requirements are as follows:

A supervisor must be recommended by the appropriate graduate program director for approval by the Dean of Graduate Studies no later than the end of the fifth term of study (end of second term of PhD II). Students will not be able to register in the seventh term of study (the onset of PhD III) unless a supervisor has been approved. A supervisory committee must be recommended by the appropriate graduate program director for approval by the Dean of Graduate Studies no later than the end of the eighth term of study (end of second term of PhD III). Students will not be able to register in the tenth term of study (the onset of PhD IV) unless a supervisory committee has been approved.
2. A dissertation supervisor (Chair of the supervisory committee) shall:
   
   1. be reasonably accessible to the student normally meeting once a month and never less than once each term.

   2. ensure that a copy of the student’s dissertation is sent to each member of the student’s dissertation examining committee as far as possible in advance of the date of the student’s oral examination but no later than four weeks prior to the date set.

3. A dissertation supervisory committee shall:
   
   a. review the student’s research proposal and recommend its approval to the appropriate graduate program director and the Dean not less than six months prior to the date set for the oral;

   b. review the student’s progress normally each month and never less than once each term. (Reports to the graduate program director of unsatisfactory progress may require a student to withdraw from a program of studies or withdraw from the graduate program in which the student is enrolled);

   c. meet annually with the student, normally in the Spring, to evaluate the Report on Progress submitted by the student and submit a completed copy of the Report on Progress to the graduate program director after the meeting; and,

   d. read the dissertation and make a recommendation to the graduate program director regarding oral defence.

**Dissertation Examining Committees**

A dissertation examining committee shall consist of at least five voting members, including the Chair, as follows:

a. The Dean of the Faculty of Graduate Studies or her/his representative, who will be at arm’s length from the supervision of the dissertation, and who will serve as Chair of the examining committee;

b. One external examiner, from outside York University, at arm’s length from the dissertation, recommended by the program director;

c. one graduate faculty member at arm’s length from the dissertation, and normally from outside the program, recommended by the program director;

d. two graduate faculty members from the supervisory committee, or one member from the supervisory committee and one graduate faculty member from the program.

These are minimum requirements with respect to the composition of and quorum for dissertation examining committees. Individual graduate programs may include one additional voting member on examining committees, in accordance with program requirements and procedures.

In addition to the voting members, the thesis examining committee may include the following ex-officio members (non-voting, unless present as one of the voting members named above): Vice-President Academic & Provost, Dean of the Faculty of Graduate Studies or his/her representative, Graduate Program Director.
The membership of each committee must be recommended by the appropriate graduate program director for approval and appointment by the Dean of Graduate Studies as soon as possible and no later than four weeks before the date set for the oral examination. In exceptional circumstances, the Dean may approve a program director's recommendation that a York University faculty member who is not a member of the graduate faculty serve as a member (but not the Chair) of an examining committee.

Members of the examining committee are normally expected to attend the oral examination in person, except where decanal permission for the use of alternative technologies such as video- or teleconferencing has been granted. The rationale for this examination mode must be made by the program to the Dean. Normally, no more than one member of an examining committee should be linked to the examination process through alternative means. Only in exceptional circumstances would the supervisor, an internal York member, or the student be the off-site participant. The Faculty of Graduate Studies’ Guide for the Preparation and Examination of Theses and Dissertations contains guidelines with respect to the use of alternative technologies for oral examinations.

With the consent of the voting members of the examination committee, the program director and the student, the Dean may approve a recommendation that an oral examination be rescheduled due to exceptional circumstances.

**Conduct of the Oral Examination**

1. Before an oral can be convened, a majority of the examining committee members must agree that the dissertation is examinable. The graduate program director shall poll the members of that committee one week before the scheduled date for the oral. If the student does not receive a majority vote, the members of the examining committee who do not agree that the dissertation is examinable are required to give their reasons in writing to the student, the supervisor, and the Dean within one week after the poll. In such cases, the oral shall be postponed for a period not to exceed one year. However, the student has the right to insist that the oral proceed as planned.

2. The time and place of oral examination shall be set by the graduate program director in consultation with the student, the Chair and members of the examining committee and with the approval of the Dean of Graduate Studies. Normally, the examination shall be held no less than four weeks from the date on which copies of the completed dissertation approved by the supervisory committee are sent to each member of the examining committee. The examination may be held less than four weeks from the time copies are sent to the examining committee provided all parties agree.

3. The oral examination will centre on the dissertation.

4. The oral examination is a public academic event. Faculty members, graduate students and others may attend oral examinations at the discretion of the Chair of the examining committee. They may, at the discretion of the Chair, participate in the questioning. Only members of the examining committee may be present for the evaluation and for the vote at the conclusion of an oral examination.

5. The dissertation oral examination requirement is met if one of the following situations exists:
   a. if the committee accepts the dissertation with no revisions; or,
   b. if the committee accepts the dissertation with specified revisions.

6. Specified revisions could range from typographical errors or changes of a minor editorial nature, to specified insertions or deletions which do not radically modify the development/argument of the dissertation. The committee must specify such changes with precision. It is the responsibility of the supervisor to ensure that all
such changes are made, and the Dean’s representative will confirm that this is the case. Specified revisions must be completed within six months of the date of the oral examination.

7. In cases where there are no more than two votes for major revision or one vote for failure, then specified revisions are expected.

8. A dissertation is referred for major revision if any of the following conditions exist:

   i. the committee agrees that the dissertation requires substantive changes in order to be acceptable; or,
   ii. there are two votes for failure; or,
   iii. there is one vote for failure plus a minimum of one vote for major revision; or,
   iv. there are at least three votes for major revision.

9. In the cases of major revision, one of the following procedures, agreed upon by the committee before the examination is adjourned, must be used to finalize the oral results:

   a. the committee will reconvene within twelve months to continue the oral examination; or,
   b. the revised dissertation will be circulated within twelve months to all members, who will inform the Dean’s representative whether they feel the stipulated requirements have been met.

10. Detailed reasons for referring pending major revisions must be supplied in writing by the Chair to the Dean, the program director and the student concerned within two weeks.

11. After an adjournment and when the major revisions have been completed, the dissertation is failed if there are two or more votes for failure. A dissertation cannot be referred for major revisions more than once and no further adjournment is permitted. In the event of failure, detailed reasons must be supplied in writing by the Chair to the Dean, program director and student within two weeks.

12. A dissertation is failed if there are a minimum of three votes for failure. In the event of failure, detailed reasons must be supplied in writing by the Chair to the Dean, program director and student within two weeks.

Decisions of the thesis examining committee are communicated to the Faculty of Graduate Studies’ Thesis Office, usually in the form of the Certificate Pages containing appropriate signatures, through the Chair of the Examining Committee, on or before the deadline specified for those students expecting to be awarded degrees at the Spring or Fall Convocations, which can be found at http://www.yorku.ca/grads/important_dates.html
Graduate Diploma

Graduate Diploma is the term applied to a for-credit program of study at the graduate level, which is not itself a master's or doctoral degree program, in a specific area, topic or skill, and may be of a disciplinary or interdisciplinary character. There are three categories of Graduate Diplomas:

**Type 1:** Awarded when a student admitted to a master's program leaves the program after completing a certain proportion of the requirements. Students are not admitted directly to these programs.

**Type 2:** Offered in conjunction with a master's or doctoral degree, the admission to which requires that the student be already admitted to the master’s (or doctoral) program. This represents an additional, usually interdisciplinary, qualification. Courses taken in fulfillment of degree requirements may count towards the graduate diploma, but some part of the graduate diploma requirements shall be additional to degree requirements. All the requirements for the degree as well as for the graduate diploma must be fulfilled before the graduate diploma is awarded. Normally, the graduate diploma will be awarded at the convocation at which the degree is awarded. However, students may be permitted by Graduate Diploma Coordinators to complete requirements in one additional term following the award of the degree, and receive the graduate diploma at the next convocation.

**Type 3:** A stand-alone, direct-entry program, generally developed by a unit already offering a related master’s (and sometimes doctoral) degree, and designed to meet a particular academic and/or professional need. The minimum requirement for graduate diplomas is normally 12 credits in graduate-level coursework.

**Intra-Institutional & Inter-Institutional Programs**

Intra/inter-institutional programs are a type of degree program at the University. Their defining feature is that two or more programs of study are brought together in one of six distinct categories, as follows.

**Inter-Institutional Program Categories**

**Cotutelle**

A cotutelle is a customized program of doctoral study developed jointly by two institutions for an individual student in which the requirements of each university’s doctoral programs are upheld, but the student working with supervisors at each institution prepares a single dissertation which is then examined by a committee whose members are drawn from both institutions. The student is awarded two degree documents though there is a notation on the transcripts indicating that the student completed his or her dissertation under cotutelle arrangements.

**Dual Credential Program**

A dual credential program is a program of study offered by two or more universities or by a university and a college or institute, including Institutes of Technology and Advanced Learning, in which successful completion of the requirements is confirmed by a separate and different degree/diploma document being awarded by at least two of the participating institutions.
Joint Degree Program

A joint degree program is a program of study offered by two or more universities or by a university and a college or institute, including an Institute of Technology and Advanced Learning, in which successful completion of the requirements is confirmed by a single degree document.

Intra-University Program Categories

Collaborative Program

A collaborative program is a graduate program that provides an additional multidisciplinary experience for students enrolled in and completing the degree requirements for one of a number of approved programs. Students meet the admission requirements of and register in the participating (or “home”) program but complete, in addition to the degree requirements of that program, the additional requirements specified by the collaborative program. The degree conferred is that of the home program, and the completion of the collaborative program is indicated by a transcript notation indicating the additional specialization that has been attained.

Combined Degree Program

A combined degree program is a program of study involving two existing degree programs of different types in which successful completion of the requirements is confirmed by a separate and different degree document being awarded by each program. The combination may comprise two graduate programs, two undergraduate programs or a graduate and an undergraduate program. For combined degree programs that involve a graduate program, the combination typically involves at least one “professionally” oriented program. Combined degree programs may be structured such that students pursue the two programs concurrently or consecutively. Students in a combined program may be required to pay additional fees.

There are a bunch of graduate Diplomas that Master's and PhD students may undertake concurrently with their program. The benefits of doing so is that you establish yourself in another area of expertise, you get to network with other professors, engage in research that is relevant to your program/main area of interest and gain practical skills (some programs require internship hrs too).

A complete listing of York graduate diplomas is posted at

www.yorku.ca/grads/future_students/programs.php?type=5
Graduate Courses

A graduate course is a discrete, time-delimited unit of instructional/learning activity identified by a course code, in which a student must enroll. All graduate courses must have an instructor in charge who is appointed to the Faculty of Graduate Studies. Regular sessions of all graduate courses must be offered in an approved university academic space/location, normally on campus. Exception can only be granted with the approval of the Dean on the recommendation of the graduate program director.

Graduate courses must be approved in accordance with Faculty of Graduate Students and Senate policies and procedures. Initial approval of new courses by the Faculty of Graduate Studies and the Senate includes approval of the scope and feasibility for completion within the allotted time of requirements in those courses. All graduate programs shall, on an ongoing basis, and in consultation with students, ensure that requirements in courses are reasonable, and can normally be accomplished within the course period.

Graduate programs may have a variety of requirements that are not courses but constitute other academic events or milestones which have been approved in accordance with Faculty of Graduate Studies and Senate policies and procedures. Some common non-course academic events and milestones are major research papers/projects/review essays, comprehensive examinations, practica, internships, field work, theses, dissertations, etc.

Course Codes and Course Credits

Graduate courses have course codes consisting of:

- a prefix associated with the program;
- a four-digit course number, beginning with 5, 6 or 7, in accordance with program numbering practices, and;
- course credits.

A 3.00 credit course is considered a half-course that is normally taken over one term. A 6.00 credit course is considered a full-course that is normally taken over two consecutive terms. Individual graduate programs may offer courses with other course credit weightings.

Cross-listed Courses

Cross-listed courses are offered between two or more graduate programs.

Integrated Courses

Graduate courses may be integrated only with undergraduate courses at the 4000-level, where it is understood that 4000-level indicates an advanced level. Graduate students will be expected to do work at a higher level than undergraduates. Integrated courses must have an instructor in charge who is appointed to the Faculty of Graduate Studies. Graduate students may not take or receive credit for an integrated course at the graduate level if they took it at York or elsewhere at the undergraduate level.
Course Enrollment

All newly admitted and continuing graduate students at York University are responsible for being familiar with and registering, enrolling in courses, and paying fees in accordance with Faculty of Graduate Studies and University policies, deadlines and procedures.

<table>
<thead>
<tr>
<th>Term</th>
<th>F</th>
<th>Y</th>
<th>FF</th>
<th>A</th>
<th>AF</th>
<th>P</th>
<th>P2</th>
<th>W</th>
<th>WW</th>
<th>B</th>
<th>P3</th>
<th>WS</th>
</tr>
</thead>
</table>

Course Withdrawal

Students may withdraw from a course without permission by the posted drop deadline (i.e. the last date to drop courses without receiving a grade) which is posted at [http://www.yorku.ca/grads/important_dates.html](http://www.yorku.ca/grads/important_dates.html). After this, students shall remain registered and will be assigned grades as appropriate. Approval of the Graduate Program Director is required to drop a course after the posted drop deadline and before the relevant grade reporting date.

Approval of the Graduate Program Director is required to withdraw in good standing from a course, before or after the posted drop deadline.

<table>
<thead>
<tr>
<th>Term</th>
<th>F</th>
<th>Y</th>
<th>FF</th>
<th>A</th>
<th>AF</th>
<th>P</th>
<th>P2</th>
<th>W</th>
<th>WW</th>
<th>B</th>
<th>P3</th>
<th>WS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Last date to drop courses without receiving a grade</td>
<td>Nov. 9</td>
<td>Feb. 15</td>
<td>Oct. 5</td>
<td>Oct. 22</td>
<td>Aug. 20</td>
<td>Aug. 27</td>
<td>Oct. 31</td>
<td>Mar. 8</td>
<td>Jan. 30</td>
<td>March 5</td>
<td>Feb. 19</td>
<td>May 26</td>
</tr>
</tbody>
</table>
Grading System

Grades will be awarded for every course in which a student is enrolled in accordance with the following system. The letter grade system is the fundamental system of assessment of course performance in graduate programs at York University. 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. The percentages indicated are not part of the official grading scheme and are meant only to be used as guidelines.

