TABLE OF CONTENTS
Welcome from the Graduate Program Director ......................................................... 5
Graduate Program Office .......................................................................................... 6
Hours of Operation ................................................................................................... 6
Communications and Submission of Administrative Forms ..................................... 6
Mailing Address ....................................................................................................... 6
CDS Website: .......................................................................................................... 6
Program Essentials: ................................................................................................ 7
2020-2021 Important Dates ..................................................................................... 7
Term Registration, Course Enrollment/Drop, Petition, Tuition Payment/Refund ....... 7
Classes, Holidays and University Closings .............................................................. 8
Graduate Program in Critical Disability Studies 2020-2021 Class Schedule ........... 9
Core Courses ........................................................................................................... 9
Elective Courses ................................................................................................... 9
Fall (2020) ............................................................................................................. 9
Winter (2021) ....................................................................................................... 10
Critical Disability Studies Program Requirements ................................................ 11
Master’s Program (MA) ........................................................................................... 12
M.A. Degree-Level Expectations ........................................................................... 12
Time Limits ............................................................................................................ 12
M.A. Program Components ..................................................................................... 12
(1) Course Work ................................................................................................... 12
(3) MRP Final Discussion ..................................................................................... 14
M.A. Student Progress Flow-Chart ........................................................................ 15
Full-time studies (a minimum of 3 terms of registration) ...................................... 15
Part-time studies (a minimum of 6 terms of registration) ..................................... 15
Doctoral Program (PhD) Minimum Requirements and Regulations ...................... 16
Doctoral Degree-Level Expectations .................................................................... 16
Depth and Breadth of Knowledge ....................................................................... 16
Research and scholarship ....................................................................................... 16
Level of application of knowledge ....................................................................... 16
Professional capacity/autonomy .......................................................................... 16
Level of communications skills .......................................................................... 16
Awareness of limits of knowledge ....................................................................... 16
Program Structure ................................................................................................. 17
Program Length and Minimum Period of Registration .......................................... 17
Time Limits ............................................................................................................ 17
Annual Progress Reports ....................................................................................... 17
Understanding Your Graduate Funding Package & Employment Opportunities

Outstanding Debt

Waivers and Payments by a Third Party (External Agency)

Methods of Payment

Balance of Degree Fees

Fee Refunds

Outstanding Debt

Understanding Your Graduate Funding Package & Employment Opportunities

PhD Program Components

(1) Course Work

(2) Comprehensive Papers & Oral Comprehensive Examination

(3) Dissertation

Establishment of Dissertation Supervisory Committee

Approval of Dissertation Supervisory Committee

Faculty

Core Faculty Appointed to Critical Disability Studies

Full Members Appointed to Critical Disability Studies

Adjunct Faculty

Emeritus Faculty

Establishing the PhD Supervisory Committee

Dissertation Proposal defence

Doctoral Dissertation Regulations

Overview

Dissertation Supervisory Committees

Dissertation Examining Committees

Conduct of the Oral Examination

Administration

Program Fees

Registration

Balance of Degree Fees

Fee Refunds

Methods of Payment

Waivers and Payments by a Third Party (External Agency)
Eligibility .................................................................................................................. 35
Conditions ............................................................................................................... 35
Funding .................................................................................................................... 35
Understanding MA and PhD Domestic funding package ..................................... 35
Understanding the disbursement of MA and PhD funding ................................... 35
Direct Deposit ......................................................................................................... 35
Employment ........................................................................................................... 36
Online Registration & Course Enrollment Instructions ........................................ 37
Faculty of Graduate Studies Registration Regulations ........................................... 38
Registration Policies .............................................................................................. 38
Continuous Registration ....................................................................................... 38
Minimum Period of Registration .......................................................................... 38
Simultaneous Registration .................................................................................... 38
Registration Status ............................................................................................... 38
Full-Time Status .................................................................................................... 38
Part-Time Status .................................................................................................... 39
Change in Status .................................................................................................... 39
Leaves of Absence ................................................................................................. 39
Elective Leave of Absence ..................................................................................... 40
Exceptional Circumstances Leave of Absence ....................................................... 40
Maternity Leave of Absence ................................................................................... 40
Parental Leave of Absence .................................................................................... 40
Other Graduate Student Policies .......................................................................... 40
Ontario Visiting Scholar (OVGS) Plan ................................................................. 40
No Course Available .............................................................................................. 41
Withdrawal & Maintaining Academic Standards ................................................ 41
Failure to Maintain Academic Standards ............................................................ 41
Reinstatement/Reinstatement to Defend ............................................................... 41
FGS Communications Preferences ..................................................................... 42
FGSnews ................................................................................................................ 42
Direct Emails ......................................................................................................... 42
How to Unsubscribe ............................................................................................... 42
Policy on Student Records .................................................................................... 42
Change of Name .................................................................................................... 42
Maintaining Contact Information ......................................................................... 42
Grading System ..................................................................................................... 43
Grade Reports ......................................................................................................... 43
Grades in Courses ................................................................................................. 44
Course Extension Policy ......................................................................................... 44
Grade Reappraisals ........................................................................................................ 44
Academic Standing ........................................................................................................ 46
Combinations of ’C’ Grades Which Require Withdrawal Unless Continued Registration is Recommended and Approved ................................................................. 46
Combination of ’F’ and ’C’ Grades Which Require Withdrawal .................................. 46
Transfer Credit (Advanced Standing) ............................................................................ 47
Academic Petitions and Appeals .................................................................................... 47
Academic Petitions: Procedural Guidelines ................................................................. 47
Appeals of Petitions Decisions: Procedural Guidelines ............................................. 48
Appeals to the Senate Appeals Committee (SAC) ...................................................... 49
Academic Honesty ........................................................................................................ 50
Senate Policy on Academic Accommodation for Students with Disabilities ............... 56
To Register with Student Accessibility Services ......................................................... 56
Information for Faculty ............................................................................................... 56
Workplace Accommodations ....................................................................................... 56
Associations & Research at York ................................................................................ 57
Student Associations & Resources (Selected) ............................................................ 57
Research at York University ......................................................................................... 59
Office of Research Services (ORS) ............................................................................. 59
Listing of Organized Research Units (selected; more @ YorkU Website) .................... 59
York Keele Campus Map .............................................................................................. 62
York Keele Campus Directory ....................................................................................... 63
Welcome from the Graduate Program Director

Welcome to the the M.A. and Ph.D. Program in Critical Disability Studies (CDS).

We admitted our first MA students in 2003, and our first PhD students in 2007. Our graduate degrees offer students an opportunity to engage in diverse theoretical and methodological conversations and to enjoy graduate student life through the Critical Disability Studies Student Association. We are proud to host the graduate student journal Critical Disability Discourse, a bilingual and interdisciplinary journal that publishes new critical writing.

Doctoral students in CDS develop their scholarship in the fields of social policy, human rights and social justice, and critical theory. Class sizes are small for all our graduate students, offering ongoing opportunities for discussions with faculty and peers. The diverse scholarship of CDS faculty supports an intersectional framework. Faculty expertise is contributed from areas within and outside of critical disability studies including critical race, legal studies, gender and sexuality, history, education, the fine arts and humanities, geography, media studies, political science, public policy, and bioethics. CDS is research intensive, values excellence in teaching and learning, and contributes nationally and internationally to the contemporary and historical discourses within which the ideas and materiality of disability are located.

We welcome your questions. Please contact me at: gorman@yorku.ca

For questions concerning graduate administration, course enrollment, teaching assistant contracts, progress reports, and the many internal and external funding opportunities available to students please contact Collette Murray, the Graduate Program Administrator, who will guide you through the formal requirements of the program at gradcds@yorku.ca.