<table>
<thead>
<tr>
<th>Grade</th>
<th>Description pertaining to the program</th>
</tr>
</thead>
<tbody>
<tr>
<td>A+</td>
<td>Exceptional 90–100% Excellence in writing, research, reading and originality.</td>
</tr>
<tr>
<td>A</td>
<td>Excellent 85–89% Work that shows a superior command of the subject, clearly written, creatively researched.</td>
</tr>
<tr>
<td>A−</td>
<td>High 80–84% Work that shows a superior command of the material but limited in breadth or depth of research and/or presentation.</td>
</tr>
<tr>
<td>B+</td>
<td>Highly Satisfactory 75–79% Research and writing skills may be flawed in some visible and correctable way. Critical perspective is present and is consistently applied.</td>
</tr>
<tr>
<td>B</td>
<td>Satisfactory 70–74% Work that meets minimum expectations of a graduate student in research, writing, and reading skills. Critical perspective is present but is not consistently applied.</td>
</tr>
<tr>
<td>C</td>
<td>Conditional 60–69% Unsatisfactory work: flawed in methodology or critical assumption, incoherently organized, poorly written, or superficially researched. Critical perspective is beginning to develop.</td>
</tr>
<tr>
<td>F</td>
<td>Failure 0–59% Work that is far below what is required. Does not address the assignment adequately. Absence of critical perspective. <strong>Work that breaches academic honesty is given a grade of ZERO.</strong></td>
</tr>
<tr>
<td>I</td>
<td>Incomplete N/A</td>
</tr>
</tbody>
</table>

Grade Reports

In addition to letter grades, the following course performance designations may be used on grade reports.

**Incomplete**: When a student’s coursework is not completed and evaluated by the appropriate grade reporting dates, the award of ‘I’ **may be** approved by the program director. A grade of ‘I’ must be removed within 2 months of the reporting date for a half-course or within 4 months of the reporting date for a full-course. Extension of this time is possible only upon successful petition to the Faculty of Graduate Studies Petitions Committee. If the grade of ‘I’ is not removed by the end of the specified period, it will become a grade of ‘F’.  **(Refer to the next page for the Course Extension Policy.)**

**Withdrawal from Courses in Good Standing**: The symbol (W) (withdrew in good standing) will be recorded in place of a grade to indicate that a student was authorized to withdraw in good standing from a course, before or after the posted drop deadline.

**Auditor**: Students wishing to attend courses without the requirement to complete course assignments and without the expectation that they will receive evaluation of participation in the course must register as auditors. Permission to audit a course must be approved by the instructor of the course and appropriate program director. Auditor status should be indicated at the time of enrollment in the course. For York University graduate diploma and degree students, changes from credit to auditor status are permitted, provided that not more than two-thirds of the course has been given. University and Faculty regulations and policies with respect to conduct apply to auditors.
Grades in Courses

Course directors must announce in writing, in each course within the first two weeks of classes, the nature and weighting of course assignments and their due dates, including, if applicable, assessment and/or grading requirements with respect to attendance and participation. In keeping with reporting dates, the expectation is that course assignments can normally be accomplished within the course period.

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.

Reporting of Grades

The grades for a course are considered official following approval by the home graduate program of the course.

The Faculty of Graduate Studies may change a grade if the program director concerned reports a clerical error or if an appeal to the program results in a change of grade. Graduate course grades must be reported by the graduate program director to the Registrar’s Office by the following dates:

- **Fall Term:** January 15 (3.0 or 6.0 credit course)
- **Fall/Winter and Winter Term:** May 15 (3.0 or 6.0 credit course)
- **Summer Term:** September 15 (3.0 or 6.0 credit course)

If a course grade or approved Incomplete is not reported to the Registrar’s Office within one month of the appropriate reporting date, the course will be assigned a grade of ‘F’.

Course Extension Policy (Assignment Deferred Standing Agreement)

There is an expectation that all assignments must be turned in by the deadlines established by the instructor. Do not expect extensions to be permitted, except in very exceptional circumstances.

Students who wish to request an extension, which does not enable the instructor to finish grading and to report their final grade by the above stated reporting dates, must file an Assignment Deferred Standing Agreement supported by the instructor, along with the appropriate supporting documents with the Graduate Program Office by the grade reporting dates. **Without a supported Agreement in place, the program reports a final grade that the student will have earned until the conclusion of the course, as opposed to a grade of ‘Incomplete’**.

The length of extension may be up to within 2 months or 4 months of the above stated reporting dates for one-term or two-term courses respectively. **Students who wish to request an extension which goes beyond this period must file a petition for a course extension with the program, and subsequently be granted an approval. If the grade of ‘Incomplete’ is not removed by the end of the specified period, it will become a grade of ‘Fail’**.

Extensions requested within the course timeframe are negotiated directly with the course directors who may still request that you complete a deferral agreement for documentation purposes.

The Agreement can be downloaded from [http://cdis.gradstudies.yorku.ca/guidelines/](http://cdis.gradstudies.yorku.ca/guidelines/)
Grade Reappraisals

Grade reappraisals are undertaken in the unit offering the course. These principles, articulated for the Faculty of Graduate Studies, are as follows.

1. Students may, with sufficient academic grounds, request that a final grade in a course be reappraised (which may mean the review of specific pieces of tangible work). Non-academic grounds are not relevant for grade reappraisals; in such cases, students are advised to petition to the Faculty of Graduate Studies through their graduate program office. For grade reappraisals, students are expected first to contact the course director to discuss the grade received and to request that their tangible work be reviewed. Tangible work may include written, graphic, digitized, modelled, video recording or audio recording formats, but not oral work.

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

2. In the event that the student is still not satisfied with the final grade OR the course director is not available to review the work, the student may submit in writing a formal request for a grade reappraisal to the graduate program in which the course is offered. The Senate approved deadline for submitting grade reappraisals is February 15 for fall term grades, June 15 for fall/winter session and winter term grades, September 30 for summer session grades, or a minimum of 21 days from the release of grades, whichever is later. When a submission deadline occurs on a weekend or holiday, requests will be accepted up until the end of the next available business day. Exercising discretion about minor delays in meeting the deadline which result from slow mail delivery or extraordinary circumstances is reasonable.

3. If the condition of sufficient academic grounds has been met, the student must submit:
   
   a. a copy of the marked assignment,
   b. a clean copy of the assignment (i.e., a copy of the assignment minus comments of the course director), and
   c. a copy of any instructions given in relation to completing the assignment.

   The graduate program director (or designate) will be responsible for ensuring:
   
   d. that, by comparing the marked and clean copies of the assignment, the clean copy of the assignment is an unaltered copy of the work to be reappraised,
   e. that the description provided by the student in relation to the nature of the assignment and the instructions given for the assignment is verified with the faculty member concerned,
   f. that the faculty member who graded the work provides a statement indicating the grade assigned the work and the rationale for that grade,
   g. that the clean copy of the assignment is reappraised by an appropriate faculty member,
   h. that the student and reappraiser identities are not disclosed to each other, and
   i. that the results of the reappraisal (including the reappraiser’s comments) and the route of appeal are communicated to both the student and the course director.
The reappraiser will be given

j. the clean copy of the assignment
k. a description of the nature of the assignment and any instructions provided to students regarding the completion of the assignment, and
l. the rationale for the original grade.

It is expected that every effort will be made to render the decision within 30 days of the reappraiser having received the work.

4. Parties to the decision may appeal a negative decision on a request for a reappraisal, or the result of the reappraisal itself to the Petitions Committee of the Faculty of Graduate Studies (for graduate courses at York) or, for undergraduate courses, to the Faculty-level appeals committee in the Faculty in which the course is offered. The only grounds that will be considered are procedural irregularity. Procedural irregularity is defined as actions taken or not taken by a department, Faculty, graduate program, its officers, committees, or members with respect to the previous disposition of the case which violate or nullify one or all of the following:

a. normal and written procedures of the University, Faculty, graduate program or department concerned;
b. consistency in the Faculty’s, graduate program’s or department’s handling of cases substantially similar to that being appealed;
c. principles of equity, natural justice or fairness, whether or not such violation occurred in accord with written or customary procedures. Appeals based on allegations of these last procedural irregularities should allege and demonstrate obvious bias or other misbehaviour on the part of the officers or agents of the University and for which redress was not provided by an authority which considered the case prior to the appeal.

Appeals must be submitted within 21 days of notification of the decision. Faculty committees may waive that deadline when special circumstances are established by the appellant. No member of the Faculty committee shall consider an appeal if s/he considered the matter at an earlier level. At the discretion of the Faculty committee, the student and/or the faculty member may be invited to meet with the Committee to present his/her case orally. The Committee’s decision will be taken in camera and it is expected that parties will be informed of the decision in writing within 30 days of the filing of the appeal.

5. Parties to the appeal at the Faculty-level may file an application for leave to appeal the decision to the Senate Appeals Committee (SAC) on the ground of procedural irregularity at the Faculty-level. Applications for leave to appeal must be submitted within 21 days of the notification of the Faculty decision. SAC may waive that deadline when special circumstances are established by the appellant. No member of SAC shall consider the application if s/he considered the matter at an earlier level. As explained in the SAC procedures, parties may appear before the Committee if leave to appeal is granted to make oral submissions on the ground of procedural irregularity. The Committee’s decision will be taken in camera and it is expected that the parties will be informed of the decision in writing within 30 days of the filing of the application.

6. Parties to the decision of the Senate Appeals Committee may apply to the Committee to have the matter reconsidered if there is evidence of procedural irregularity on the part of SAC. Applications must be submitted within 21 days of the posting of the decision. SAC reserves the right to waive this deadline in special circumstances. Requests for reconsideration of a SAC decision will be considered by a panel of SAC members who did not serve on the panel first hearing the matter; it is expected that a decision will be rendered within 30 days of its submission.
Academic Standing

Combinations of ‘C’ Grades Which Require Withdrawal Unless Continued Registration is Recommended and Approved

A student who received in total any of the following combinations of grades for graduate courses may not continue to be registered in the Faculty of Graduate Studies and in a graduate program unless this continuation is recommended by the graduate program director concerned and approved by the Dean:

a. two C grades for 6.00 credit courses;
b. one C grade for a 6.00 credit course and one C grade for a 3.0 credit (or equivalent) course;
c. a total of three C grades for 3.0 credit (or equivalent) courses.

In no cases will grades be averaged.

Combination of ‘F’ and ‘C’ Grades Which Require Withdrawal

A student will be required to withdraw from a graduate program and registration in the Faculty of Graduate Studies will be terminated if the student receives in total for graduate courses, during enrolment at York University:

a. one F grade for a 6.00 credit course or two F grades for 3.0 credit (or equivalent) courses; or
b. one F grade for a 3.0 credit (or equivalent) course and one C grade for a 6.00 credit or 3.0 credit (or equivalent) course.

In no case will grades be averaged.

Note: The academic standing regulations with respect to grades in courses described above do not apply to grades awarded for courses which students elect to and are authorized to enrol in upon registration, but which are additional to those specified by a faculty adviser and program director as constituting the minimum required program of studies.

Transfer Credit (Advanced Standing)

Following initial registration in a graduate program at York University, graduate-level courses completed at another institution that have not been used to fulfill the requirements of another degree program or graduate diploma may be accepted towards fulfillment of the degree program in which the student is registered. Credit for such work will be determined by the Faculty of Graduate Studies on the recommendation of the program concerned. Transfer credit may count for up to 50% of the coursework requirements for a York graduate diploma or degree program.

Undergraduate Students Taking Graduate Courses

In exceptional circumstances upper level undergraduate students can register in a graduate course for credit. This credit may not be re-used towards a York graduate degree. Students should apply for a Letter of Permission through the Registrar’s Office. Permission of the course instructor and graduate program director and the approval of the Associate Dean of the Faculty of Graduate Studies is required.
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. The purpose of an academic petition is to request an exemption from an academic regulation or deadline. Being unfamiliar of regulations or deadlines does not constitute a valid reason for an academic petition.

Academic petitions and appeals in the Faculty of Graduate Studies are governed by the Senate Guidelines for the consideration of petitions/appeals by Faculty Committees, which can be found here: www.yorku.ca/secretariat/senate/committees/sac/SACApealsPage.html

Academic Petitions: Procedural Guidelines

1. Academic petitions in the Faculty of Graduate Studies are initiated by students by submitting a completed academic petition form, which can be found here: http://www.yorku.ca/grads/forms.html A completed academic petition form and any required or relevant supplemental documentation must be submitted to the office of the graduate program concerned.

When preparing a petition, petitioners should seek the advice of the graduate program director or the graduate program assistant. In instances in which the graduate program director is the subject of the petition, petitioners shall seek the advice of another member of the program’s graduate executive committee. If the petition involves an undergraduate course, the petitioner should seek the advice of the undergraduate unit in which the course is offered.

2. Following submission of the completed petition to the graduate program office, the graduate program director or alternate (in cases where the graduate program director is unavailable or is the subject of the petition) reviews the petition and makes a positive or negative recommendation to the Faculty of Graduate Studies. This recommendation, including the completed petition form and any required or relevant supplemental documentation, is forwarded to the secretary of the Faculty of Graduate Studies Petitions Committee.

3. The committee secretary, or designate, may record on the petition form information pertaining to the petitioner's standing in the Faculty. This information includes Leaves of Absence, the number of courses that are Incomplete, any other pertinent information (e.g., the number of C or F grades), and a statement of any fees owing. If a petitioner is not in good standing, the petitioner will be asked to address the issue that is placing them in poor standing. For example, if the petitioner holds a combination of grades requiring withdrawal from the program, the petitioner must file a petition addressing how good academic standing will be achieved along with their original petition.

4. Petitions received in the Faculty of Graduate Studies are reviewed by an administrative officer who conducts an initial assessment of the petition.

5. This initial assessment falls into one of three categories:

   a. the petition does not include all of the information necessary for the request to be reviewed,
   b. the petitioner is petitioning on a relatively minor matter (e.g., dropping a course after the drop date because of documented medical grounds), or
   c. the petition is on a more substantive or more complex matter (e.g., request for extension of full-time status).
6. Incomplete petitions. The administrative officer will inform the program and/or the petitioner (as appropriate) that additional information must be provided and that such information must be provided within 30 working days. Where the petitioner fails to provide the information requested, the petition will receive no further consideration.

7. Complete petitions. In the initial assessment, the administrative officer categorizes complete petitions as either relatively minor or substantive/complex.

   a. Petitions on relatively minor matters. The administrative officer reviews the petition and makes a recommendation to grant or deny the petition to the Associate Dean or Chair of the Petitions Committee. Where the recommendation is to grant the petition, the Associate Dean or Chair of the Petitions Committee confirms the recommendation of the administrative officer. Normally, such petitions will be processed within 21 working days of receipt of a complete petition. Decisions are made available to the petitioner through their graduate program office. Where the recommendation is to deny the petition, the petition is referred to the Faculty of Graduate Studies Petitions Committee for consideration at its next-scheduled monthly meeting.

   b. Petitions on relatively substantive or complex matters. The Faculty of Graduate Studies Petitions Committee makes the decision to grant or deny this type of petition or refer this type of petition for further information. None of the parties involved in a petition may be present at the Petitions Committee meeting. Decisions are normally made available to petitioners within 10 working days of the Petitions Committee meeting.

8. Notification of decision. The graduate program office notifies petitioners in writing of petitions decisions. Unless petitioners specify an alternate address, notice will be provided using the graduate program’s internal notification system (e.g., office mail box). E-mail communication may contain only a statement of what was being petitioned and the decision (i.e., granted or denied). Commentary relating to decisions will be provided in hard copy only. Petitioners are responsible for notifying the graduate program office of the means by which they can be reached throughout the petition process and must notify the graduate program of any change in the relevant contact information. When a petition is denied, information regarding appeal procedures will be provided with the decision correspondence.

**Appeals of Petitions Decisions: Procedural Guidelines**

1. Parties to a petition are persons who are directly affected by the petition decision and who have participated in the original petition submission.

2. Parties to a petition reviewed by the Petitions Committee may appeal the decision to the Appeals and Academic Honesty Committee (AAHC) of the Faculty of Graduate Studies. Appeals will be heard only if leave is granted by the AAHC.

3. The Academic Affairs Officer in the Faculty of Graduate Studies will make the petition file available for review by any party who participated in the original petition submission.

4. Leave to appeal will be granted only where the appeal makes out a prima facie case based on any of the following grounds:

   a. new evidence (i.e., evidence relevant to the decision made at the Petitions Committee level, but which through no fault of the appellant was not presented at that level. Generally speaking, events or performance subsequent to the Petitions Committee decision are not to be construed as “new” evidence.);

   b. procedural irregularity in the Petitions Committee’s handling of the case; or

   c. substantive argument that the original petition decision constitutes gross injustice or error.
5. The appeal must be filed within 20 working days of the date on which the appellant was informed of the decision which is being appealed.

6. Appellants have the right to have a representative assist in the preparation of written submissions and, if granted leave to appeal is granted, to act as their representative at the appeals meeting.

7. Appellants must submit the appeal to the Academic Affairs Officer of the Faculty of Graduate Studies and must provide a copy of the appeal to all parties to the original petition.

8. All appeals must be submitted in writing beginning with a completed Appeal Form, which can be found here: http://www.yorku.ca/grads/forms.htm.

9. Parties to the original petition have 10 working days from the submission date of the appeal in which to provide to the AAHC a response to the appeal. Responses will be disclosed to the appellant.

10. Once the file is complete, AAHC will consider whether leave to appeal will be granted. AAHC will determine whether or not a prima facie case has been established. Parties are not present at this hearing. If the Committee defers a decision on leave to appeal to obtain more information, the appellant shall be so informed in writing using the contact information provided on the Appeal Form. Appellants are responsible for notifying the Academic Affairs Officer of the means by which they can be reached throughout the appeal process and must notify the Academic Affairs Officer of any change in the relevant contact information.

11. If leave to appeal is granted, the appellant shall be given at least 10 working days notice of when the appeal will be heard.

12. The appellant has the right to be present at the meeting at which the appeal is being considered for the purpose of presenting her/his case orally and for questioning by the Committee. Appellants must indicate if they will be accompanied by a representative. The Committee’s decision and vote shall be taken in camera.

13. No one may sit on the AAHC hearing an appeal who is a party to the petition or who heard it.

14. The Chair or Secretary of AAHC shall inform each appellant in writing of the decision of the Committee and, in the case of an unfavourable decision, of the right to appeal to the Senate Appeals Committee.

15. It is the responsibility of the appellant to inform her or his representative of any decision made in the appeal.

**Appeals to the Senate Appeals Committee (SAC)**

The final route of appeal within the Faculty of Graduate Studies is to the AAHC. A candidate wishing to appeal the decision made by the AAHC may appeal to Senate Appeals Committee (SAC), which shall consider an appeal submission only if the candidate has exhausted the petition and appeals procedures of the Faculty of Graduate Studies. Deadlines and procedures with respect to the submission of appeals to and consideration of appeals by the Senate Appeals Committee can be found here: http://www.yorku.ca/secretariat senate committees sac SACAppealsPage.html
Academic Honesty

1. Senate Policy on Academic Honesty

Students in the Faculty of Graduate Studies are expected to conform to strict standards of academic honesty as specified in the Senate Policy on Academic Honesty, which can be found here: http://www.yorku.ca/secretariat/policies/document.php?document=69. A lack of familiarity with the Senate Policy on Academic Honesty on the part of a student does not constitute a defence against their application to him or her.

Any breach of academic honesty is a serious offence to both the University community and the academic enterprise. Any suspected breach of academic honesty, no matter how small it may appear, requires investigation. The Faculty of Graduate Studies has established the following complementary procedures specific to the investigation and resolution of alleged violations of the Senate Policy on Academic Honesty for students in the Faculty of Graduate Studies.

At all stages, a student has a right to a representative of their choosing. Students may contact the Graduate Students’ Association regarding representation.

2. Offences Against the Standards of Academic Honesty and Penalties for Academic Misconduct

The Faculty of Graduate Studies conforms to the definitions of offences and penalties as stated in the Senate Policy on Academic Honesty.

3. Faculty of Graduate Studies Procedural Guidelines

The procedures outlined below are consistent with those specified in the Senate Policy on Academic Honesty. For ease of reference, the numbering of this document is consistent with the numbering used in the Senate Policy.

3.1 Purpose

The following procedures are provided for the investigation and resolution of cases of alleged violations of the Senate Policy on Academic Honesty for a present or former student registered in the Faculty of Graduate Studies. In these procedures, the term “student” includes a York graduate or undergraduate student, a York graduate, a former York student, or a student who is applying to take, is taking or has taken a York course.

3.2 Jurisdiction

3.2.1 Allegations of a breach of academic honesty against a student engaged in academic work in the Faculty of Graduate Studies, with the exception of master’s students in the Schulich School of Business, shall be dealt with according to these procedures. (Master’s students in the Schulich School of Business shall follow the procedures governing breach of academic honesty established in the Schulich School of Business. Appeals by these master’s students beyond the Schulich School of Business will be to the Faculty of Graduate Studies, and will be heard by the hearing committee of the Faculty of Graduate Studies. Appeals will be allowed only on the grounds of new evidence that could not have reasonably been presented at an earlier stage, or on the grounds of procedural irregularity which includes denial of natural justice.) Allegations in a course shall be dealt with by the Faculty offering the course. In cases where a breach of academic honesty occurs in other than the Faculty of Graduate Studies, then the Faculty of Graduate Studies shall have observer status at a hearing and may make submission as to penalty. For students in joint programs...
or where allegations arise in more than one Faculty, the Faculties can agree on which Faculty will have jurisdiction over the proceedings.

3.2.2 All allegations of breaches of academic honesty relating to graduate program academic activities (e.g., course, research being supervised) shall initially be handled by the graduate program. Matters that extend beyond the graduate program but remain within the Faculty of Graduate Studies (e.g., Oral Examinations) shall be handled by the Office of the Dean, Faculty of Graduate Studies.

3.2.3 Should a matter arise for which there appears to be no clear Faculty jurisdiction, the Senate Appeals Committee shall determine which Faculty shall have carriage of the matter.

3.2.4 Appeals of decisions by the Faculty of Graduate Studies hearing committee are considered by the Senate Appeals Committee.

3.3 Investigating Potential Academic Misconduct

If a person (or persons) suspect(s) a breach of academic honesty:

3.3.1 on course assignments, term papers, essays, etc., the matter shall be reported to the concerned course director or supervisor. For courses, if the evaluator is not the course director, the evaluator shall retain possession of the suspect material and provide a written report, together with the confiscated material, to the course director;

3.3.2 on research not conducted as part of a course, and for major research papers/projects, comprehensive examinations, theses and dissertations, responsibility for detecting potential academic dishonesty lies with the supervisor and, as appropriate, the supervisory and examination committees. The person discovering the potential breach of academic honesty, shall retain possession of the suspect material and provide a written report, together with any confiscated material to the Graduate Program Director or the Associate Dean of the Faculty, as appropriate;

3.3.3 in a course examination, the invigilator, who is normally the course director, in cases of suspected impersonation, shall ask the student concerned to remain after the examination and shall request appropriate University identification or shall otherwise attempt to identify the student. In other cases of suspected breach of academic honesty the invigilator shall confiscate any suspect material. In all cases, the student will be allowed to complete the examination. The invigilator, if other than the course director, shall give a full report, together with any confiscated material, to the course director (See the Senate Policy on Invigilation of Examinations for further information);

3.3.4 for research not conducted as part of a course, major research papers/projects, comprehensive examinations, theses and dissertations, person(s) suspecting potential academic dishonesty shall report the matter to the student’s supervisor and, as appropriate, the supervisory and examination committees and/or the Associate Dean of the Faculty.

3.4 Initiating an Investigation of Potential Academic Misconduct

3.4.1 When a faculty member directing a course, or having or sharing responsibility for a student’s research, examination, or dissertation preparation, becomes aware of a possible violation of academic honesty, it is the responsibility of the faculty member to forthwith consult with the Graduate Program Director. If the faculty member identifying a possible breach of academic honesty is not the supervisor of the student, then the supervisor (or student advisor) shall be informed as soon as possible. For all instances, with the exception of breaches of academic honesty involving the Oral Examination, the Graduate Program Director shall be responsible, along with the student’s supervisor, or supervisory committee, or course director, for investigation of the allegation. In instances where the Graduate Program Director is the faculty member involved in identifying possible academic dishonesty, a member of the graduate faculty as designated by the Executive Committee of
the program (excluding the Graduate Program Director) shall take charge of the matter. If the external examiner of an Oral Examination is the person who believes that the dissertation research involves a possible breach of academic honesty, the external examiner shall provide a written report to the Chair of the Oral Examination, who in turn notifies the Office of the Dean, Faculty of Graduate Studies.

3.4.2 It is the responsibility of the Graduate Program Director (or designate) and the faculty member concerned to collect or assist in the collection of the necessary information to determine whether there are reasonable and probable grounds to proceed with a charge of breach of academic honesty. This process may include the collection of documents relevant to the case as well as, in the case of the Graduate Program Director (or designate), the interviewing of witnesses (if appropriate). This process may also include arranging an exploratory meeting with the student to discuss the matter. The faculty member concerned participates in the exploratory meeting. This exploratory meeting will result in one of the outcomes as detailed in Section 3.5.2.

3.4.3 Once notified of a potential breach of academic honesty, the designated Faculty office shall post a block on enrolment activity in the course. The student may not drop or be deregistered from the course for any reason, nor withdraw from the University, nor may transcripts be released to the student until a final decision is reached. A request by a student for a transcript to be sent to another institution or to a potential employer will be processed, but, if the student is found guilty of a breach of academic honesty, the recipients of the transcript will be provided automatically with an updated transcript.

3.4.4 If the investigation relates to work already presented for evaluation but not yet evaluated, the faculty member shall defer the evaluation of the work until after the matter has been dealt with. Normally, any evaluation of a work which relates to a charge will not be entered into the student’s record until after the matter is concluded.

3.4.5 If the Graduate Program Director or other person designated by Faculty of Graduate Studies procedures decides to proceed with a formal complaint alleging a breach of academic honesty, the complaint shall be submitted in writing to the Office of the Dean, Faculty of Graduate Studies as soon as is reasonably possible. The complaint shall contain a full, but concise, statement of the facts as perceived by the complainant and be accompanied by all available supporting evidence.

3.5 Exploratory Meeting at the Program Level

3.5.1 When a complaint is received, an exploratory meeting with the student may be arranged to determine whether or not there are reasonable and probable grounds to proceed with a charge of breach of academic honesty. The investigation should proceed quickly; however, if an exploratory meeting with the student is to be held, at least seven calendar days written notice of the meeting and a brief description of the reason for the meeting shall be provided. The exploratory meeting, convened and chaired by the Graduate Program Director (or designate) shall include: the concerned faculty member; the student and the student’s representative (if the student elects to have a representative at this meeting). In instances where the Graduate Program Director is the faculty member involved in the case, a faculty member from the Graduate Program Executive Committee shall serve as Chair. In instances where the alleged offence was discovered as part of the defense of a thesis/dissertation, the Chair of the Examining Committee shall contact the Office of the Dean, Faculty of Graduate Studies and the Dean will designate a representative to work with the Chair of the Examining Committee in the collection of information in relation to the alleged offence and to chair the exploratory meeting with the student. If the student elects not to attend the meeting, the meeting may proceed without the student present.
3.5.2 The exploratory meeting will result in one of the following:

i) It is agreed by all parties that no breach of academic honesty occurred. No records of the matter shall be retained.

ii) If the student wishes to admit to a breach of academic honesty, a document signed by the student and the faculty member which includes the admission, a summary of the matter and a joint submission as to penalty shall be forwarded to the Appeals and Academic Honesty Committee (AAHC) of the Faculty of Graduate Studies which deals with allegations of breach of academic honesty. In such cases, the agreed-upon penalty shall not exceed failure in the course. For theses and dissertations, the agreed-upon penalty must be decided in relation to the nature and scope of the breach of academic honesty. The standing members of the AAHC receiving such a joint submission normally will impose the penalty suggested, but if it is of the opinion that some other penalty would be more appropriate, or the breach is a second or subsequent incident by the student, the standing members of the AAHC, which shall be augmented as mandated in section 3.6.3.i, shall hold a hearing of the matter to determine penalty, to which the student and faculty member will be invited.

iii) If the student wishes to admit to a breach of academic honesty but no agreement is reached on recommended penalty, a document signed by the student and the faculty member, which includes the admission, a summary of the matter and individual submissions by the student and faculty member as to penalty shall be forwarded to the standing members of the AAHC, which shall be augmented as mandated in section 3.6.3.i and shall hold a hearing of the matter to determine penalty, to which the student and faculty member will be invited.

iv) If the student elects not to attend the exploratory meeting, and if those present find sufficient grounds to proceed with a charge of breach of academic honesty, a summary of the matter shall be forwarded to the standing members of the AAHC, which shall be augmented as mandated in section 3.6.3.i and shall hold a hearing of the matter to determine penalty, to which the student and faculty member will be invited.

v) If it is decided that sufficient grounds exist to proceed with a formal charge of academic misconduct and the student does not admit to this alleged breach of academic honesty, the Chair of the exploratory meeting shall prepare a formal charge and submit it to the standing members of the AAHC, augmented as mandated in section 3.6.3.i and which shall hold a hearing of the matter to which all parties involved will be invited. The charge shall contain a full, but concise, statement of the facts as perceived by the complainant and be accompanied by all available supporting evidence.

Note: Where the alleged violation occurs at the program level, if a formal charge is laid, the Dean of Graduate Studies shall immediately be informed that a student has been charged; however, in the interests of confidentiality, the Dean shall not be apprised of the name of the student. Where the alleged violation occurs in a program other than the home program of the student, the Graduate Program Director (or designate) of the student’s home program shall also be informed.

3.6 Formal Hearing at the Faculty Level

3.6.1 The responsible Faculty shall give each party a written copy of the charge, a copy of the materials submitted by the faculty member which includes a summary of the evidence, a copy of the procedures to be followed and not less than twenty-one calendar days’ written notice of the time and location of the hearing. If the student wishes to file a written response to the charge, it must be received within fourteen calendar days of the date on which the charge was sent to the student. The Faculty shall send a copy of the student’s response to the charge to the faculty member and unit level representative(s) concerned. Faculty members involved in the case shall act as witnesses in the proceedings. The Graduate Program Director/Dean of Graduate Studies (or designate) shall present the case to the Appeals and Academic Honesty Committee (AAHC). The Graduate Program Director
(or designate) shall consult with the Office of the Dean of Graduate Studies in relation to the preparation of the case. Both the student and case presenter shall inform the AAHC of their intention to call witnesses and file names of these witnesses at least seven calendar days prior to the hearing.