Rachel da Silveira Gorman

Graduate Program Director
Critical Disability Studies
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>Rachel da Silveira Gorman</td>
<td>416-736-2100 ext. 22115</td>
<td><a href="mailto:gorman@yorku.ca">gorman@yorku.ca</a></td>
</tr>
<tr>
<td>Graduate Program Assistant</td>
<td>Collette Murray</td>
<td>416-736-2100 ext. 44494</td>
<td><a href="mailto:gradcds@yorku.ca">gradcds@yorku.ca</a></td>
</tr>
<tr>
<td>Graduate Program Secretary</td>
<td>Gary Myers</td>
<td>416-736-2100 ext. 55157</td>
<td><a href="mailto:gradcds@yorku.ca">gradcds@yorku.ca</a></td>
</tr>
<tr>
<td>Operations Manager</td>
<td>Aleksandra Rokicka-Wiscicka</td>
<td>416-736-2100 ext. 22605</td>
<td><a href="mailto:arw@yorku.ca">arw@yorku.ca</a></td>
</tr>
</tbody>
</table>

Hours of Operation

Mondays to Thursdays, 9am to noon & 1pm to 4pm; Fridays, 9am to noon & 1pm to 3:30 pm

Communications and Submission of Administrative Forms

For questions related to administrative issues (e.g., student funding) your point of contact is Collette Murray, Graduate Program Administrator (GPA). Collette works closely with Prof. Rachel da Silveira Gorman, Graduate Program Director (GPD), whom you can reach out to for academic advice (e.g., course selection) or concerns with your progress in the program. Upon entering the program, you will make a virtual appointment with the Graduate Program Director to discuss your course selection and other program related issues. When you email us, allow at least 48 hours for a reply. If you email us outside the hours of operation listed above, you may have to wait longer for a reply.

Please submit all administrative forms to Collette to update the program and graduate records. Collette oversees all administrative aspects of the program and will obtain Dr. da Silveira Gorman’s signature, if needed. Your forms document your academic progress and should be submitted with all relevant documents and signatures (except for GPD signature, obtained by Collette). In case of doubt, do not hesitate to consult with us.

Finally, please do not bypass your home graduate office and submit documents to a faculty member or another administrative office. The University is a complex organization and unless we follow procedures, delays occur. To support your experience with us, please keep us informed about your graduate status.

Mailing Address

Critical Disability Studies Graduate Program
Stong College, Room 313
York University
4700 Keele Street
Toronto, Ontario, Canada M3J 1P3

CDS Website:

Please note that York University is a fragrance-free environment.

Please refrain from wearing scented products on campus.
Program Essentials: 2020-2021 Important Dates

Term Registration, Course Enrollment/Drop, Petition, Tuition Payment/Refund

<table>
<thead>
<tr>
<th>Deadline</th>
<th>Fall 2020 (Sept - Dec)</th>
<th>Winter 2021 (Jan - April)</th>
<th>Summer 2021 (May - Aug)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Registration Opens for Fall (FA20) and Winter (WI20)</td>
<td>June 30</td>
<td>June 30</td>
<td>March 3</td>
</tr>
<tr>
<td>Final day to (1) register online without a $200.00 late registration fee</td>
<td>Aug 20</td>
<td>Dec 20</td>
<td>April 20</td>
</tr>
<tr>
<td>Final day to petition for a change of status (e.g. leave of absence, change to part-time, extension of program time limit)</td>
<td>July 15, 2020</td>
<td>Nov 15, 2020</td>
<td>March 15, 2021</td>
</tr>
<tr>
<td>First date of classes.</td>
<td>Sept 9</td>
<td>Jan 11</td>
<td>TBD *</td>
</tr>
<tr>
<td>Term tuition payment due</td>
<td>Sept 10</td>
<td>Jan 10</td>
<td>TBD *</td>
</tr>
<tr>
<td>Last day to enroll in courses online without permission of instructor</td>
<td>Sept 22 (F &amp; Y)</td>
<td>Jan 25</td>
<td>TBD *</td>
</tr>
<tr>
<td>100% Term tuition refund</td>
<td>Oct 31</td>
<td>Jan 31</td>
<td>TBD *</td>
</tr>
<tr>
<td>Last day to enroll in courses online with permission of instructor</td>
<td>Oct 6 (F) Oct 27 (Y)</td>
<td>Feb 8</td>
<td>TBD *</td>
</tr>
<tr>
<td>80% Term tuition refund</td>
<td>Nov 15</td>
<td>Feb 15</td>
<td>TBD *</td>
</tr>
<tr>
<td>Online registration ends</td>
<td>Oct 27</td>
<td>Jan 21</td>
<td>TBD *</td>
</tr>
<tr>
<td>40% Term tuition refund</td>
<td>Oct 31</td>
<td>Feb 28</td>
<td>TBD *</td>
</tr>
<tr>
<td>Manual registration ends</td>
<td>Nov 1</td>
<td>Feb 1</td>
<td>TBD *</td>
</tr>
<tr>
<td>Last date of classes.</td>
<td>Dec 8</td>
<td>Apr 12</td>
<td>TBD *</td>
</tr>
</tbody>
</table>

* Check the [Important Dates Website](#) for relevant dates
# Classes, Holidays and University Closings

<table>
<thead>
<tr>
<th>Holidays</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Labour Day *</td>
<td>September 7&lt;sup&gt;th&lt;/sup&gt;</td>
</tr>
<tr>
<td>Thanksgiving *</td>
<td>October 12&lt;sup&gt;th&lt;/sup&gt;</td>
</tr>
<tr>
<td>Reading Week (Fall) **</td>
<td>October 10&lt;sup&gt;th&lt;/sup&gt; – October 16&lt;sup&gt;th&lt;/sup&gt;</td>
</tr>
<tr>
<td>Holiday/New Year’s Break *</td>
<td>December 24&lt;sup&gt;th&lt;/sup&gt; - January 4&lt;sup&gt;th&lt;/sup&gt;</td>
</tr>
<tr>
<td>Family Day *</td>
<td>February 15&lt;sup&gt;th&lt;/sup&gt;</td>
</tr>
<tr>
<td>Reading Week (Winter) **</td>
<td>February 13&lt;sup&gt;th&lt;/sup&gt; – February 19&lt;sup&gt;th&lt;/sup&gt;</td>
</tr>
<tr>
<td>Good Friday *</td>
<td>April 2&lt;sup&gt;nd&lt;/sup&gt;</td>
</tr>
<tr>
<td>Victoria Day *</td>
<td>May 24&lt;sup&gt;th&lt;/sup&gt;</td>
</tr>
<tr>
<td>Canada Day *</td>
<td>July 1&lt;sup&gt;st&lt;/sup&gt;</td>
</tr>
<tr>
<td>Civic Holiday *</td>
<td>August 2&lt;sup&gt;nd&lt;/sup&gt;</td>
</tr>
</tbody>
</table>

*University Closure*
Graduate Program in Critical Disability Studies 2020-2021 Class Schedule

Core Courses

Core courses ensure that all graduate students gain a common and foundational understanding of the different aspects of critical disability studies and are REQUIRED courses.

*Note:* Upon discussion with and approval of GPD, Methodology can be replaced with equivalent credits if a student completed an equivalent graduate level research methods course.

Elective Courses

All students must take a certain number of elective credits that depend on DEGREE PURSUED (MA or PhD) and ADMISSIONS CATEGORY IN THE CASE OF PHD STUDENTS (e.g., accepted for PhD with an MA from York Graduate Program in Critical Disability Studies, an MA from another program, or non-standard applicant).

Students are encouraged to take a maximum of one 3.0 credit course elective (or two for PhD students with a York MA in Health) from another graduate program at York, contingent on student’s specific intellectual/research interests, upon discussion with and approval of supervisor and GPD.