3.6.2 Prior to the hearing, if a student acknowledges the accuracy of the charges, the student may waive the right to a hearing by submitting a written statement that both admits guilt and waives the right to a hearing.

i) In this statement, the student may make submissions as to appropriate penalty and give reasons. If the faculty member submitting the charge concurs with the penalty recommendation of the student, a jointly signed submission will be forwarded to the standing committee members of the AAHC of the Faculty of Graduate Studies. In such cases, the agreed-upon penalty shall not exceed failure in the course. Should the AAHC find that some other penalty would be more appropriate, or the breach is a second or subsequent incident by the student, it shall hold a hearing of the matter to determine penalty, augmented as mandated in section 3.6.3.i and to which the student and faculty member will be invited.

ii) If the faculty member and student do not agree on a recommended penalty, individual submissions as to penalty shall be made by the student and faculty member to the AAHC, augmented as mandated in section 3.6.3.i, which shall hold a hearing of the matter to determine penalty, to which the student and faculty member will be invited. If the breach is a second or subsequent offence by the student, a copy of the written decision from the prior offence(s) shall be provided to the committee at the penalty hearing.

3.6.3 i) Charges of the breach of academic honesty in a course and/or research, or research practice will be heard by the Faculty of Graduate Studies Appeals and Academic Honesty Committee (AAHC) augmented by two faculty members and one graduate student all of whom are to come from the graduate program of the student charged. The Chair of this committee shall be non-voting, except in the event of a tie. The graduate student representative, where possible, will be nominated by the president of the graduate student association of the home program. Where a student is accused of breach of academic honesty in other than the home program of the student, or where students accused of a breach of academic honesty are from more than one program, the Dean of Graduate Studies shall appoint membership on the AAHC from each program, but only one graduate student, nominated by the President of the Graduate Students’ Association, will sit on the AAHC.

ii) Only the committee members and secretary, the case presenter, the student, each party’s representative(s)/adviser(s) (who may be lawyers), and the witnesses may be present at a hearing. The faculty member(s) or person(s) who submitted the charge may attend as a witness(es). Committee members shall be at “arm’s length” from the student charged with a breach of academic honesty. Committee members are not at “arm’s length” if they have had a significant personal or professional relationship with the student charged. Witnesses shall be present at the hearing only while testifying. Exceptions to this policy may be made at the discretion of the committee. The Chair of the committee has full authority to assure an orderly and expeditious hearing. Any person who disrupts a hearing, or who fails to adhere to the rulings of the committee may be required to leave.

3.6.4 The committee shall consider the facts and circumstances of the case and determine whether there has been a breach of academic honesty. If a finding of academic misconduct is determined, the committee shall hear submissions from both parties as to the appropriate penalty and then decide the penalty.

3.6.5 i) If a student fails to appear at a hearing after proper notice, the hearing may proceed, a decision may be made and sanctions may be imposed, unless the student can establish, in advance of the hearing and to the satisfaction of the committee, that there are
circumstances beyond her or his control which make an appearance impossible or unfairly burdensome.

ii) If, during the course of a hearing, the student wishes to admit to a breach of academic honesty, then the hearing proceedings shall be adjourned briefly whereupon the Graduate Program Director (or designate)/Dean (or designate) shall meet with the student with a view to reaching a joint agreement as outlined in Item 3.5.2 ii) above. The Graduate Program Director (or designate)/Dean (or designate) shall report to the committee on the joint agreement.

3.6.6 Parties must be allowed a full and fair opportunity to present their evidence and to respond to the evidence presented against them. Parties are allowed to cross-examine each other’s witnesses in matters related to the charge. The committee has the discretion to make rulings as to admissibility of evidence or the suitability of cross-examination. The committee is not bound by formal rules of evidence applicable in courts of law.

3.6.7 When the parties have presented all available relevant evidence and witnesses, each party may present a final argument. Following this the parties shall be excused without further discussion. The committee shall then enter into closed session to determine whether a breach of academic honesty has occurred. A finding of academic misconduct supported by a majority of committee members shall be binding.

3.6.8 If the committee does not render a finding of academic misconduct, all records of the charge and hearing will be held by the Office of the Dean, Faculty of Graduate Studies until such time as appeals procedures are exhausted or abandoned. Thereafter, a record consisting of the complaint and the decision letter will be placed in a confidential file retained in the Office of the Dean, Faculty of Graduate Studies, according to University records retention policy. All other records of the matter will be destroyed. If the committee does not render a finding of academic misconduct, the Faculty of Graduate Studies Associate Dean Academic will issue directives to the graduate program director to bring the matter to an expeditious conclusion.

3.6.9 Following a finding of academic misconduct, the committee shall next allow both parties to make a presentation as to suitable penalty. At this point the committee may be made aware of prior academic offences in the student’s file. In such cases a copy of the written decision from the prior offence(s) shall be provided to the committee. The committee will again enter into closed session and decide upon the sanction. A decision by the majority of the committee to impose a particular penalty shall be binding. The decision of the committee, as described in Item 4.8 of the Senate Policy on Academic Honesty, must be communicated to the parties in writing, delivered by hand or by mail. If the breach of academic honesty is related to course work, a note shall be placed on the Student Information System to bar retroactive withdrawal from the course.

3.6.10 A record of the proceeding will be retained in the Office of the Dean, Faculty of Graduate Studies, regardless of the severity of the penalty, and held for a time consistent with the University’s records retention guidelines. The Record of the Proceeding shall include the:

- formal charge of academic misconduct and all documentary evidence filed with the Faculty committee;
- written response from the student to the charge, if any;
- notice of the Hearing, and;
- decision of the committee.

If a penalty is imposed that requires an alteration of a student's academic record, a copy of the decision of the committee will be sent to the Registrar’s Office for the penalty to be implemented. The decision will be retained by the Registrar’s Office for a time consistent with the University’s records retention guidelines.
3.6.11 If the student is found to have committed a breach of academic honesty in work related to a funded research project, the Vice President Academic and Provost shall be notified and the Vice-President or a designate shall determine whether to notify the granting agency.

3.6.12 If a student from another institution enrolled in a joint program or attending York on Letter of Permission is found to have committed a breach of academic honesty, notice of the Committee’s findings will be sent to the other institution by the Registrar’s Office.

4. Order of Hearing at the Faculty Level

The Faculty of Graduate Studies conforms to the order of hearing guidelines provided in the Senate Policy on Academic Honesty.
Senate Policy on Academic Accommodation for Students with Disabilities

York University shall make reasonable and appropriate accommodations and adaptations in order to promote the ability of students with disabilities to fulfill the academic requirements of their programs.

The nature and extent of accommodations shall be consistent with and supportive of the integrity of the curriculum and of the academic standards of programs or courses.

Provided that students have given sufficient notice about their accommodation needs, instructors shall take reasonable steps to accommodate these needs in a manner consistent with the guidelines established hereunder.

'Disabilities' shall be defined as those conditions so designated under the Ontario Human Rights Code in force from time to time, and will in any event include physical, medical, learning, and psychiatric disabilities.

GUIDELINES:

1. Identification of students requiring academic accommodations

1.1 Students with disabilities who require accommodations shall, in a timely manner, provide the relevant medical, psychoeducational or psychiatric documentation to the appropriate York University office for students with disabilities to qualify for accommodations.

1.2 The University's offices for students with disabilities will assist students in the identification of particular aspects of courses that might present barriers to them and will work with them to identify the appropriate accommodations, provide supportive documentation, and assist the students and instructors in providing/obtaining accommodations.

2. Instruction-Related Accommodations

2.1 Types of accommodations may include, but are not limited to:

1. Timely provision of reading lists and other course materials to allow for alternate format transcription;
2. Alternate format transcription;
3. Alternate scheduling for the completion of course, project, thesis work or competency examinations;
4. Extensions to program completion time limits;
5. Use of assistive devices or auxiliary aids in the classroom/laboratory/field (e.g., FM systems worn by course instructors; computerized notetakers in the classroom);
6. Use of oral and visual language interpreters and/or notetakers in the classroom;
7. Permission for audio recording of lectures;
8. Permission for video-taping of lectures;
9. Special seating, wheelchair accessible tables;
10. Adjustments to lighting.
3. Accommodation in Examinations and Evaluations

3.1 Test/exam accommodations may include, but are not limited to:

1. alternate scheduling of examinations and essays;
2. alternate forms of assessment;
3. extended time to complete tests/examinations;
4. use of special equipment (computer, assistive technology, etc.);
5. use of special facilities (alternate test/exam room and proctor) and/or examinations in alternate formats (e.g. audio tape, Braille, etc.).

3.2 Whenever possible, the usual procedures for writing tests and examinations shall be followed.

4. Accommodations Agreements

4.1 Students and instructors shall wherever possible agree to the appropriate accommodations.

4.2 In cases where the instructor and the student cannot agree about the provision of accommodations, the instructor shall discuss the recommended accommodations with an advisor from the office for persons with disabilities. If they are unable to reach an agreement, the Chair of the Department and/or Associate Dean or Dean of the Faculty shall be consulted.

4.3 In cases where the disagreement remains unresolved, a mediative process will be implemented by the Dean of the student’s Faculty.
Other Regulations or Guidelines

In addition to the above stated regulations, graduate students are also expected to be familiar with the following policies or guidelines. They are posted at http://www.yorku.ca/grads/policies_procedures/policies.html

1. Regulations with respect to theses and dissertations that contain copyrighted materials including manuscripts and/or publications
2. Senate guidelines for graduate diplomas
3. FGS human participants research procedures
4. Intellectual property policy
5. President Susan Mann dissertation scholarships
6. Structure, rules and procedures of the Council of the Faculty of Graduate Studies
7. Thesis/Dissertation Prizes
ON-LINE REGISTRATION & COURSE ENROLLMENT INSTRUCTIONS

Prior to do registration and course enrollment, incoming students are required to have an advising appointment.

1. Go to http://www.yorku.ca/yorkweb/cs.htm and then click on "ADD/DROP COURSES" link.

2. Log in using your Passport York username and password.

3. To register in the Fall 2014 term, choose “FALL 2014 - Graduate students or Osgoode Students” from the pull-down menu.

4. The system will display your fee rate. As well, it will ask you to agree to the contractual fee agreement by answering “Yes” to all of the questions.

   **NOTE:** If you do not agree to the contract, you will not be allowed to register and enroll in courses.

5. To enroll in a course offered during this term, click “add a course” and type in a catalogue number (not the course number) corresponding to the course. You can find all catalogue numbers in the enclosed graduate lecture schedule. Repeat this step to enroll in other courses offered during this term.


7. Repeat steps 1-6 to register in the Winter 2015 term and then enroll in course(s) offered during this term. Choose “Winter 2015 - Graduate students or Osgoode Students” from the pull-down menu this time.

**NOTES:**

a) Once you are registered in a term, you are obliged to pay the tuition fee for that particular term at either the full-time or part-time rate, whichever applies to you. This is the case even though you do not enroll in any courses during that particular term.

b) Registration and course enrollment for the Summer 2015 term will start as of March 1st, 2015.
MONEY MATTERS

Below you will find information and resources for funding and fees.

Off-Campus Work Permits Program for International Students

Full-time international students who meet the following eligibility criteria and receive a work permit are able to work up to twenty (20) hours off-campus during the school year and up to forty (40) hours during winter holidays, reading week and summer break.

To be eligible, international students must complete 6 months of full-time study. To maintain eligibility, they must maintain their full-time student status, sustain satisfactory academic standing and work no more than 20 hours a week during regular classes.

Detailed information is available at the website of York International: http://international.yorku.ca

York International
200 York Lanes  Tel: (416) 736-5177  Fax: (416) 736-5176  yiinfo@yorku.ca

Internal – Assistantships

Full-time students who are offered a financial support package based on the final grade upon admission are guaranteed a minimum level of funding (1 year for M.A. students and may be up to 6 years for PhD students). In order to retain the financial package, students must meet all conditions outlined in the letter of funding breakdown to be issued closer to the commencement of the program.

This guaranteed funding comes from a variety of sources including internal and external scholarships, teaching assistantships, graduate assistantships and/or research assistantships. Usually, M.A. students may hold either Graduate or Research Assistantships, while Doctoral students hold Teaching Assistantships.

Teaching Assistantships (CUPE 3903, Unit 1)

A stipend may be paid to a full-time degree candidate who teaches in a York faculty or college. Usually, this teaching will consist of a tutorial or seminar in a scheduled course in which the lectures are given by a full-time faculty member. Including preparation and teaching, this job is to take no more than ten contract hours work per week.

Graduate Assistantships (CUPE 3903, Unit 3)

A stipend may be paid to a full-time degree candidate for various types of activity. The duties of a graduate assistant may include participation in a practicum, as an apprentice in a laboratory or applied setting, library work for the department or for a research group (normally in cases where it is possible for students to make constructive contributions to group research projects), administrative, clerical and research work. Formal arrangements for work in this category are made with the program director after admission. It should be noted that neither a Master's nor a Doctoral candidate is permitted, while registered as a full-time student, to accept more than ten hours of paid work per week through the University.
Research Assistantships
A stipend may be paid to a full-time degree candidate who is engaged in academic research or activities related to the student's field of study. This may include work on a topic assigned by a full-time faculty member who needs research done in libraries, archives, on the internet, or with community groups. The student will be expected to have some familiarity with research methods in the area for which they are hired. Formal arrangements are made with the program director after admission.

Internal – Scholarships
Both FGS and Office of Student and Financial Services maintain a scholarship database. For further details, please log onto their websites at:
- http://sfs.yorku.ca/services/award_search/

International Tuition Fee Scholarships (ITFS)
FGS at York University offers International Tuition Fee Scholarships to highly qualified international students. There are a limited number of these Scholarships and they are awarded on the recommendation of the Graduate Program to which the student is applying. These scholarships are applied directly to the international differential tuition fee in varying amounts (up to approximately $4,800) and are awarded at the time an offer of admission is made to the applicant.

York Graduate Scholarships
York University offers a limited number of scholarships to students entering programs at the Master’s and Doctoral level. There are no application forms for these scholarships. Offers are made by the graduate programs to selected applicants who have unequivocal “A” standing in their previous two years of study. Selection is made at admission.

Elia Doctoral Scholarship
Canadian or international incoming doctoral students interested in being considered for this York University award will include in the admissions file a 2-page letter speaking to the award. The Graduate Program Director will then submit nominations to the Faculty of Graduate Studies (FGS) by the end of February of each year. The awards can be held for up to 4 years and allow for funding to incoming doctoral students of up to $40,000 in the first year.

Graduate Fellowships for Academic Distinction (MA & PhD)
These scholarships are awarded by York University to both perspective domestic/international students, with high prospects for future leadership in International Affairs. Selection criteria are based on Academic Accomplishments, Leadership potential and Experience in International Affairs. Eligible Disciplines include: (i) Environmental Protection (ii) Fine Arts (iii) Political Economy

Chancellor Bennett Scholarships for the Liberal Arts (MA & PhD)
These scholarships are awarded by York University to perspective students, either entering a Master of Arts program or a PhD program in Liberal Arts on a fulltime basis, and have a record of high academic achievement. Students are selected based on academic accomplishments and financial need. To be eligible applicants must be Canadian citizens, permanent residents and/or protected persons who are residents of Ontario.
FGS Bursaries
FGS offers bursaries to both domestic and international full-time students based on financial needs. On-line applications are accepted twice per academic year – Fall/Winter term and Summer term. A website address will be emailed to you at your York U. email account as soon as it is released by FGS in September/October and February/March.

Fieldwork Costs Fund (from FGS)
This is a program of funding for Master's and Doctoral students to defray the cost of thesis and dissertation research (not Major Research Paper) which must be carried out "in the field." Up to $50,000 will be available and a maximum of $5,000 will be awarded to each individual recipient. The deadline for graduate programs to submit applications is February 15th. Students should check for earlier deadlines in their graduate program office.

Research Costs Fund (from FGS)
The Research Costs Fund helps subsidize students' own research expenses that are above and beyond those costs that are typically associated with graduate work, such as travel to sources of research, payment of subjects, supplies, services, photocopying, etc.

The Fund generally does not cover books, conference costs, subsistence and tuition fees. ("Generally" means that the Committee will award funds if they are convinced that the expenses are essential for the completion of the research and/or a cheaper alternative is not available.) All full-time registered graduate students who are members (past and present) of CUPE are eligible for a grant. Master's students should note that Doctoral students take priority. Funding is awarded early Spring and early Fall. Application forms are available in Graduate Program Offices from mid-August through September and from mid-January through February.

GSA Emergency Loan
The Graduate Students' Association provides short-term interest-free loans to graduate students who encounter temporary financial difficulties. At present, the maximum amount loaned is $250.00 with a repayment schedule of four months. To qualify, you must be a full-time York graduate student in good standing in the Program. To obtain a loan, contact GSA in 325 Student Centre (416-736-5865).

Dependent Bursary
The Dependent Bursary is available by the Graduate Students' Association (GSA) to members who are primary caregivers to help them attain their academic and professional goals. Eligible members are welcome to apply every term. First-time applicants will be privileged. Up to $200 per term is available. The final amount is determined by the total number of applicants.

Thesis Support Awards (from GSA)
These awards are intended for expenses resulting from the production of a major research paper, thesis or dissertation. Direct expenses are defined as the cost of supplies, materials, services, etc. expended on the project. (i.e. photocopies, office supplies, travel). Purchases of reusable/resalable items such as computers, office machines, audio/visual equipment, books and journals will not be supported. Application forms can be downloaded from the GSA website at http://www.yugsa.ca/index.php?section_id=131
M.A. Major Research Paper and PhD Dissertation Production Costs (from FGS)
All current and past members of Canadian Union of Public Employees Local 3903 (CUPE 3903), Unit 1, may apply for coverage of M.A. Major Research Paper and PhD dissertation production costs. Further information is available on the program website at www.yorku.ca/gradcdis/financial.html

Skills Development Grants (from GSA)
These are available to students for expenses incurred on projects undertaken toward vocational skills development, such as special educational programs or seminars, internships or apprenticeships not involving remuneration for the work involved. E.g. Language training or computer training directly relating and necessary to your research. This fund is NOT intended to cover costs associated with academic conferences but is for practical, skills-based training or other applied forms of skill development. Application forms can be downloaded from the GSA website at www.yugsa.ca

Internal - Funding for Conferences

Graduate Development Fund (from FGS)
This subsidizes travel costs (up to $500) for students who are presenting their scholarly or creative work outside the Toronto area. Funding is awarded early Spring and early Fall. Application forms are available in Graduate Program Office from mid-August through September and from mid-January through February.

Conference Support (from GSA)
Only students who are presenting at conferences or chairing sessions are eligible for this award. Each student may receive one Conference Support Award per year (May – April). Applications must be for conferences held in the current term or the term immediately following the conference. Application forms can be downloaded from the GSA website at www.yugsa.ca

External - Scholarships

Applicants to the Faculty of Graduate Studies at York University are urged to apply for scholarships in pursuing further graduate studies. The following are some of the more high-profile external scholarships which have an application deadline scheduled as early as a year prior to the program entrance.

Canada Graduate Scholarships (Master's and Doctoral)

Ontario Graduate Scholarships (Master’s and Doctoral)
The following websites provide an extensive listing of scholarships/bursaries. Do a GOOGLE search on them.

- Association of Universities and College of Canada
- Scholarships Canada
- Student Awards
- School Finder
- Macleans.ca
- Ontario Colleges.ca
- Millennium Scholarships or Bursaries
- Aboriginal Scholarships or Bursaries
- Aboriginal Bursary System
External – Student Loans

**Canada Student Loans**
Detailed information is available at [http://www.servicecanada.gc.ca/eng/goc/cslp.shtml](http://www.servicecanada.gc.ca/eng/goc/cslp.shtml)

**Ontario Student Assistance Program (OSAP)**
Detailed information is available at [http://sfs.yorku.ca/aid/osap/index.htm](http://sfs.yorku.ca/aid/osap/index.htm)

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If have applied for OSAP ...

Graduate students (except Schulich & Glendon) who have applied for Fall/Winter OSAP assistance will pick up their OSAP loan documents from the Student Client Services **by appointment only**. To schedule an appointment, go to [www.yorku.ca/scsweb](http://www.yorku.ca/scsweb)

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External – for Students with Disabilities

**Bursary for Students with Disabilities**
Detailed information is available at [http://sfs.yorku.ca/aid/scholarships/disabilities.htm](http://sfs.yorku.ca/aid/scholarships/disabilities.htm)

**Canada Student Grant for Persons with Permanent Disabilities**
Detailed information is available at [http://www.canlearn.ca/eng/loans_grants/grants/disabilities.shtml](http://www.canlearn.ca/eng/loans_grants/grants/disabilities.shtml)

**Canada Student Grant for Services and Equipment for Persons with Permanent Disabilities**
TUITION FEES

Academic fees are charged on a program basis (per registered term) for graduate students, regardless if you are enrolled in courses or not. Additional fees may include health plans, associated course fees and supplementary fees. For detailed information on tuition and other student fees which may apply to you, check the current Fees Tables on the next page.

After you have registered in a term, your student account statement will be posted to your student account on-line at http://sfs.yorku.ca/ Your statement is a snapshot of transactions on your account from about the 18th of one month to the 18th of the following month. Please note that you will not receive a statement in the mail.

Payments on your student account are due on the 10th of each month. If you do not pay the 'minimum amount due this month' to the University by this date, you will be charged a late fee of 1% monthly on the amount owing from your last statement.

Late charges are not assessed on tuition fees for terms that begin in a future academic session or on transactions that appear for the first time on your statement.

Payments can be made either:

- by telephone;
- by on-line banking;
- at a bank;
- in person; or
- by mail.

For detailed information, please check out the Office of Student Financial Services website at http://sfs.yorku.ca/ or contact the Office.

Student Financial Services
Bennett Centre for Student Services, Suite N201
Telephone: (416) 872-9675
Fax: (416) 736-5386
Graduate Tuition Fees
(For students entering York University on September 5, 2014 or later)

Program Fees per Term Including Tuition and Supplementary Fees

<table>
<thead>
<tr>
<th>Status/Program</th>
<th>1 Term (Domestic)</th>
<th>2 Terms (Domestic)</th>
<th>1 Term (International)</th>
<th>2 Terms (International)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Part-time</td>
<td>$921.18</td>
<td>$1,842.36</td>
<td>$3,261.17</td>
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</tr>
<tr>
<td>Full-time</td>
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<td>$3,684.72</td>
<td>$6,522.35</td>
<td>$6,247.35</td>
</tr>
</tbody>
</table>

Notes:

1. **Domestic Fees** - To be eligible for domestic fees you must be either a Canadian citizen or a permanent resident of Canada (otherwise known as landed immigrant) effective on the dates specified on an annual basis.

2. **International Fees** - Students who do not have the status specified above, or who apply to York and declare themselves as visa students, will be charged tuition fees at international rates.

3. **Continuous Active Registration** - Graduate students are required to maintain continuous active registration on a term-to-term basis unless they have withdrawn from the program, or have petitioned and subsequently been approved for a leave of absence of any kinds including maternal/parental leave, leave on compassionate or medical grounds, etc. Once an approval is granted, students are will be registered as inactive and charged a leave of absence fee as explained below.

4. **Pay Per Term, Not Per Course** - Once you are registered in a term, regardless of whether you enroll in any courses during that particular term, you are obliged to pay the tuition fee pertaining to that particular term at either the full-time or part-time rate, whichever applies to you.

5. **Billing and Payments** – You will receive a monthly statement online at [http://sfs.yorku.ca/services/statements/index.htm](http://sfs.yorku.ca/services/statements/index.htm) on the 18th of every month. Payments on your student account are due on the 10th of each month. If you do not pay the "minimum payment due this month" to the University by this date, you will be subject to interest charges of 1% monthly on the amount owing from your last statement. The annual interest rate is 12.7%. Interest charges are not assessed on fees for terms that begin in a future academic session or on transactions that appear for the 1st time on your statement.

6. Fees are subject to approval by York’s Board of Governors in accordance with the fees guidelines set by the Ministry of Training, Colleges and Universities and are subject to change.

Additional Charges

1. **Registration Fee**: $15 per student per term (non-refundable).

2. **Late Fee**: $200 per student per term (non-refundable) to students who register beyond the term registration deadlines which are: September 5th, 2012 (for Fall 2012), January 7th, 2013 (for Winter 2013) and May 1st, 2013 (for Summer 2013).

3. **University Health Insurance Plan (UHIP)**: It is mandatory for all international students to be enrolled in UHIP. This does not apply to domestic students. For more information, visit the [York International website](http://www.yorku.ca/yorkint/uhip) (This was put as a link, not sure why so I didn’t change it).

4. **Graduate Student Association (GSA) Health Plan**: The plan is compulsory for all full-time domestic students without comparable coverage for drugs and dental. It is optional for part-time domestic students who can choose to opt-in if they prefer. The cost of the plan is $370 for a single person, and an additional $370 to add one dependant. The cost to add two or more dependants is $509.12, on top of the single cost. The costs are subject to change. Refer to the GSA website at [http://yuqsa.ca/index.php?section_id=5](http://yuqsa.ca/index.php?section_id=5) for details on opt-out/in deadlines and coverages.

5. **Leaves of Absence and External Student Fees**: With an approved leave of absence, students are charged $169.49 per term of absence (subject to change) plus the registration fee of $15.00 per term.
### Supplementary Fees per Term Included in the Program Fees

<table>
<thead>
<tr>
<th>Centrally Collected Ancillary Fees</th>
<th>Part-time</th>
<th>Full-time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Athletics/Recreation</td>
<td>$34.39</td>
<td>$68.78</td>
</tr>
<tr>
<td>Cultural and Special Services</td>
<td>$23.93</td>
<td>$47.85</td>
</tr>
<tr>
<td>Counselling</td>
<td>$16.45</td>
<td>$32.90</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Fees Approved by Student Referenda</th>
<th>Part-time</th>
<th>Full-time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Centre - Capital</td>
<td>$20.90</td>
<td>$41.81</td>
</tr>
<tr>
<td>Graduate Students Association (GSA)</td>
<td>$19.46</td>
<td>$38.93</td>
</tr>
<tr>
<td>Student Centre - Operating</td>
<td>$3.25</td>
<td>$6.50</td>
</tr>
<tr>
<td>Grad Lounge</td>
<td>$2.65</td>
<td>$5.31</td>
</tr>
<tr>
<td>Ontario Federation of Students/Canadian Federation of Students (OFS/CFS)</td>
<td>$2.56</td>
<td>$5.11</td>
</tr>
<tr>
<td>CHRY - Radio Station</td>
<td>$0.75</td>
<td>$1.50</td>
</tr>
<tr>
<td>Excalibur</td>
<td>$0.66</td>
<td>$1.33</td>
</tr>
<tr>
<td>York Women's Centre*</td>
<td>$0.50</td>
<td>$1.00</td>
</tr>
<tr>
<td>Ontario Public Interest Research Group (OPIRG)*</td>
<td>$0.50</td>
<td>$1.00</td>
</tr>
<tr>
<td>Sexual Assault Survivors Support Line (SASSL)</td>
<td>$0.35</td>
<td>$0.70</td>
</tr>
<tr>
<td>Community and Legal Aid Services Program (CLASP)</td>
<td>$0.25</td>
<td>$0.50</td>
</tr>
</tbody>
</table>

**Total Supplementary Fee Per Term**  
Part-time: $126.60  
Full-time: $253.22

*Refundable upon request through the relevant organization.

### Tuition Refund Schedule

<table>
<thead>
<tr>
<th>Term</th>
<th>Full Credit</th>
<th>20% Program Fee Withheld</th>
<th>60% Program Fee Withheld</th>
<th>No Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall</td>
<td>Up to and including Sept. 30</td>
<td>Oct. 1 - 15</td>
<td>Oct. 16 - 31</td>
<td>Nov. 1 onward</td>
</tr>
<tr>
<td>Winter</td>
<td>Up to and including Jan. 31</td>
<td>Feb. 1 - 15</td>
<td>Feb. 16 - 28</td>
<td>March 1 onward</td>
</tr>
</tbody>
</table>

**Note:**

1. **Term Withdrawal** – Graduate tuition refunds/credit calculations are based on complete withdrawal from a term, not withdrawal from individual courses. It is because fees are calculated according to a student’s program and full-time or part-time registration status/activity level, as opposed to being calculated on a per course basis.

2. **Degree Completion**

   **M.A. students** are responsible for tuition fees for all registered terms until they finish all degree requirements including the submission of the followings to the Graduate Program Office.
   
   - the completed MRP Final Discussion Report
   - a hardcopy and an electronic copy of the finalized MRP

   **PhD students** are responsible for tuition fees for all registered terms until they finish all degree requirements including the submission of three unbound copies of the dissertation in final acceptable form to the Faculty of Graduate Studies.

   **Both MA and PhD students** must first satisfy the requirement of paying for the minimum number of terms (i.e. 3 terms for full-time M.A. students, 6 terms for part-time M.A. students, 12 terms for PhD students) for their particular program of study before any refunds will apply.
Students at York University have a wealth of opportunities to become involved in research through our research centers (listed below) and our major research projects.

Current York University students interested in getting involved in, and learning more about research, may visit the ORS website and log-in using their Passport York password and user ID. Access to information about student research funding opportunities and careers in research is available in that section.

In addition, students are encouraged to subscribe to the Peer Review Magazine at www.aacu.org/peerreview/about.cfm It presents academic research and ideas coming out of Canadian universities in an approachable and populist voice with articles ranging from research stories to advice on academic careers.

**Listing Of Research Centres & Institutes**

**Canadian Centre for German and European Studies**
http://ccges.apps01.yorku.ca/wp/

Allied with similar centres and institutes around the globe, the CCGES, comprised of professors with very diverse interests - from economics to fine arts, aims to educate the next generation of Canadian experts on contemporary Germany and Europe, stimulate and conduct research on Germany and Europe, and promote educated social awareness of German and European issues in Canada. It functions jointly with a Centre at the University of Montreal.