Fall (2020)

**GS CDIS 5110 3.0 – Methodology**
*Catalogue Number:* M27N01
*Instructor:* AJ Withers
*Weekly Day and Time:* Tuesdays 11:30AM to 2:30PM
*Location:* Online
*Start and End Date:* September 15th 2020 – December 1st 2020
*Course Selection:* Core

**GS CDIS 5100 6.0 Y – Disability Studies: An Overview**
*Catalogue Number:* C33T01
*Instructor:* Madeline Burghardt
*Weekly Day and Time:* Tuesdays 4:00PM to 7:00PM
*Location:* Online
*Start and End Date:* September 15th 2020 – April 6th 2021
*Course Selection:* Core

**GS CDIS 6100 6.0 Y – Doctoral Seminar (PhD Only)**
*Catalogue Number:* M28K01
*Instructor:* Geoffrey Reaume
*Weekly Day and Time:* Wednesdays 11:30AM to 2:30PM
*Location:* Online
*Start and End Date:* September 9th 2020 – April 7th 2021
*Course Selection:* Core
**GS CDIS 5040 3.0 – Experience, Identity & Social Theory**  
*Catalogue Number: D33X01*  
*Instructor: Louise Tam*  
**Weekly Day and Time:** Thursdays 11:30AM to 2:30PM  
**Location:** Online  
**Start and End Date:** September 15th 2020 – November 26th 2020  
**Course Selection:** Elective

**GS CDIS 5120 3.0 – Critical Disability Law**  
*Catalogue Number: F74W01*  
*Instructor: Marion MacGregor*  
**Weekly Day and Time:** Wednesdays 2:30PM to 5:30PM  
**Location:** Online  
**Start and End Date:** September 15th 2020 – November 26th 2020  
**Course Selection:** Elective

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**Winter (2021)**

**GS CDIS 5120 3.0 – Critical Disability Law**  
*Catalogue Number: W21H01*  
*Instructor: Brendan Pooran*  
**Weekly Day and Time:** Wednesdays 2:30PM to 5:30PM  
**Location:** Online  
**Start and End Date:** January 6th 2021 – April 7th 2021  
**Course Selection:** Core

**GS CDIS 5405 3.0 – Mad People’s History**  
*Catalogue Number: R76P01*  
*Instructor: Geoffrey Reaume*  
**Weekly Day and Time:** Thursdays 11:30AM to 2:30PM  
**Location:** Online  
**Start and End Date:** January 7th 2021 – April 8th 2021  
**Course Selection:** Elective

**GS CDIS 5095 3.0 – Intersectionality, Disability and Health**  
*Catalogue Number: V98V01*  
*Instructor: Louise Tam*  
**Weekly Day and Time:** Thursdays 4:00PM to 7:00PM  
**Location:** Online  
**Start and End Date:** January 7th 2021 – April 8th 2021  
**Course Selection:** Elective

**GS CDIS 6001 0.0 – Major Research Paper (After completing all course requirements)**  
*Catalogue Number: P68Q01 for Fall 2020, J15C01 for Winter 2021*  
**Note:** Continuing MA students secure a supervisor and advisor and submit program-related forms to Graduate Program Office. 1st year students do not enrol until courses are completed.
Critical Disability Studies Program Requirements

<table>
<thead>
<tr>
<th>What is needed</th>
<th>MA</th>
<th>PhD (Students admitted with a Master’s degree)</th>
<th>PhD (admitted with MA in CDIS from York U)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Core Courses</td>
<td>CDIS 5100 6.0</td>
<td>• CDIS 6100 6.0</td>
<td>CDIS 6100 6.0</td>
</tr>
<tr>
<td></td>
<td>CDIS 5110 3.0</td>
<td>• CDIS 5110 3.0 (see note 1)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>CDIS 5120 3.0</td>
<td>• CDIS 5120 3.0 (see note 4)</td>
<td></td>
</tr>
<tr>
<td>Electives</td>
<td>Two 3.0 credits (total of 6 credits)</td>
<td>Three 3.0 credit courses in CDIS (total of 9 credits)</td>
<td>Three 3.0 credits</td>
</tr>
<tr>
<td></td>
<td>See note 2 below</td>
<td>• See note 1 and 4 below</td>
<td>Student choice of up to two 3.0 (or 6 credits) in another York graduate program</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• See note 2 below</td>
<td>See note 5</td>
</tr>
<tr>
<td>Total Courses</td>
<td>18 graduate course credits</td>
<td>15 course credits (Four graduate courses)</td>
<td>15 course credits (Four graduate courses)</td>
</tr>
<tr>
<td>Non-credit Degree Requirements</td>
<td>Enrol in CDIS 6001 0.0 Major Research Paper</td>
<td>Comprehensive Papers &amp; Qualifying Exam</td>
<td>Comprehensive Papers &amp; Qualifying Exam</td>
</tr>
<tr>
<td></td>
<td>Submit MRP Proposal</td>
<td>CDIS Dissertation proposal defense</td>
<td>CDIS Dissertation proposal defense</td>
</tr>
<tr>
<td></td>
<td>MRP Final Discussion</td>
<td>Dissertation</td>
<td>Dissertation</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Oral Defense</td>
<td>Oral Defense</td>
</tr>
</tbody>
</table>

Notes:

1. If prior to admission, PhD students entering with a Master’s did not complete a graduate-level methodology course, CDIS 5110 3.0 Methodology is required, in addition to three elective courses.

2. Under special circumstances, MA students may take one 3.0 credit course from other graduate programs at York University to fulfill their elective requirement of 3.0 credits, only with the Program Director’s approval.

3. PhD students (admitted with a Masters) are required to complete at least two 3.0 credit electives within the CDIS program, and one 3.0 credit elective from other graduate programs at York University, with the Program Director’s approval, to fulfill their elective requirement of 9.0 credits.

4. If a PhD entrant did not complete a graduate level Law course related to issues of disability, CDIS 5120 3.0 is required as one of the three electives.

5. PhD (admitted with MA from CDIS at York) discuss your research area with Graduate Program Director. Select a combination of courses from CDIS and up to two 3.0 credit electives from other graduate programs at York will count as electives. This is subject to the permission of the Graduate Program Director.

6. All PhD students are governed by FGS requirements of program study within 18 terms (6 years). If there is additional time required for disability, the graduate office can support an academic petition.
Master’s Program (MA)

M.A. Degree-Level Expectations

<table>
<thead>
<tr>
<th>The M.A. program is a <strong>1-year full-time</strong> or <strong>2-year part-time</strong> 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.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Full-time</strong> students are expected to maintain continuous registration throughout the course of study at the full-time status for a minimum of <strong>3 consecutive terms</strong>. 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.</td>
</tr>
<tr>
<td><strong>Part-time</strong> students are expected to maintain continuous registration throughout the course of study at the part-time status for a minimum of <strong>6 consecutive terms</strong>.</td>
</tr>
</tbody>
</table>

**Time Limits**

All requirements for a doctoral degree must be fulfilled within **12 terms (4 years)** of registration as a full-time or part-time master student in accordance with Faculty of Graduate Studies Registration Policies, 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.

**M.A. Program Components**

The MA Program has three major components: (1) **Course Work**; (2) **Major Research Proposal (MRP-P)** and **Major Research Paper (MRP)**; (3) **MRP Final Discussion**

**1) Course Work**

**Core Courses (12 credits):**

- CDIS 5100 6.0: Disability Studies: An Overview
- CDIS 5110 3.0: Methodology
- CDIS 5120 3.0: Critical Disability Law
- 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 (cross-listed as HLTH 5450 3.0)
• 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 5085 3.0: Indigeneity and Disability
• CDIS 5090 3.0: Public Policy and Disability
• CDIS 5095 3.0: Intersectionality, Disability and Health (cross-listed as HLTH 5490 3.0)
• 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

M.A. students are encouraged to enroll in at least one graduate course offered by other graduate programs at York University to fulfill their degree requirement.

To find graduate courses, please see the York University Courses website.


To assist achieving each step of the process, please see MRP guidelines document.

By the end of February, all students should secure a Supervisor and Advisor and submit the MA MRP Notification of Supervisor and Advisor Form to the graduate program office. Please review the list of available faculty members appointed to the Critical Disability Studies program.

The Supervisor must be a Full member in the Critical Disability Studies graduate program and appointed to the Faculty of Graduate Studies (FGS).

The Advisor must also be a member of the Critical Disability Studies faculty (including Associate or Adjunct). Only on rare occasions if no suitable faculty member from that list can be secured will an Advisor outside the program be considered. This is at the discretion of the Graduate Program Director. The person must be appointable by FGS.

A complete FGS Faculty Member listing is available to see all current members at other York faculties that are involved in graduate supervision.

MRP PROPOSAL

The second step is to work with the MRP committee to create the Major Research Paper Proposal (MRP-P) under the supervision of two faculty members, a Supervisor and an Advisor, who have expertise in the student’s chosen research topic and/or methodology.

The length of the Proposal will vary depending upon the nature of the MRP topic and has a required maximum length of 14 pages or 3500 words double-spaced in addition to the Literature Review.

Larger fonts can be used by people with visual impairments, in which case the length of their Proposal and Research Paper will vary with the font size; however, the length) will be the proportionate to that required for other students.
Once the committee has approved the MRP Proposal, fill out the MRP Proposal Submission form, the written proposal and the email confirmation from the MRP Committee to the Graduate Program Office. The program requires the original dates of approval.

When writing the Major Research Paper (MRP) please complete a required **minimum length of 50 pages** and a **maximum length of 65 pages. This length includes only the text of the MRP**; Appendices, references, title page and table of contents are additional.

**(3) MRP Final Discussion**

Once the **Supervisor and Advisor** have read and approved the MRP, a final discussion with the student about the MRP will be scheduled by the **Supervisor**. Students who are preparing for their final discussion will submit a e-copy of the final draft of their MRP to their supervisory committee **at least two weeks** before the final discussion.

The **MRP Supervisor** notifies the Graduate Program Office that the student is ready to proceed to MRP discussion and provide a date and time for scheduling. **All MRP Final Discussions must take place on campus or virtually hosted at York University.**

The final discussion meeting provides an opportunity for discussion and evaluation about the genesis of the MRP, its development, conclusions and effects. The total length of the MRP final discussion may be approximately an hour. At the beginning of this meeting, the student gives a **15-minute presentation** summarizing his or her MRP. This is followed by comments and questions from the committee **in the order of Reader (if applicable), Advisor and Supervisor**. The student is asked to leave the room while the committee consults on the final discussion. The student is then invited back in to hear the committee’s comments and congratulations. **Students should expect minor changes to be requested at the final discussion meeting. Revisions are to be completed within 5 business days of the meeting.**

The MRP will be given a final grade of **Pass** or **Fail** at the meeting. If revisions to the MRP are required, the final mark will be submitted by the **Supervisor** to the Graduate Program Office only after the revisions are approved.

**Submission of a Final Electronic Copy**

Upon completion of the MRP and all revisions required by the **Supervisor and Advisor (and the Reader if applicable)**, the student provides an **electronic file of the final MRP** to the **graduate program office by email**.

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**The program has zero-tolerance for breaches of academic honesty.**
M.A. Student Progress Flow-Chart

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

Note:
1. ALL incoming and returning students must take **CDIS 5100**
2. **CDIS 5110** and **CDIS 5120** are offered each year.
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, 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)

<table>
<thead>
<tr>
<th>Term</th>
<th>Courses Taken</th>
</tr>
</thead>
</table>
| 1    | • **CDIS 5100 6.0**  
      | • **CDIS 5110 3.0 or CDIS 5120 3.0**  
      | • 1st elective |
| 2    | • continue with **CDIS 5100 6.0**  
      | • **CDIS 5110 3.0 or CDIS 5120 3.0**  
      | • 2nd elective  
      | • Establish a Supervisory Committee for the Major Research Paper  
      | • Complete a proposal for the Major Research Paper |
| 3    | • **CDIS 6001 0.0** - Complete the Major Research Paper |

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.

<table>
<thead>
<tr>
<th>Term</th>
<th>Courses Taken</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td><strong>CDIS 5100 6.0</strong>; may take a core/elective course</td>
</tr>
<tr>
<td>2</td>
<td>continue with <strong>CDIS 5100 6.0 and may</strong> take a core/elective course</td>
</tr>
<tr>
<td>3</td>
<td>either one or two elective courses</td>
</tr>
<tr>
<td>4</td>
<td>either one or two elective courses</td>
</tr>
<tr>
<td>5</td>
<td>may take a core or an elective course approval of the Principal Supervisor for the Major Research Paper</td>
</tr>
<tr>
<td>6</td>
<td><strong>CDIS 6001 0.0</strong> – Major Research Paper</td>
</tr>
</tbody>
</table>
Doctoral Program (PhD) Minimum Requirements and Regulations

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. This degree extends the skills associated with the Master’s Degree and is awarded to students who have demonstrated the following:

Depth and Breadth of Knowledge

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.

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.

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.

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.

Level of communications skills

The ability to communicate complex and/or ambiguous ideas, issues and conclusions clearly and effectively.

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 a 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, 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.

If a student wants to take an elective course outside of CDS, complete the Request to Take a Course in Another Graduate Program at York form.
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.

Degree Requirements

Maintain Continuous Registration

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.

Annual Progress Report Annual Due Date

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).

Per 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.”
**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

<table>
<thead>
<tr>
<th>Term</th>
<th>Progress</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>CDIS 6100 6.0 plus one/two 3-credit CDIS elective courses</td>
</tr>
<tr>
<td>2</td>
<td>Continue with CDIS 6100 6.0 plus one/two 3-credit CDIS elective courses</td>
</tr>
</tbody>
</table>
| 3    | • One/two 3-credit CDIS elective courses  
      • Formation of Comprehensive Supervisory Committee  
      • Annual Progress Report (due by May 31st) |

### Year 2

<table>
<thead>
<tr>
<th>Term</th>
<th>Progress</th>
</tr>
</thead>
<tbody>
<tr>
<td>4</td>
<td>Comprehensive Examination Paper #1</td>
</tr>
</tbody>
</table>
| 5    | • Comprehensive Examination Paper #2  
      • Secure Supervisor of Dissertation Committee |
| 6    | • Comprehensive Examination Paper #3  
      • Annual Progress Report (due by May 31st)  
      • Secure additional members of Dissertation Committee |

### Year 3

<table>
<thead>
<tr>
<th>Term</th>
<th>Progress</th>
</tr>
</thead>
</table>
| 7    | Oral Comprehensive Examination  
      Dissertation Proposal Completion & Oral Examination |
| 8    | Dissertation Research |
| 9    | Dissertation Research  
      Annual Progress Report (due by May 31st) |

### Year 4

<table>
<thead>
<tr>
<th>Term</th>
<th>Progress</th>
</tr>
</thead>
<tbody>
<tr>
<td>10</td>
<td>Dissertation Research</td>
</tr>
<tr>
<td>11</td>
<td>Dissertation Research</td>
</tr>
</tbody>
</table>
| 12   | • Dissertation Completion & Oral Defense  
      • Annual Progress Report (due by May 31st) |
**PhD Program Components**

The PhD Program has **three major components**: (1) **Course Work**, (2) **Comprehensive Papers & Oral Comprehensive Examination**, and (3) **proposal/research ethics and dissertation**

**1. Course Work**

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

**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.)

**Elective Courses**

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 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 (cross-listed as HLTH 5450 3.0)
- **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 5085 3.0**: Indigeneity and Disability
- **CDIS 5090 3.0**: Public Policy and Disability
- **CDIS 5095 3.0**: Intersectionality, Disability and Health (cross-listed as HLTH 5490 3.0)
- **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 Papers & Oral Comprehensive Examination

Comprehensive Papers
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.

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.

Students are required to submit a Notification of Comprehensive Paper Supervisors form to the Critical Disability Studies graduate program office as soon as the three supervisors agree to take on the supervisory role. The original dates are required for program records.

Oral Comprehensive Examination

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 proposal and 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:

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

2. Dissertation Proposal - The preparation of a Dissertation Proposal of 3500 words maximum as per the Faculty of Graduate Studies standards. This step includes whether research ethics protocols (TD1 and TD2) are a part of the package, submitted to the Graduate Program Office. Data collection cannot begin until approval from the Office of Research Ethics arrives.

3. Writing of a Dissertation - The Writing of a Dissertation acceptable to the Supervisory Committee and formally approved as examinable by the members of that committee.