Director: Peter McIsaac
Address: 7th Floor, York Research Tower
Telephone: 416.736.5695               Fax: 416.736.5696               Email: ccges@yorku.ca

**Centre for Atmospheric Chemistry**
http://www.cac.yorku.ca/

The Centre for Atmospheric Chemistry (CAC) is comprised of York scientists, working within the Departments of Chemistry and Earth and Atmospheric Science is concerned with relevant issues related to the environment, including: urban and regional oxidant formation, stratospheric ozone depletion, the greenhouse effect, acid precipitation, airborne toxic chemicals, global atmospheric change and arctic pollution.

Director: Robert McLaren
Address: Petrie Science and Engineering Building, Room 301
Telephone: 416-736-2100 ext. 30675 Fax: 416.736.5411               Email: cac@yorku.ca

**Centre for Feminist Research**
http://www.yorku.ca/cfr/

Comprised of York University faculty, graduate and undergraduate students from the York Women's Studies program, the Centre for Feminist Research (CFR) focuses attention on feminist research, and has sponsored numerous seminars, lectures, and conferences on subjects such as violence against women, gender, migration and health, spirituality, human rights and equity in education. The Centre for Feminist Research also actively collaborates with community organizations and front line workers to investigate areas of common interest.

Director: Enakshi Dua
Address: 206 Founders College               Telephone: 416.736.5915               Email: cfr@yorku.ca
Israel and Golda Koschitzky Centre for Jewish Studies
http://www.yorku.ca/cjs/

Comprised of a faculty whose research interests span ancient Israel to contemporary Jewry, the York University Centre facilitates courses, research projects, and community programs related to Jewish learning, and covers a diverse spectrum of topics, from Film to the Holocaust to Women ’s Studies. The Centre also houses Parchment, the Canadian-Jewish literary annual.

Acting Director: Sara R. Horowitz
Address: 758 York Research Tower
Telephone (416) 736-2100 X20191 Fax: 416.736.5344 Email: srh@yorku.ca

CERIS - The Ontario Metropolis Project (Centre of Excellence)
http://ceris.metropolis.net/

CERIS was established in March of 1996 as the Joint Centre of Excellence for Research on Immigration and Settlement (CERIS). The Centre changed its name to CERIS - The Ontario Metropolis Centre in March 2007 to better reflect its province-wide focus and its connection with The Metropolis Project. CERIS is a research knowledge creation and transfer network that focuses on the resettlement and integration of immigrants and refugees in Ontario.

Director: Valerie Preston
Address: 8th Floor, York Research Tower Tel: 416.736.5223 Email: vpreston@yorku.ca

Centre for Practical Ethics
http://www.yorku.ca/ycpe/

The Centre for Practical Ethics (CPE) aims to further research in the field of practical ethics and to support the teaching of practical ethics at York University. The Centre also seeks to raise awareness of practical ethics and to better integrate ethics into the everyday life of the community it serves, including businesses, government, and various professions.

Director: Susan Dimock
Address: 220 McLaughlin College
Telephone: 416.736.5113 Fax: 416.736.5436 Email: ycpe@yorku.ca

Centre for Public Policy and Public Law

The Centre for Public Policy and Public Law encourages research on the role and impact of law in the formation and expression of public policy. More specifically, the Centre focuses on constitutional, institutional and legal aspects of the public policy, as well as the international and transnational dimensions of law and public policy.

Director: Lesley Jacobs
Address: 6th Floor, York Research Tower
Telephone: 416.736.2100 x.20430 Fax: 416.650.4321 Email: jacobs@yorku.ca

Centre for Refugee Studies
http://www.yorku.ca/crs/

The Centre for Refugee Studies (CRS) is engaged in researching refugee issues, and also informs public discussion as well as policy development and practice innovation by international, governmental, advocacy and service organizations. The Centre is concerned with the displacement of populations and individuals across and within borders, a displacement resulting from persecution, expulsion, violence, violation of fundamental human rights, and loss of essential human security and livelihood.

Director: Susan McGrath
Address: 8th Floor, York Research Tower
Telephone: 416.736.5663 Fax: 416.736.5837 Email: crs@yorku.ca
The Centre for Research on Biomolecular Interactions (CRBI) brings together researchers from the Departments of Chemistry and Biology, within the Faculty of Science and Engineering at York University, to further understanding of the mechanistic details of how biomolecules interact with one another, the relationship between biomolecular interactions and cellular processes, and how biomolecular interactions can be used to diagnose and treat diseases.

Director: Sergey Krylov  
Address: 340 Petrie Science and Engineering Building  
Email: skrylov@yorku.ca

The Centre for Research in Earth and Space Science (CRESS) enhances and facilitates collaborative, interdisciplinary research on topics including astronomy and astrophysics, atmospheric dynamics, chemical physics, geodynamics, remote sensing, the space environment and robotics. It draws its members from the Departments of Earth and Space Science and Engineering, Physics and Astronomy, Chemistry, Computer Science and Engineering, and Mathematics and Statistics. CRESS engages in observations from space, from balloons and air craft, and from the ground, as well as in data analysis and modeling. It has extensive national and international collaborations and works closely with industry, government departments and the Canadian Space Agency.

Director: James Whiteway  
Address: 249 Petrie Science Building  
Telephone: 416.736.5247  
Fax: 416.736.5626  
Email: whiteway@yorku.ca

The Centre for Research in Mass Spectrometry (CRMS) promotes mutually beneficial research collaboration in mass spectrometry both within and outside York University. Mass spectrometry is a very powerful analytical process that is used to identify unknown compounds, to quantify known compounds, and to elucidate the structure and chemical properties of molecules.

Director: K.W. Michael Siu  
Address: 238 Chemistry Building  
Telephone: 416.736.2100 Extension 77860  
Fax: 416.736.5936  
Email: kwmsiu@yorku.ca

The Centre for Research on Language Contact (CRLC) brings together the research activities of the faculty members and students of York University who investigate various aspects of language contact at both societal and individual levels. CRLC members investigate language contact from the perspective of several disciplines (e.g., linguistics, sociology, demography, psychology, political science, history and musicology) and in a variety of settings, Toronto and Ontario, other Canadian provinces and other countries throughout the world. The CRLC includes external members who are leading researchers in the field of Language Contact.

Director: Raymond Mougeon  
Address: 115D Hilliard Residence, Glendon College  
Telephone: 416.736.2100 x 88507  
Fax: 416.440.9570  
Email: rmougeon@yorku.ca
Centre for Research on Latin America and the Caribbean  
http://www.yorku.ca/cerlac/

The Centre for Research on Latin America and the Caribbean (CERLAC) is an interdisciplinary research unit concerned with the economic development, political and social organization, and cultural contributions of Latin America and the Caribbean. The Centre works to build academic and cultural links between these regions and Canada; to inform researchers, policy advisors, and the public on matters concerning the regions; and to assist in the development of research and teaching institutions that directly benefit the peoples of the regions.

Director: Eduardo Canel  
Address: 8th Floor, York Research Tower  
Telephone: 416.736.5237 Fax: 416.736.5737 Email: cerlac@yorku.ca

Centre for Research on Work and Society  
http://www.yorku.ca/crws/

The Centre for Research on Work and Society (CRWS) is a university-union-community research centre that exists to respond to the needs of its constituents with research projects of varying length and target audiences. The CRWS deals with issues including labour market regulation and the breakdown of secure employment, industrial relations and the labour process, women and economic restructuring, trade union response in international comparison, and the delivery of training.

Director: Norene Pupo  
Address: 6th Floor, York Research Tower  
Telephone: 416.736.5612 Fax: 416.736.5916 Email: crws@yorku.ca

The City Institute at York University  
http://www.yorku.ca/city

The City Institute at York University engages in leading-edge research and critical analyses of the city, in all of its parts and manifestations. In addition to contributing to the knowledge base of academics, policymakers and civil society, the Institute seeks to open new intellectual and political spaces in which counter-discourses may be created to challenge received wisdom as the city of the 21st century takes shape.

Director: Roger Keil  
Address: 7th Floor, York Research Tower  
Telephone: 416.650.8125 Fax: 416.650.8069 Email: city@yorku.ca

The Harriet Tubman Institute for Research on the Global Migrations of African Peoples  
http://www.yorku.ca/tubman

The Tubman Institute at York University is proud to be part of an international network of research centers committed to overcoming injustice and inequity as a result of slavery. Our leading-edge research focuses on the forced and voluntary movement of African peoples around the world. As a social innovator, the Institute's mandate is to promote a greater understanding of the history of slavery and its legacy. The Institute fosters debate, informs public policy and strives to resolve current social injustices. Digital archiving technology enables the preservation of documents and other materials for easy access to historical records.

Director: Paul Lovejoy  
Address: 353 York Lanes  
Telephone: 416.736.2100 x.33058 Email: tubman@yorku.ca
Institute for Research and Innovation in Sustainability
http://www.irisyorku.ca/

The Institute for Research and Innovation in Sustainability (IRIS) is an interdisciplinary university-wide institute that is the focal point for sustainability-related research activities by all ten faculties. IRIS brings together and supports York academics and researchers to work across disciplines and collaborate with partners in Canada and internationally.

Director: Dawn Bazely
Address: 349 York Lanes
Telephone: 416.736.5784 Fax: 416.736.5195 Email: irisinfo@yorku.ca

Institute for Research on Learning Technologies
http://www.yorku.ca/irlt/

The Institute for Research on Learning Technologies (IRLT) encourages the formation of links with faculty members across the university and with schools, government, and industry to provide collaborative, multidisciplinary approaches to research problems and issues. The IRLT concerns itself with the pedagogical uses of technology at all levels, in other words, how technology is used to teach.

Acting Director: Ron Owston
Address: 1029 TEL Building
Telephone: 416.736.5019 Email: rowston@edu.yorku.ca

Institute for Social Research (ISR)
http://www.isr.yorku.ca/

The ISR promotes, undertakes and critically evaluates applied social research. The Institute’s many research projects focus on a diverse range of areas, including education, housing, gender issues, energy and the environment, health and medical services, politics, law, social interaction and other social issues.

Whether you are looking to build or hone your practical skills in a way that will make you an asset for the ‘real world’, as a policy analyst or working in some capacity in health management, ISR may provide you with exactly what you need.

- **In the fall and winter terms:** it offers courses, seminars and certificates in social research methods, such as NVIVO, data mining, SPSS, coding qualitative data, ‘mapping disease statistics’ (so basically bio-stats and epi), etc.

- **In the summer term:** it offers a seminar series for qualitative research methods, usually throughout May. It also offers a summer program in data analysis (usually for a week or two in June).

You also get a certificate of completion once you are finished a course or seminar and so you can put it on your CV as a draw for potential employers.

**NOTE:** If you are a TA or GA, these courses may also be fully or partially supplemented under the CUPE 3903 Professional Development Fund. For details, go to http://3903.cupe.ca/benefits-funds/professional-development

Director: Michael Ornstein
Address: 5054 TEL (Technology Enhanced Learning Building)
Telephone: 416.736.5061 Fax: 416.736.5749 Email: isrnews@yorku.ca
The Jack and Mae Nathanson Centre on Transnational Human Rights, Crime and Security
http://nathanson.osgoode.yorku.ca/

The focus of the Nathanson Centre on Transnational Human Rights, Crime and Security is the development and facilitation of a cross-disciplinary programme of research and project initiatives that enhance knowledge of issues related to a variety of transnational phenomena that are now, and for the foreseeable future, rapidly changing (and challenging) society, law and governance. By focusing on three thematic pillars - human rights, crime and security - the Centre seeks to harness the critical mass of talent and energy found at Osgoode Hall Law School and York University, alongside a network of Centre associates from universities around the world and from non-university sectors.

Director: Craig Scott
Address: 409M Osgoode Hall Law School
Telephone: 416.736.5586 Fax: 416.650.4321 Email: orgcrime@yorku.ca

LaMarsh Centre for Research on Violence and Conflict Resolution
http://www.yorku.ca/lamarsh/

The LaMarsh Centre is mandated to support, conduct, and disseminate the results of research on violence and conflict resolution in the broad sense. From its inception, the general aim of the Centre has been to carry out research that is relevant to the social concerns of the residents of Ontario and beyond.

Director: Jennifer Connolly
Address: 5022 TEL
Telephone: 416.736.5528 Fax: 416.736.5647 Email: lamarsh@yorku.ca

Muscle Health Research Centre
http://www.yorku.ca/mhrc/index.html

The Muscle Health Research Centre (MHRC) provides a centralized and focused research emphasis on the importance of skeletal muscle to the overall health and well-being of Canadians. Skeletal muscle, 40 per cent of a human's body mass, is a unique and large tissue that significantly contributes to an individual's metabolism, locomotion, and overall quality of life.

Based in the Faculty of Health, the MHRC facilitates the integrated study of muscle biology in the broadest terms, including muscle development, disease, metabolism, blood supply, injury and regeneration, and adaptation to acute and chronic exercise. Approaches used by faculty and graduate students for the study of muscle include molecular, cellular and whole-body techniques.

Director: David Hood
Address: 342 Farquharson Bldg Email: dhood@yorku.ca

Robarts Centre for Canadian Studies
http://www.yorku.ca/robarts

The mandate of the Robarts Centre for Canadian Studies from the outset has been to promote and support interdisciplinary and discipline specific research pertinent to the study of Canada. Over the years the Centre has expanded to encompass a theme of "Canada in the World."

Director: Seth Feldman
Address: 7th Floor, York Research Tower
Telephone: 416.736.5499 Fax: 416.736.5739 Email: sfeldman@yorku.ca
York Centre for Asian Research
http://www.yorku.ca/ycar/

The York Centre for Asian Research (YCAR) promotes excellence in research on historic and contemporary Asia and Asian Diaspora communities. The centre supports Asian Studies at York University and the University’s engagement with Asia and Asian diaspora communities through research and graduate student training, and through linkages with relevant institutions, policymakers, communities and business people. More widely, YCAR cooperates with academic and other partners nationally and internationally to promote public understanding of Asia and Asian Diasporas and Canada’s multiple engagements with the region. YCAR offers memberships to faculty, graduate students and other researchers. Its members study Southeast, East and South Asia as well as Asian Diaspora communities.

Director: Susan Henders
Address: 8th Floor, York Research Tower
Telephone: 416.736.5281 Fax: 416.736.5688 Email: ycar@yorku.ca

York Centre for Education and Community
http://www.yorku.ca/ycec

The York Centre for Education and Community (YCEC) enhances the Faculty of Education’s vibrant research culture by supporting and enabling innovative, diverse and interdisciplinary research, scholarship, and inquiry.

YCEC facilitates public engagement in education-focused research topics by working with community partners to mobilize the findings of its researchers and building research capacity in communities. YCEC members contribute to public discussion of educational issues, to evidence-based decision making that affects education and to effective program planning and design.