4. Oral Dissertation Examination (Oral Defense) - The successful completion of an Oral Dissertation Examination (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.
Establishment 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).

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.

(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 (listing of supervisory eligibility.)

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 no later than two weeks prior to the FGS deadlines.
Faculty

Core Faculty Appointed to Critical Disability Studies

Agnès Berthelot-Raffard
(Assistant Professor; PhD, Université Panthéon-Sorbonne, PhD, Université de Montréal)
Caregivers’ rights; disability rights; autism and neurodiversity; ageing; ethics of care and vulnerability; impacts of epistemic injustices and racism on health; “coloniality of power” and historical legacies of slavery in the social institutions; intersectionality as critical theory and praxis; mental health; women's health; health equity; socio-determinants of health; ethics of public health; bioethical approaches in critical disability studies.

Rachel Gorman
(Associate Professor, and Graduate Program Director; PhD, University of 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.

Geoffrey Reaume
(Associate Professor; PhD, University of 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.

Nancy Viva Davis Halifax
(Associate Professor; PhD, University of Toronto)
Arts-based research; crip arts praxis; critical auto/ethnography; body/s and embodiment/s; the more-than-human; theory/s in the feminisms (crip; poststructural; new materialism; affect); language and representation; imaginative ethnographies; social death and abandonment; intimate perspectives on biomedicine and psychiatry; polyphonic and lyrical theory/s

Jessica Vorstermans
(Associate Professor; PhD, York University)
International experiential and service learning and global citizenship; Critical Disability Theory; Human Rights, Disability and Equity; Disability and North/South relations.

Full Members Appointed to Critical Disability Studies

Farah Ahmad
(Associate Professor; PhD, University of Toronto)
Primary care settings; psychosocial health; vulnerable communities; eHealth innovations.

Melanie Baljko
(Associate Professor; PhD, University of Toronto)
Digital media; interaction and experience design (human-computer, human-human mediated by computer); domains of assistive and rehabilitation technologies.

Mary Bunch
(Associate Professor, PhD, Western University)
Interdisciplinary and collaborative critical disability, feminist, queer studies and critical theory, research creation and arts-based methodologies

Chris Chapman
(Associate Professor, PhD, University of Toronto)
Imprisonment and disability, mad studies, oppression
Christo El Morr
(Assistant Professor; PhD, Compiègne University of Technology, France)
Chronic diseases management; health virtual communities; decision support systems; readmission to hospitals; eHealth.

Iris Epstein
(Associate Professor, PhD, University of Toronto)
Students who identify with disabilities and practicum placements (sites); technology assisted learning (accommodation); knowledge translation; e-learning; participatory design; health technology and place; critical geography

Sean Hillier
(Assistant Professor, PhD, Ryerson University, Special Advisor to the Dean on Indigenous Resurgence in the Faculty of Health)
Indigenous health; Indigenous HIV; 2-Spirited & LGBTTIQQA rights; community-engaged research.

Nazila Khanlou
(Associate Professor, School of Nursing, Faculty of Health, Echo’s OWHC Chair in Women’s Mental Health Research, York University; PhD, Wayne State University)
Mothering children with developmental disabilities; refugee health.

Thomas Klassen
Professor, PhD, University of 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.

Marina Morrow
(Professor, PhD in Community Psychology, OISE/UT 1997)
Critical health policy; mental health reform; service provision and access to health services; mental health and social inequity; mental health and citizen engagement and social justice; neoliberal reforms; gender and health; intersectional theory and approaches in mental health.

Emelia Neilsen
(Assistant Professor, PhD University of British Columbia)
Health, Arts and Culture, Medical and Health Humanities, Critical Disability Studies, Feminist Queer Crip Cultural Studies, Research-Creation, Lifewriting, Poetry and Poetics

Gillian Parekh
(Assistant Professor, PhD York University)
Critical Disability studies, critical analysis of special and inclusive education, structural barriers to education, academic streaming and structured pathways through school, and system-wide trends relating to the social and economic replication of privilege.

Dennis Raphael
(Professor, PhD in Educational Theory, University of 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.

Mohamed Sesay
Assistant Professor, PhD McGill University)
Peacebuilding, development, rule of law, customary justice, international criminal justice, Africa, Sierra Leone, and Liberia

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

There are several 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.

Fatou Bagayogo
(PhD in Management 2014, McGill University)
Cancer care; elderly cancer patients; emergency room visits.

Alexis Buettgen
(PhD in Critical Disability Studies, York University)
poverty reduction and elimination; disability and employment; critical political economic theory; intersectionality; program evaluation; human rights; international development; social, political and economic inclusion; social welfare; community based applied research

Cameron Crawford
(PhD in Critical Disability Studies, York University)

Sambhavi Chandrashekar
(Adjunct Professor (Inclusive Design at OCAD University); PhD in Information Systems, University of Toronto)
Inclusive design of digital technologies; accessible user experience for people with disabilities; assistive technologies; inclusive pedagogy; universal design for learning; accessibility perspectives of people with disabilities; perception of online information credibility by people with vision impairments.

Nirmala Erevelles
(Professor; Educational Leadership and Foundations of Education, University of Alabama)
Disability studies; critical race theory; transnational feminism; sociology of education; postcolonial studies.

Beth Haller
(Professor; Journalism/New Media in the Department of Mass Communication & Communication Studies at Towson University, Maryland)
Media images of disability and disability issues; alternative press, ethnic press, disability press (historical and modern); copyright issues in cyberspace; freedom of expression.

Ravi Malhotra
(Associate Professor, University of Ottawa)
Labour and employment law; human rights; globalization and disability rights law.

Erin Manning
(Professor, Concordia University, Montreal)
Relational movement.

Robert McRuer
(Professor, George Washington University, U.S.A.)
Queer and crip cultural studies and critical theory; sex and disability.

Vicky Moufawad-Paul
(Director/Curator; A Space Gallery)

Xuan Thuy Nguyen
(Assistant Professor, Institute of Interdisciplinary Studies, Carleton University)
Critical disability studies; critical policy studies; inclusive education; critical theory; human rights and post-colonial studies; visual methodologies; historiography.
Michael Orsini  
(Professor, University of Ottawa)  
Autism; Critical Disability Studies; affect and emotions in politics; health policy; interest groups; gender and public policy; social movements; HIV/AIDS; qualitative research; interpretive policy analysis; autism politics and policy; contested illnesses; critical obesity studies.

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.

Candida Rifkind  
(Associate Professor, University of Winnipeg, Canada)  
Comics and graphic narratives; Canadian literature and culture; Life Writing/Autobiography; Screen and Cultural Studies; Women writers.

Louise Tam  
(PhD, Rutgers University)  
The lived experiences of racialized people within the mental health system; the work of progressive mental health practitioners; movement lawyering; the institutionalization of anti-racist and intersectional frameworks in psychiatry, psychology, and social work; and the political economy of disability/disablement within contemporary settler colonial contexts.

Roberta Timothy  
(Assistant Professor, Dalla Lana School of Public Health, University of Toronto; PhD, Adult Education, Community Development and Gender Studies)  
Intersectionality and ethics in health; health and race; transnational African/Black and Indigenous health; Anti-Oppression Psychotherapy; critical expressive arts therapy; trauma and transgenerational violence; work culture and organizational change; Anti-Oppression/colonial political economy; Resistance Education, and Creative Resistance.

Jutta Treviranus  
(Professor, Ontario College of Art and Design University OCADU, Toronto)  
Inclusive design of emerging digital systems; networks and practices; accessibility in the digital domain; accessibility legislation.

AJ Withers  
(PhD, Social Work and MA, Critical Disability Studies, York University)  
Social construction of disability; pathologization of trans; pathologization of homelessness.

Emeritus Faculty

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.
Establishing the PhD Supervisory Committee

Graduate students are responsible to establish a full dissertation committee consisting of a Full Member (appointed to Critical Disability Studies) as a dissertation supervisor. In addition, select two committee members from the (Full, Associate or Adjunct faculty list).

**Complete the FGS Supervisor and Supervisory form** with dates and signatures of each faculty member. Submit the completed form to the graduate program office.