Director: Carl James
Address: 3150 TEL Building Email: cjames@edu.yorku.ca

York Centre for International and Security Studies
http://www.yorku.ca/yciss

The York Centre for International and Security Studies (YCISS) is dedicated to the study of international peace and security issues. YCISS activities range from large collaborative research projects, individual faculty research projects, seminar series, conferences and publications.

Director: Robert Latham
Address: 7th Floor, York Research Tower
Telephone: 416.736.5156 Fax: 416.736.5752 Email: yciss@yorku.ca

York Centre for Vision Research
http://cvr.yorku.ca/home/

The York Centre for Vision Research is an international leader in interdisciplinary studies of vision, ranging from clinical applications, studies of human perception, brain sciences, visual biometrics, and computational vision, to helpful tools for the visually-impaired, visually-guided computer interfaces for the hearing impaired, and visually-guided robots for the physically disabled.

Director: Hugh Wilson
Address: 0009 Computer Science Building
Telephone: 416.736.5659 Fax: 416.736.5857 Email: cvr@yorku.ca
The York Institute for Health Research (YIHR) promotes interdisciplinary health research. Comprised of faculty from law and the social, health and environmental sciences, YIHR is based upon the assumption that health depends upon many interacting variables - social, political, economic, cultural and historical - and that without attention to these variables, efforts at intervention are likely to fail.

The YIHR Students’ Committee hosts a series of health-related events and workshops aimed at engaging students interested in health research and providing opportunities for peer feedback and exchange. These include workshops on grant writing, developing a statement of interest for graduate school applications, and developing research methodologies. All of the workshops are interactive, so there is a great amount of attention paid to your individual work.

They also offer an annual YIHR Graduate Students’ Symposium at the end of the winter term where graduate students have the opportunity to present their research at its current stage and receive feedback from other students and faculty members.

Director: Marcia Rioux
Address: 5021 Technology Enhanced Learning Building (TEL)
Telephone: 416.736.5941 Fax: 416.736.5986 Email: yihr@yorku.ca
STUDENT RESOURCES

**Canadian Union of Public Employees (CUPE) - Local #3903**
CUPE 3903 represents contract faculty, tutors, markers, demonstrators, as well as teaching, research, and graduate assistants at York University.

104 East Office Building  
Tel: 416-736-5154  
Fax: 416-736-5480  
http://3903.cupe.ca/

**Career Centre**
This facility works with students past and present to meet their career goals. This includes linking up academic and employment backgrounds with potential employers through career development programs and job-related services.

Suite 202, McLaughlin College  
Tel: 416-736-5351  
Fax: 416-736-5684  
www.yorku.ca/careers/

**Centre for Academic Writing**
Practical instruction is offered to assist York students in academic writing, including graduate students. Some tutors specialize in working with ESL students, and in working with students who have disabilities affecting language learning and language skills. Individual tutoring lasting 25 to 50 minutes is the primary method of instruction. Also offered are credit courses and workshops, as well as on-line resources.

S329 Ross Building  
Tel: 416 736-5134  
www.arts.yorku.ca/caw/

**Centre for the Support of Teaching (CST)**
CST offers resources and workshops focused on issues relevant to teaching assistants and faculty. This includes seminars on how to be an effective T.A., how to mark efficiently, and addressing such issues as sexual harassment and academic integrity. CST is also engaged in issues dealing with web accessibility for students with disabilities.

CST also hosts an annual “TA Day” in August and an annual “TA professional Development Day” during the Winter reading-week. Although not all workshops are relevant to leading tutorials, CST offers classes such as “Planning your tutorial – how to do it effectively and efficiently”, “Providing effective feedback for student writing”, “Course design”, “Micro teaching sessions” and most importantly, it hosts TA Conversation lunches with different topics every month. In case you cannot attend, check out the on-line resources and recordings of past sessions at www.yorku.ca/cst/media/index.html there is no current available site for this!

1050 TEL Building  
Tel: 416 736-5754  
www.yorku.ca/cst/

**Centre for Student Community & Leadership Development**
This office provides information on students groups, clubs and associations on campus. Their web site also provides information on off-campus housing, disability services, students publications and more.

S172 Ross Building  
Tel: 416-736-5144  
TTY: 416-736-5940  
Fax: 416-736-5461  
http://www.yorku.ca/scl
**Coalition of Jewish Gay, Lesbian and Bisexual Students**
The Coalition runs weekly peer support groups downtown, and offers other programming throughout the year.

Tel: (416) 925-9872, ext. 2114
or contact York Jewish Student Federation at 416-736-5178

**Community and Legal Aid Services Program**
They provide services to persons without a legal aid certificate. C.L.A.S.P. is staffed by law students who are supervised by qualified lawyers.

118 Osgoode Hall

**Counselling and Disability Services (CDS)**
CDS is a “hub” that gathers all counselling and disability services on campus as outlined below under one “virtual roof”. It provides a professional and supportive environment in which all York students have equitable access to a range of services that assist in facilitating their academic success

- Personal Counselling Services
- Learning Skills Services
- Disability Services
  - Learning Disability Services
  - Mental Health Disability Services
  - Physical, Sensory & Medical Disability Services

N110 Bennett Centre for Student Services

**Graduate Research Association of Students in Public Health (GRASP)**
The goal of GRASP is to strengthen and expand public health studies at York University. To do so, it organizes events that bring together students from across the university facilitating thought-provoking discussion and the sharing of their research areas.

357 Bethune College grasp@yorku.ca

**Graduate Students' Association (GSA)**
The GSA represents all graduate students at York University. They provide partial funding for conference presentations, emergency loans, and are politically active in issues relevant to students. Monthly meetings are also held.

325 Student Centre Tel: 416-736-5865 Fax: 416-736-5729 info@yugsa.ca [www.yugsa.ca](http://www.yugsa.ca)

**Office of the Ombudsperson and the Centre for Human Rights**
The Office of the Ombudsperson and Centre for Human Rights (the Office) assists individuals and groups to address and resolve allegations of discrimination and harassment as defined by the Ontario *Human Rights Code*.

S327 Ross Building (South Tower)
Tel: 416-736-5682 Email: rights@yorku.ca [http://rights.info.yorku.ca/](http://rights.info.yorku.ca/)
Sexual Harassment Education and Complaint Centre
Any member of the York community who is experiencing, or thinks they are experiencing sexual harassment, based on their gender or sexual orientation should visit the Complaint Centre for a confidential meeting. Advice, support and workshops are offered and there is also a 24 hour peer support telephone service - the Sexual Assault Survivors Support Line.

108 Central Square
Crisis line: (416) 650-8056  Information line: (416) 736-5500

Transgendered Bisexual Lesbian Gay Alliance (TBLGAY)
This is a student-run service supported by York Federation of Students which offers social and political support as well as educational programming for TBLGAY students and their friends.

A449 Student Centre
Tel: 416-736-2100, ext. 20494  www.yorku.ca/tblgay/

York Women's Centre
The centre provides direct services to Women and Trans People who would like support finding housing, going through the legal system and York University offices, finding reliable health care and other support.

322 Student Centre
Tel: 416-736-2100 ext. 33484  cwtpyork@gmail.com  www.yorku.ca/ywc/
TECHNOLOGY

Computing and Network Services (CNS)

CNS manages the campus network and remote access infrastructure, offers university-wide applications and services such as email, the York web site, central computer labs, the Help Desk, and provides technical support for desktops.

Computing Commons, William Small Centre
Tel: 416-736-5800       ithelp@yorku.ca       www.yorku.ca/computing/students

Passport York and Email Account - Creation and Activation

1. Go to https://passportyork.yorku.ca/ppylogin/ppylogin
2. Click on “New Student Sign Up”.
3. Log in using your student number and birth date in the format YYYYMMDD.
4. Follow the on screen instructions and choose your Passport York Username. This username (i.e. username@yorku.ca) will be yours until you finish at York.
5. Follow the on screen instructions and choose your new Passport York Password when prompted. Then, log out.
8. Click on “Activate New Services”. Services that are available to you will be listed vertically in the left-hand column on screen.
9. Click on “Electronic Mail Service”.
10. Follow the on screen instructions to create your Electronic Mail Password. (It can be different from your Passport York Password. But to make things easier to remember, you may make the email password the same as your Passport York Password.)
11. Repeat step 8 to activate all of the other services available to you such as: FAS, WebCT, etc. Note that most requests are processed within 30 minutes but some may take up to 24 hours if service involved is slow or not available.
12. Log out when finished.

Update Your Personal Information on Your York Student Account

1. Logging onto the Office of the Registrar’s website at www.registrar.yorku.ca (click on “Change my profile”). Follow the instructions on screen.
“Additional” Computer Labs

- Designated adaptive computer lab
- 2 ACCLABS computer labs

NOTES:
1. Students must have activated a Passport York account before use. Students must also have activated the File Access Service.
2. Regular printing charges will apply for printing that is done in these computer labs.
3. HNES B13 is reserved for graduate students in the Critical Disability Studies program as well as the Health program ONLY.

It is an adaptive computer lab equipped with 7 computers - 3 of them have adaptive software applications installed (e.g. Kurzweil 1000/3000, Read and Write, WordBar, etc.). All 7 workstations are wheelchair accessible.

To access, students are required to borrow an access card from the Graduate Program Office and return it to the Office no later than noon on the next business day.

A. Where? Hours of Operation?

<table>
<thead>
<tr>
<th>Building</th>
<th>Lab Rooms</th>
<th>Hours of Operation</th>
</tr>
</thead>
</table>
| Health Nursing Environmental Studies (HNES) | - HNES B02  
- HNES B14 | - Monday to Thursday: 8:30 AM to 8:50 PM  
- Friday: 8:30 AM to 4:50 PM  
- Saturday & Sunday: closed |
| | HNES B13 (designated adaptive lab) | - Monday to Friday: 8:30 AM to 9:00 PM  
- Saturday & Sunday: Closed |

B. Free Printing Quota

Beginning in September 2013, all graduate students (current and new) will receive a one-time only printing allocation, usable for the duration of their studies at York University until August 2017.

Printing allocations are based on the term of study as below and are applicable at the locations listed on the next page.

- One Year Masters - $75
- Two Year Masters - $75 (per year for 2 consecutive years)
- PhD - $300

From April 2015 onwards, no new printing allocations will be provided and all existing printing allocations must be used by August 2017.

You will use your YU-Card to pay for the files you print in any computer labs on campus for $0.10 per page (Color printing is $0.25 per page). Instructions for printing are available at www.library.yorku.ca/cms/graduate/computing/
If you experience problems with printing, please send and e-mail to ithelp@yorku.ca and include in your report; a detailed description of the problem, your name, userID (login name), student number, the room number from where you printed, the room number where the printer is located and the date and approximate time of the occurrence.

C. Data Storage

Students can save files on either:

1. F: drive;
2. a removable storage devices such as:
   - a floppy disk
   - USB memory stick
   - flash card
   - CD-RW Rom

Files saved on the local C: drive will automatically be deleted after you log out.
DISCOUNTED TTC METROPASSES (FOR FULL-TIME STUDENTS ONLY)

The Post-Secondary Student Metropass is available from TTC Collectors in subway stations or at participating TTC Fare Media Sellers such as the York Federation of Students (YFS) located in room 106, Student Center on the Keele Campus. Students must show their Post-Secondary TTC Student Photo ID to the Operator or Collector on duty every time they use their monthly Post-Secondary Student Metropass.

HOW TO GET A POST-SECONDARY TTC STUDENT PHOTO ID?

Full-time post-secondary students must bring their acceptance/enrollment letter or current timetable from their post-secondary institution confirming that they are an eligible post-secondary student, plus a piece of photo identification (e.g. Student Activity Card) to the TTC’s Sherbourne Station Photo ID Facility where the student is photographed for a card.

Photos are taken at the Sherbourne Station Photo ID Centre, at a cost of $5.25 (effective September 8, 2009). Hours of operation:

- Monday - Friday: 3:00 pm - 7:00 pm
- Saturday: 10:00 am - 4:00 pm
- First and last business day of each month (Monday to Friday, only): 11:00 am – 7:00 pm
- Sundays and Statutory Holidays: Closed

Sherbourne Station is not an accessible subway station. If you are travelling with a mobility device or have difficulty accessing the Sherbourne Station Photo ID Centre, please contact Customer Service at 416-393-3030 (Weekdays, 8:00 am - 5:00 pm, closed holidays) in advance, for assistance.

ACCESSIBLE ROUTES/STATIONS MARKED WITH AN *

**Downsview Station***:
York University 196 Express bus or the 106* bus

**Sheppard Station***:
York University 196B Bus to and from York University and Sheppard station (peak hours) with a stop at Downsview Station.

**Finch Station***:
Steeles 60C or 60F* to and from Finch Station and Steeles Ave

**Jane Station**:
Jane 35E from Jane Station or Jane St. south of Steeles

**Keele Station**:
Keele Station or Keele St. south of Steeles, Keele 41B and 41C.
**TTC Special Services - Wheel-Trans**

Wheel-Trans provides door to door accessible transit service for the City of Toronto. Service is available 7 days a week, weekdays from 6:00 a.m. to 1:00 a.m. and weekends 7:00 a.m. to 12:30 a.m. Fares are the same as the conventional TTC fares for adults, seniors, students and children.

For more information about Wheel-Trans service, please click on Wheel-Trans Service Information on the TTC webpage: [www.ttc.ca](http://www.ttc.ca)

**Customer Service & Wheel-Trans Registration Information**
Tel: 416-393-4111
Open Weekdays from 8:00 a.m. to 4:00 p.m.

**Reservations**
Tel: 416-393-4222
Same Day - available weekdays 5:30 a.m. to 1:00 a.m.
Weekends and Holidays - 6:30 a.m. to 1:00 a.m.
Advance - available daily 7:00 a.m. to 11:00 p.m.
Prebook - available daily after 12:00 p.m.

**RideLine**
A quick and easy method of booking, confirming or canceling a Wheel-Trans trip using your touch-tone phone.
Tel: 416-397-8000
Touch-Tone Trip Info available everyday from 5:00 a.m. to 2:00 a.m.

**Automated Trip Booking**
Tel: 416-397-8000
Available everyday from 7:00 a.m. to 11:00 p.m.

**Cancellation Line**
Tel: 416-393-4311
Available 5:30a.m. to 1:00a.m. weekdays/6:30a.m. weekends and holidays

**TTY Line**
Tel: 416-393-4555
Available everyday from 7:00 a.m. to 12:00 am
GO Transit (Trains & Buses)
1 888 GET ON GO (438-6646)  www.gotransit.ca

GO Transit Student Identification Card – Online Application

The Card is only available for full-time enrolled and registered students, and can be used to purchase Go Transit passes/tickets at a student discount rate. On-line applications are available at http://gocard.yorku.ca The ID card can be mailed or picked up from the Parking and Transportation Office at York.

York Parking and Transportation office
222 William Small Centre
(Tel) 416-736-5335  E-mail: transit@yorku.ca

Accessible GO Train service
The vast majority of GO’s 59 stations are fully accessible to passengers who use mobility devices such as wheelchairs and scooters — or anyone preferring step-free access to the train, including senior citizens, passengers with medical conditions, or people with luggage or baby strollers. Bicycles are not allowed on the accessible railcar. Please go to www.gotransit.com/public/en/travelling/accessibility.aspx for more information and to find out which stations these are. Accessible train service is designed to help you buy your ticket or pass, board the train, and ride independently, at your convenience.