**Note:** Members Emeriti may serve as a co-supervisor of doctoral dissertations on the condition that the other co-supervisor is a full member of the graduate program. Based on the Faculty of Graduate Studies and program-specific appointment criteria, the graduate program may place further limitations on the activities of Members Emeriti. 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, subject to the approval of the Dean 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.

**Dissertation Proposal defence**

Once the proposal is approved by the student’s Supervisory Committee a date is set for its presentation and defense before the committee and the Graduate Program Director (or her/his representative) acting as the Chair of the Committee. Students must provide each member of the Committee with a copy of the complete proposal package at least 4 weeks prior to the oral examination.

The examination consists of a 15-20 minute presentation followed by a round of questions, with the Supervisor asking questions last. The Committee has 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. Graduate Program Director fills out an evaluation form and submits it to the Graduate Program Office. The form and guidelines are available on the program **CDIS Graduate Studies website**.

After the oral examination of the dissertation proposal the complete package is submitted to the Graduate Program Office for ethics clearance

For students, whose research does not include human participants the package consists of:

a. an approved copy of the dissertation proposal
b. TCPS-2 tutorial certificate
For dissertation research involving human participants that is **unfunded and minimum risk**, students submit:

a. TCPS-2 tutorial certificate  
b. One copy of the dissertation proposal, along with an original copy of the FGS Thesis/Dissertation Proposal Submission Form (TD1)  
c. One original **and** one photocopy of a completed York University Graduate Student Human Participants Research Protocol Form (TD2)  
d. One original **and** one photocopy of the Written Informed Consent Document or the Script for the Verbal Informed Consent Statement; and  
e. One original copy of the completed Informed Consent Document Checklist for Researchers (TD3).

Students whose research involves human participants that is funded OR not minimum risk submit:

a. TCPS-2 tutorial certificate  
b. An approved copy of the proposal along with an original copy of the FGS Thesis/Dissertation Proposal Submission Form (TD1);  
c. One original **and** one photocopy of a completed York University Graduate Student Human Participants Research Protocol Form (TD2)  
d. One original **and** one photocopy of the Written Informed Consent Document or the Script for the Verbal Informed Consent Statement; and  
e. One original copy of the completed Informed Consent Document Checklist for Researchers (TD3).

If the student’s doctoral research relates to research being conducted by a faculty member they will also submit:

a. One original Statement of Relationship between Proposal and Existing Approved Research/Facilities (TD4)

**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.
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:
   a) be reasonably accessible to the student normally meeting once a month and never less than once each term.
   b) 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 defense.

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 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 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 center 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:
   a. the committee agrees that the dissertation requires substantive changes to be acceptable; or,
   b. there are two votes for failure; or,
   c. there is one vote for failure plus a minimum of one vote for major revision; or,
   d. 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 Important Dates.
Administration

Program Fees

Graduate program fees consist of a flat-rate tuition and supplementary fees, set for each term. The fees are reviewed and approved by the provincial government and the York University Board of Governors. The Ministry of Training, Colleges and Universities implement guidelines after consultation and are subject to change. Due to COVID-19, classes are taught online for Fall 2020. Some supplementary and associated course fees, where the associated service cannot be provided online or remotely, will be waived. The associated fees support student advocacy, equity-seeking groups and services that support the student experience.

Information the Faculty of Graduate Studies program fees, please visit this drop-down menu to select “FGS Non-Professional Masters’ or FGS PhD”.

Registration

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 acceptance and payment of fees.

Students who register ‘as active’ after any registration deadline for any of the Fall, Winter or Summer terms will incur a late $200 registration fee. Failure to register or update your graduate registration status in any term will result in withdrawal from the program and York University.

The registration deadlines are accessible at the FGS Important Dates calendar.

There is a fee to be registered as inactive ($169.49 plus $15.00 registration fee). This includes an elective, maternity and parental leaves, exceptional circumstances (including a leave for compassionate, medical, or professional grounds).

Please check your student financial account for all transactions.

Balance of Degree Fees

There is a minimum number of terms that each graduate student must register and pay fees. If a student completes the program early, the Faculty of Graduate Studies assesses the balance of degree fees, as per successful program completion date. One full-time term is equivalent to two part-time terms, and vice versa.

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 that the equivalent of six terms of full-time registration will be responsible for payment of the remaining balance of degree fee.

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. Students who successfully complete a master's program in less time than the program length will be responsible for payment of the remaining balance of degree fee. In both cases, they will be notified and see transactions prior to convocation date.

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 are authorized.

**Note:** Graduate tuition refunds/credit calculations are based on complete withdrawal from a term, not withdrawal from individual courses. 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.

Methods of Payment

Students may pay fees or outstanding balances from their online student financial account using graduate fellowship, cheque, direct deposit or arranged payments by a third party.

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: Fees and waivers.

Outstanding Debt

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

**Note:** For students with 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. Students must reduce the balance on their account to below $1,000 at least 5 business days prior to requesting that the Faculty of Graduate Studies removes the enrollment block.
Understanding Your Graduate Funding Package & Employment Opportunities

Eligibility

Graduate students, admitted under full-time status, will be offered a funding package at the time of admission. The purpose of the funding is to support students to achieve academic excellence. Full-time master's students can expect a York Graduate Fellowship of approximately $10,000 in their first year. Full-time PhD students who receive a York funding package of approximately $23,000, which includes a York Graduate Fellowship. Eligible domestic students in our Health program can expect a package as follows:

- **Domestic Graduate Health MA:** MA fellowship (3 terms only in Year 1) + one-time $1000 Healthcare bursary
- **Domestic Graduate Health PhD:** PhD fellowship (Years 1-5) and priority for Teaching Assistantship employment (Years 1-6) + CUPE 3903 Health coverage when in priority pool

Conditions

Funding is contingent on continuous registration as a full-time student, continuing satisfactory academic performance, and fulfillment of any funding-related employment obligations. **Note:** It is the student's responsibility to register as 'active' in each term to remain eligible. Additionally, the priority is for graduate students to progress academically in each stage of our program and ensure all degree requirements in their research-based MA or PhD program are met.

Any employment opportunity is an additional responsibility to fulfill while maintaining academic excellence. In order to understand the funding components and how it is distributed, please review the following:

Funding

Understanding MA and PhD Domestic funding package

Visit the 'Standard Package Details' section and click on 'Master's, Domestic' or 'Doctoral, Domestic' to review each component below.

- Fellowship (that covers tuition per term)
- CUPE 3903 entitlements: Supplementary Graduate Assistance (formerly Grant-in-Aid) and Graduate Financial Assistance (GFA) for Unit 1 or 3
- Implications of scholarships and awards on total package
- Eligible employment assignments (Teaching Assistantship, allocation is priority for doctoral students)
- Health bursary

Understanding the disbursement of MA and PhD funding

Review this guide to understand where funding components are distributed. Items issued from the university are deposited to your student financial account. Wages for any student employment opportunity are issued by payroll to a personal banking account.

Direct Deposit

Students are encouraged to sign up for direct deposit so that any student refunds or student account payments are deposited to your personal banking account.
Employment

Some of the funding packages include student-related employment in the form of a teaching assistantship, graduate assistantship and research assistantships. **Teaching Assistantship**: Teaching assistants help with the delivery of a course, either in the School of Health Policy & Management or in another department at York University. All doctoral students and members of the CUPE Unit 1 priority pool are required to submit an updated application and CV for a teaching assistantship in each academic year. This assignment is part of the standard funding commitment entitled to full-time, domestic students. Any questions about entitlements please speak to and refer to the CUPE 3903 Unit 1 collective agreement.

- **NEW PhD Admits** - With exception of newly admitted doctoral students, the procedure to apply requires completion of a paper application. Access the pdf copy of the CUPE Unit 1 TA Application form, include a curriculum vitae and submit one copy to each of the hiring units that the graduate office specifies.