Accessible GO Bus routes
Many of the buses "kneel" to make it easier to board, and four GO Bus routes are wheelchair-accessible at this time. Some buses are equipped with wheelchair lifts on the Hamilton QEW GO Bus route (Hamilton to Toronto express), Yonge C and Bayview GO Bus routes (Richmond Hill to Finch GO Bus Terminal), and Newmarket B Yonge St. buses (Newmarket to Finch via Aurora, Oak Ridges, and Richmond Hill). Again, see www.gotransit.com/public/en/travelling/accessibility.aspx for additional information.

Via Rail Transit
www.viarail.ca

Brampton Transit
www.brampton.ca/transit

Mississauga Transit
www.mississauga.ca/portal/residents/publictransit/
NOT all YRT buses are accessible.

**Specialized Transit Services: YRT Mobility Plus**
YRT Mobility Plus provides exterior-door-to-door service for residents of York Region, who due to a physical or functional limitation, are unable to board, ride or disembark from a regular transit bus. For additional information go to [http://mobilityplus.yrt.ca/en/](http://mobilityplus.yrt.ca/en/)

**How to Reach YRT Mobility Plus**
Tel: 905-762-2112  
Toll-free: 1-866-744-1119  
Fax: 905-762-2110

**Hours of Operation**
Monday – Saturday 6:00 a.m. to Midnight  
Sunday & Statutory Holidays 8:30 a.m. to 10:00 p.m.

**Office Hour**
Monday to Friday 8:30am to 4:30 pm

**Call Centre Hours**
Monday - Friday 6:00 a.m. to 12:00 a.m. (No bookings after 7:00 p.m., only confirmations)  
Saturday and Sunday 8:30 a.m. to 10 p.m.  
Holidays 8:30 a.m. to 10 p.m. (For confirmations only; no booking)

**Accessible YRT Routes:**

**Woodbridge**
**Route 10 - York University** from Islington and Langstaff, around a loop that includes the intersections Martin Grove/Woodbridge, Rutherford/Islington, Langstaff/Islington and then travels south on Ansley Grove and Weston Road to Steeles Ave.

**Thornhill**
**Route 3 - York University** from the York Region Transit Terminal at Promenade Mall (with connections to YRT Routes 77, 83, 88 and TTC Bathurst 160) with a stop at Bathurst and Atkinson and then continues along New Westminster to Steeles Ave. and a stop at Dufferin and Steeles.

**Keele North**
**TTC Route 107 - Keele North** Routes 107D and 107F leave the Rivermede and Keele in the morning heading south on Keele to the York Commons. In the afternoon, both buses return going north to Rivermede and Keele. This bus requires the payment of both a TTC and York Region Transit Fare.

All **VIVA** buses are equipped with low floors, a ramp and 2 stations for wheelchairs and scooters accommodate passengers with special needs.

Tel: 905-886-6767  
[www.vivanext.com](http://www.vivanext.com)
Student Security Escort Service  (goSAFE program)

goSAFE Office
115B William Small Centre
Tel:  416-736-5454     www.yorku.ca/goSAFE

York's Student Security Escort Service provides safer movement after dark for campus students and employees. Student Security Officers will meet you at campus bus stops, parking lots, buildings and residences; escort you to your campus destination; goSAFE staff are easily identifiable by their red vests or white golf shirts, identification badges and walkie talkies. All requests will be accommodated by either foot, bicycle and/or van. It is a complimentary service provided by Security, Parking and Transportation Services. The Escort Service operates daily during the academic year (September to April) from 6 pm to 2 am, and during the summer months from 8 pm to 2 am.

Van Go
Van Go is a service designed to assist persons with disabilities with their transportation needs in and around the Keele campus, in a wheelchair-accessible vehicle. This service is a joint effort between Security, Parking and Transportation Services and the Office for Persons with Disabilities. The service is operational from 9am to 10pm, Monday to Friday.

Tel:  416- 736-5263 (TTY)       or
Tel:  416-736-5140        (Office for Persons with Disabilities)

Glendon-Keele Shuttle Service
Security, Parking and Transportation Services offers a complimentary Glendon-Keele Shuttle Service for the York community traveling between the two campuses.

Tel:  416-736-2100 ext. 22546     www.yorku.ca/transportation/shuttle.htm

Carpool
Carpooling is an effective option for individuals who commute long distances to and from school/work and have limited access to public transit. For information on how to start carpooling or to register for a free ride-matching service, go to
http://yorku.carpoolzone.smartcommute.ca/en/my/ to find a carpool partner to York University.

If you choose to carpool, you may qualify for the Revised Car Pool Parking Program. See also Smart Commute - North Toronto, Vaughan (NTV). Tel: (416) 650-8205
http://www.smartcommutentv.ca/index.php?option=com_frontpage&Itemid=1

Parking Services
All faculty, staff and students who park on University property are required to purchase an annual or sessional parking permit or to pay the daily parking fee, and abide by the parking and traffic regulations of the University. Application forms for permits are available on-line at www.yorku.ca/parking/permits.html

Information about obtaining a medical parking permit and access card is available at www.yorku.ca/parking/medical.html Further queries are to be directed to Donna Hubbert (dhubbert@yorku.ca; 416-736-5112) or Helen Hicks (hhicks@yorku.ca; 416-736-5591).

Parking and Transportation office
222 William Small Centre    (Tel) 416-736-5335    E-mail: parking@yorku.ca
www.yorku.ca/parking
CRITICAL LITERATURE REVIEW STRUCTURE

This structure is recommended as one found by students to assist them in developing a literature analysis which has:

- Strong internal and overall organization
- An integrated information approach
- Strong internal and overall analysis
- An articulate discussion

**Introductory Statement**
- State the overall issue to be addressed
- State why this issue should be addressed
- State the themes you see in the literature

**1st Theme**
- State what will appear in this first theme
- Read through the literature for the first theme
- Select 2 to 4 seminal sources which explain the theme
- State what important points you are making
- Bring in other sources that support your argument
- Bring in other sources that contradict or question your main hypothesis

**2nd Theme, etc.**
- Build a bridge from the preceding theme to the new theme
- Proceed as for the first theme
- Show how this theme relates to the preceding themes

**Conclusion**
- Develop an overall summary of the literature that you are dealing with
- Reiterate the key points you made under the themes
- Draw major conclusions
- Indicate what research is missing in the literature and what needs to be addressed

Critical Disability Studies, November 2006
INFORMATION ON WRITING A RESEARCH PAPER

   http://www.library.yorku.ca/ccm/rg/preview/academic-writing-guide.en?g11n.enc=UTF-8

2. The Relationship Between the Research Question, Hypotheses, Specific Aims, and Long-Term Goals of the Project
   http://www.theresearchassistant.com/tutorial/2-1.asp

3. Writing a Research Paper
   http://owl.english.purdue.edu/workshops/hypertext/ResearchW/point.html

4. Library Research Using Primary Resources
   http://www.lib.berkeley.edu/alacarte/subject-guide/163-Finding-Historical-Primary-Sources

5. Library Research: Finding Primary Sources
   http://www.lib.berkeley.edu/alacarte/subject-guide/163-Finding-Historical-Primary-Sources

6. Harvard Styles for references/bibliography

7. Writing Centre at Harvard University
   http://isites.harvard.edu/icb/icb.do?keyword=k33202&pageid=icb.page143936

8. A Research Guide for Students
   http://www.aresearchguide.com

9. A Guide for Writing Research Papers based on Styles Recommended by the American Psychological Association
   http://owl.english.purdue.edu/owl/resource/560/16/

10. OWL On-line Writing Lab
    http://owl.english.purdue.edu/workshops/hypertext/ResearchW/point.html

11. Preparing for Thesis Research
    http://www.lib.berkeley.edu/ENVI/thesisgd.html#Guides

12. Developing a Research Thesis
13. Developing a Research Question

   http://iis.berkeley.edu/DissPropWorkshop/nutsandbolts

15. Planning and Writing a Research Proposal: A guide for teachers doing research
   http://www.serprofessoruniversitario.pro.br/m%C3%B3dulos/metodologia-da-pesquisa/planning-and-writing-research-proposala-guide-teachers-doing-researc

16. What is a Systematic Review?
    http://www.whatisseries.co.uk/whatis/pdfs/What_is_syst_rev.pdf

17. Dissertation Calculator
    https://www.lib.umn.edu/help/disscalc/

18. Assignment Calculators
    https://www.lib.umn.edu/apps/ac/
    http://www.library.yorku.ca/assignmentplanner/date.php
    https://ctl.utsc.utoronto.ca/assignmentcal/
DISABILITY RELATED WEBSITES

Toronto Websites

General Toronto Information: www.toronto.com
City of Toronto (Official site): www.toronto.ca

List of Websites related to the Program

Adults with Incapacity (Scotland) Act, 2000

ALS Society of Canada
http://www.alsont.ca/

Americans with Disabilities Act
http://www.ada.gov/

ARCH: A Legal Resource Centre for Persons with Disabilities
http://www.archdisabilitylaw.ca/

Australian Human Rights and Equal Opportunity Commission:

Bent Voices Online Journal
http://www.bentvoices.org/Archives/archiveblank.htm

Canadian Association for Graduate Studies - has prepared a handbook entitled "Your Future: A Guide for Potential Graduate Students".
http://www.cags.ca/media/docs/cags-publication/CAGSHandbook05.pdf

Canadian Centre on Disability Studies (CCDS)
www.disabilitystudies.ca

Canadian Charter of Rights and Freedoms

Canadian Disability Studies Association
http://www.cdsa-acei.ca/

Canadian Mental Health Association - recently published a guide to college and university for students with psychiatric disabilities.
http://www.cmha.ca/youreducation/introduction.html

Canada Wide Accessibility for Post-Secondary Students
http://www.canwapss.com/

DAWN Ontario - DisAbled Women's Network Ontario
http://www.dawncanada.net

Dementia Advocacy and Support Network (DASN) International
http://www.dasninternational.org/

Disability and Society Journal
Access to this Journal through eResources of York Libraries.

Disability Archive – University of Leeds, UK
http://www.leeds.ac.uk/disability-studies/archiveuk/archframe.htm
Disability History Museum  
www.disabilitymuseum.org

Disability Network  
http://www.diversityworld.com/Disability/DN05/DN0511.htm

Disability Social History Project  
http://www.disabilityhistory.org

Disability Studies Quarterly (DSQ)  
http://www.dsq-sds.org/

Disability World Webzine  
http://www.disabilityworld.org/

EnableLink  
http://www.abilities.ca/

GLADNET  
http://www.gladnet.org/default.cfm?pageID=1

Google Accessible Search for the Visually Impaired  
http://labs.google.com/accessible/

Google Scholar  
http://scholar.google.com/scholar/about.html

H-Net Reviews in the Humanities and Social Sciences  
http://www.h-net.msu.edu/reviews/showrev.cgi?path=166331061432571

Inclusion International  

Interagency Committee on Disability Research  
http://www.icdr.us/

International Collaboration On Repair Discoveries  
http://www.icord.org/

International Index and Dictionary of Rehabilitation and Social Integration - contains close to 20,000 entries and definitions in English, French and Spanish. It is also an information network with links to other rehabilitation information Websites.  
http://www.med.univ-rennes1.fr/iidris/

Learning Disability Oriented University Research and Teaching Centres  
http://www.bris.ac.uk/Depts/NorahFry/tablinks/research.htm

Leeds University Disability-Research Discussion  
http://www.leeds.ac.uk/disability-studies/discuss.htm

L’Institut Roeher Institute  
http://www.independentliving.org/donet/398_the_roeher_institute.html

Mad Students Society  
http://www.madstudentsociety.com/

Ontario Association on Developmental Disabilities (OADD)  
http://www.oadd.org/

Ontario Association of Speech-Language Pathologists and Audiologists (OSLA)  
http://www.osla.on.ca/

Psychiatric Survivor Archives, Toronto  
www.psychiatricsurvivorarchives.com
Queer Disability Conference 2002 Papers and Proceedings  
http://www.disabilityhistory.org/dwa/queer/proceedings.html

Ragged Edge Magazine Online  
http://www.ragged-edge-mag.com/

Spina Bifida & Hydrocephalus Association of Ontario (SBHAO)  
http://www.sbhao.on.ca/

Sub-Committee on the Status of Persons with Disabilities of the Standing Committee on Human Resources Development and the Status of Persons with Disabilities:  

Supreme Court of Canada  

Toronto Star - Life Section - Columnist: Ms. Helen Henderson  
http://www.thestar.com/comment/columnists/94654

United Nations (Ad Hoc Committee on a Comprehensive and Integral International Convention on the Protection and Promotion of the Rights and Dignity of Persons with Disabilities; New York, 1-12 August 05)  

World Institute on Disability  
http://www.wid.org/publications/?page=conf

World Bank, Disability and Development  

Znet Disability Rights watch groups Found in other watches link  
http://www.zmag.org/weluser.htm
The following is a list of frequently used forms posted on the FGS website at http://gradstudies.yorku.ca/current-students/student-status/forms/

- **Attending Physicians Statement**

- **Petition Form**
  Examples of common requests are:
  a) Advanced Standing
  b) Authorization to Pursue Graduate Studies at a location other than York
  c) Change of Registration Status
  d) Extension of Program Time Limits
  e) Leaves of Absence
  f) No Course Available Petition
  g) Reinstatement
  h) Reinstatement to Defend
  i) Waive a program Requirement

- **Program Approval**
  a) Elective Leave of Absence
  b) Maternity Leave
  c) Parental Leave

- **Program Withdrawal Form**

- **Course Transaction Form**
  (for requesting adding/dropping courses after the online enrollment window is closed, a late grade change by the program, or course extension)

- **Request to Take Courses in Another Graduate Program at York for Credit**

- **Undergraduate Course Request**
  (for requesting to take an undergraduate course to fulfill degree requirement)

- **Ontario Visiting Graduate Student Application**
  (for requesting to take a course at another Ontario University)

- **Ontario Visiting Graduate Student Withdrawal Form**

- **Leave to Appeal/Appeal Form**

The following forms are posted on the program website at http://cdis.gradstudies.yorku.ca/guidelines/ (click on “Guidelines, Polices and Forms”).

- **Assignment Deferred Standing Agreement**

- **PhD Progress Report**
1. Log onto the CDS program website at www.yorku.ca/gradcdis

2. Click on “Campus Map”
HOW TO CONTACT US

Nancy Viva Davis Halifax, PhD  
Graduate Program Director  
or  
Critical Disability Studies  
Room 409, Health, Nursing and  
Environmental Studies Building  
Tel:  416 736 2100 ext. 44494  
Fax:  416 736 5227

Anna Barnes  
Graduate Program Assistant  
York University  
4700 Keele Street  
Toronto, Ontario  
Canada  
M3J 1P3  
gradcds@yorku.ca  
http://cdis.gradstudies.yorku.ca/