- **EXISTING PhD Students** - Submit a https://gradstudies.yorku.ca/covid-19-update-grads/blanket online application and CV to each of the hiring departments between November 15 and January 31st. If an existing student misses the deadline, there may be a few specific openings of (CUPE 1) positions found online. Otherwise a paper application must be submitted to each department. Please visit the York CUPE jobs site and review available (CUPE 1) job postings listed under each faculty. Review the application deadline date. If open, select the position and login with your Passport York access. Instructions to apply online are found within this document (UIT instructions).

- Refer to Unit1-Teaching-Application-FAQs when completing a TA application form

**Graduate Assistantship**: Graduate Assistants support a faculty member or administrator with non-research related work. Positions are available and posted online, in advance of a term. Students registered as active are eligible. Visit the York CUPE jobs site for (CUPE 3) job postings lists under each faculty. Submit your online application and CV directly to any suitable posting across the university before its deadline. If you are a successful candidate, notify your home graduate program office for a contract to be prepared.

**Student responsibility**: Once you begin your Graduate Assistantship, meet with your hiring supervisor and complete a GA workload form together. Submit the signed document to your home graduate program office within 20 days of the assignment. Any questions about entitlements please speak to and refer to the CUPE 3903 Unit 3 collective agreement. Please note that part-time students are ineligible for a funding package and Graduate Assistantships.

**Research Assistantship**: Research Assistants help professors conduct their research, however the assignment must be related to the student’s research focus. Students are encouraged to reach out to faculty who share their areas of scholarly interest to potentially secure RA funding.

If a current student has any financial discrepancy, please email gradc@yorku.ca with your inquiry.
Online Registration & Course Enrollment Instructions

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

1. Log in here using your Passport York username and password.
2. Click on ADD/DROP course
3. To register in a given term, choose “FA20 – “Graduate students or Osgoode Students” from the pull-down menu. Students register for each term separately. (Fall 2020)
4. The system will display your fee rate. As well, it will ask you to agree to the contractual tuition fee agreement by answering “Yes” to all 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 on the York University Courses Website. Repeat this step to enroll in other courses offered during this term.


7. Repeat steps 1-6 to register in the Winter term and then enroll in course(s) offered during this term. Choose “Winter 2021 - 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 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 term.

b) Registration and course enrollment for the Summer 2021 term will start in March 2021 with the date *TBD.

Be sure to check the Important dates website
Faculty of Graduate Studies Registration Regulations

The followings are some regulations extracted from the FGS Calendar.
The complete and latest set of regulations is posted on the Faculty of Graduate Studies Website.

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 because of failure to observe registration requirements may petition for reinstatement.

Note: Unless students 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. This exception tends to occur completing a final requirement and entering a new program.

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 if 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 concerning 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.

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 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 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.
Elective Leave of Absence

Students applying for an elective leave of absence are no longer required to provide a rationale for their absence. Please submit the form at least six weeks prior to the term in which the elective leave is being requested.

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 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

Other Graduate Student Policies

Ontario Visiting Scholar (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. York University graduate students may complete up to 6 credits in coursework under the OVGS Plan towards any one-degree program.
York University graduate students must submit Ontario Visiting Graduate Student Application forms to the graduate program office no later than one month before the start date of the term during which they wish to take an OVGS course.

No Course Available

Students in coursework only programs of study who have not yet completed their course work 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 & Maintaining Academic Standards

To withdraw in good standing from the Faculty of Graduate Studies, a student must notify their graduate program office by completing the Program Withdrawal Form. The effective date of withdrawal is the date the program was notified by the date indicated on the Program Withdrawal Form. 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.

Failure to Maintain Academic Standards

Students failing to maintain academic progress may be subject to automatic program withdrawal (please refer to Academic Standing Section).

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 any time 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.
FGS Communications Preferences

The Faculty of Graduate Studies (FGS) is committed to providing graduate students, postdoctoral fellows, faculty and staff with an informative and respectful email communications experience. Beginning Fall 2015, and with the support of University Information Technology (UIT) and the Division of Students, FGS has adopted a new bulk email software to communicate important registrarial information, funding, general updates and events to the graduate community.

FGSnews

We recognize and understand that you receive a substantial amount of emails from various parties. Our goal is to be a leader in email communications on campus and to ensure that all mass emails from FGS are of high quality and respectful in quantity. To that end, we have developed FGSnews - a monthly e-newsletter that is modern, student-centric and conveys important information tailored to the needs of our community. FGSnews will be released on the last Thursday of each month - 12 editions annually - to help keep you informed while significantly limiting the amount of direct emails you receive.

Direct Emails

Throughout the year, you will periodically receive mass emails directly from FGS. These will address key items pertaining to your graduate experience i.e. Ontario Graduate Scholarship (OGS) application information, registration and enrollment details, tuition updates, etc. Such emails will be limited in quantity.

How to Unsubscribe

Due to your relationship with York, you are automatically enrolled in receiving emails from FGS. You will not be sent any content that is commercial in nature, and all emails from FGS will be in accordance with York’s core educational mission. If you would like to opt out of receiving FGS emails, please email fgsnews@yorku.ca with your York student number, stating that you wish to opt out.

Please note that if you send such an “opt out” email, you will not receive emails from FGS: you may not receive important information related to such processes as registration, enrolment, tuition and funding, including relevant deadlines. York cannot be held responsible for your failure to adhere to important processes and deadlines if you choose to opt out of email communication. You can continue to stay informed by visiting the FGS homepage or connecting with us on Facebook and Twitter.

Policy on Student Records

Change of Name

Any requests to change a name, by means of alteration or deletion, substitution or addition, must be accompanied by appropriate supporting documentation. Upon making application for graduation a student may be asked to provide proof of their name. Students may verify their official name on record online through My Online Services.

Maintaining Contact Information

A student must maintain current and up-to-date permanent and mailing address information on the records of the University to receive pertinent mailings. The University also routinely uses e-mail to communicate with students.
Students are responsible for maintaining up-to-date e-mail addresses on the records of the University and for ensuring that there are no problems with their external e-mail provider or individual account that would prevent York University from delivering an e-mail to that address.

Changes to contact information are done online through My Online Services.

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>Letter Grade</th>
<th>Performance</th>
<th>Percentage</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>A+</td>
<td>Exceptional</td>
<td>90–100%</td>
<td>Excellence in writing, research, reading and originality.</td>
</tr>
<tr>
<td>A</td>
<td>Excellent</td>
<td>85–89%</td>
<td>Work that shows a superior command of the subject, clearly written, creatively researched.</td>
</tr>
<tr>
<td>A-</td>
<td>High</td>
<td>80–84%</td>
<td>Work that shows a superior command of the material but limited in breath or depth of research and/or presentation.</td>
</tr>
<tr>
<td>B+</td>
<td>Highly Satisfactory</td>
<td>75–79%</td>
<td>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</td>
<td>70–74%</td>
<td>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</td>
<td>60–69%</td>
<td>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</td>
<td>0–59%</td>
<td>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</td>
<td>N/A</td>
<td>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’.


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 Status: 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 Course Director and Graduate 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, if 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.

Course Extension Policy

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 Course Transaction Form to be submitted to the graduate program office to ensure the Registrar’s Office is notified.

The length of extension can 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 an academic petition for a course extension with the program, and subsequently be reviewed for a decision by a Faculty of Graduate Studies committee. If the grade of ‘Incomplete’ is not removed by the end of the specified period, it will become a grade of ‘Fail’ (“F”).

IMPORTANT NOTE: Students must meet the extension deadline dates provided.

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. If 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 copy of the marked assignment,
   - a clean copy of the assignment (i.e., a copy of the assignment minus comments of the course director), and
   - a copy of any instructions given in relation to completing the assignment.

   **The graduate program director (or designate) will be responsible for ensuring:**
   - 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,
   - 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,
   - that the faculty member who graded the work provides a statement indicating the grade assigned the work and the rationale for that grade,
   - that the clean copy of the assignment is reappraised by an appropriate faculty member,
   - that the student and reappraiser identities are not disclosed to each other, and
   - 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:**
   - the clean copy of the assignment
   - a description of the nature of the assignment and any instructions provided to students regarding the completion of the assignment, and
   - 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:

   - normal and written procedures of the University, Faculty, graduate program or department concerned;
   - consistency in the Faculty’s, graduate program’s or department’s handling of cases substantially similar to that being appealed;
   - 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 misbehavior 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.

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 case 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.
**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. To request Advanced Standing, students are required to submit an Academic Petition form (select “advanced standing” category) to the graduate program office.

**Academic Petitions and Appeals**

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: Senate Guidelines

**Academic Petitions: Procedural Guidelines**

1. Academic petitions in the Faculty of Graduate Studies are initiated by students by submitting a completed Academic Petition Form. A completed academic petition form and any required or relevant supplemental documentation must be submitted to the office of the graduate program concerned. Refer to the supporting documentation for each category by reviewing the submission guidelines.

   When preparing a petition, petitioners should seek the advice of 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 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 how 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. Events or performance after 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 unfavorable 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: Senate Appeals Committee Information/Guidelines.
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. 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
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 which the student and the 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, which shall be 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.

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.

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 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. 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 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 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

(a) formal charge of academic misconduct and all documentary evidence filed with the Faculty committee;
(b) 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 is committed to provide an accessible campus and learning environment for students with visible and invisible disabilities. As such academic accommodations are developed in accordance with the Ontario Human Rights Commission. 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. Students requesting academic accommodation can contact York’s Student Accessibility Services.

To Register with Student Accessibility Services

Students must be enrolled in degree-granting programs on the Keele campus of York University. Students are advised to register prior to the start of their academic studies.

1. New Students, accept their offer of admission and visit this [site]
2. Returning Students, activate your [academic accommodation]
3. Request Letters of Accommodation and submit to graduate program office
4. Share letters of accommodation with Course Directors

Information for Faculty

It is the responsibility of faculty members and teaching assistants to be conversant with policies and resources related to teaching students with disabilities, to ensure specific rights and entitlements of students with disabilities are upheld in their class, and to create an equitable and respectful environment in their courses. A ‘Faculty Resource Guide’ is available to support accessibility awareness among instructors.

Workplace Accommodations

As part of their funding package, many students have employment in CUPE 3903 bargaining units. Ordinarily, this will come in the form of a TA (Unit 1) or GA (Unit 3) assignment arranged in conjunction with their program and the hiring units in which they work. Students with disabilities may need modifications to TA or GA assignments. Contact Employee Well-Being at least two months before the start of the term to coordinate an [Accommodation Plan].
Associations & Research at York

Student Associations & Resources (Selected)

York University Graduate Students’ Association (YUGSA)
Representing full and part-time graduate students, York University Graduate Student’s Association (YUGSA) is organized around principles of accessibility, social justice and equity as it works to improve the learning, teaching, and working environments for all graduate students at York University. YUGSA provides advocacy and support to all members across various graduate departments on campus.
Location: 325 Student Centre
Tel: 416-736-5865 / Email: info@yugsa.ca / YUGSA Website

Graduate Research Association 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 / Email: graspyu@gmail.com

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.
Dahdaleh 2050 / Tel: 416-736-5154 / CUPE 3903 Website

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 / Careers Centre Website

Writing Centre
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.
S311 Ross Building / Tel: 416-736-5134
One-to-One Writing Support

Teaching Commons
The Teaching Commons 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 offering a number of training programs for graduate students and course directors.
1050 Dahdaleh Building / Tel: 416-736-5754 / Teaching Commons Website

Community and Legal Aid Services Program
CLASP provides free legal advice and representation to members of the community, and to York students. We are funded by The Law Foundation of Ontario, Legal Aid Ontario, York students, and Osgoode Law Hall School. Students work in our clinic under the supervision of experienced lawyers.
Ignat Kaneff Building, Osgoode Hall Law School
Tel: 416-736-5029 / CLASP Website

Student Accessibility Services (SAS)
Student Accessibility Services provides academic accommodation and support to students with disabilities in accordance with the Ontario Human Rights Commission’s Policy on accessible education for students with disabilities and York University Senate Policy on Academic Accommodation for Students with Disabilities.
sasinfo@yorku.ca
Tel: 416-736-5755 Student Accessibility Services Website
**Student Security Escort Service (goSAFE program)**
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 either by 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. 
Tel: 416-736-5454 / goSAFE Website

**VanGO Mobility Service**
York University offers an on-campus scheduled mobility service to help persons with disabilities get from one on-campus location to another. The VanGO service is available year-round, Monday to Friday, to assist students, faculty and staff with their mobility needs between the hours of 8:00am and 10:00pm daily. Service is provided to and from on-campus building entrances via an accessible van, fully accessible low-floor bus and golf cart, depending on daily service demand and the needs of the patron being transported. Email: transit@yorku.ca / Tel: 416-736-2100 ext. 22456
Transportation Services Website

**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 on the Parking Permits Website. Information about obtaining accessible parking permit is available at Accessible Parking Website.
Contact the Parking and Transportation office at 222 William Small Centre
Tel: 416-736-5335 E-mail: parking@yorku.ca Parking Services Website
Research at York University

Office of Research Services (ORS)
Students at York University have a wealth of opportunities to become involved in research through our research centres (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. The magazine 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.
Telephone: 416-736-5055 / Research and Innovation Website

Listing of Organized Research Units (selected; more @ YorkU Website)

York is home to 26 organized research units (ORUs), which have a strong history of collaborative, innovative and interdisciplinary research. These ORUs provide a home for research development beyond the traditional academic units. Steeped in York’s tradition of collegial interdisciplinarity, ORUs serve as synergistic hubs for participatory research programs that bring together expertise from across disciplines.

Centre for Feminist Research
The Centre for Feminist Research / Le Centre de recherches féministes is an internationally recognized Centre for research on gender, race, class, indigeneity, disability, sexuality, and women’s issues. Its mandate is to promote feminist activities and collaborative research at York University by working to establish research linkages between York scholars and local, national, international and transnational communities. CFR carries out its mandate by supporting individual and collaborative research, developing research materials, communicating research results, providing opportunities and training for graduate students, fostering relationships with community organizations and government personnel, and through hosting visiting scholars from outside the university.
Telephone: 416.736.2100 ext. 55915 / Centre for Feminist Research Website

Israel and Golda Koschitzky Centre for Jewish Studies
Comprised of faculty whose research interests span ancient Israel to contemporary Judaism and Jewish communities, the Israel and Golda Koschitzky Centre for Jewish Studies promotes Jewish Studies research while enhancing delivery of Jewish Studies courses on campus and offering stimulating scholarly programs open to the community. In addition to Judaism as a religion, Centre researchers explore the texts, histories, cultures, sociologies, languages, and fine arts of the Jewish people from biblical times to the present.
Telephone: 416.736.5823 / Centre for Jewish Studies Website

Centre for Refugee Studies
The Centre for Refugee Studies (CRS) at York is an interdisciplinary community of researchers dedicated to advancing the well-being of refugees and others displaced by violence, persecution, human rights abuses, and environmental degradation through innovative research, education, and policy engagement. Since its inception in 1988, CRS is recognized as an international leader in the creation, mobilization, and dissemination of new knowledge that addresses forced migration issues in local, national and global contexts.
Telephone: 416.736.2100 ext. 30391 / Centre for Refugee Studies Website
Centre for Research on Language and Culture Contact
The Centre for Research on Language and Culture Contact 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.
Telephone: 416.736.2100 ext. 88483 / Centre for Research on Language and Culture Contact Website

Centre for Research on Latin America and the Caribbean
CERLAC is a York University-based hub for inter- and multidisciplinary research on Latin America and the Caribbean, their diasporas, and their relations with Canada and the rest of the world. It provides a meeting space for faculty, students, and visitors to discover common interests; supports their projects by facilitating grant administration, partnership formation, and the co-production and sharing of knowledge; and trains new generations of regional scholars. Crossing boundaries between North and South and building bridges between the university and its constituents, CERLAC grounds critical reflection on Canada’s role in its hemisphere.
Telephone: 416.736.5237 / Web site: Centre for Research on Latin America and the Caribbean Website

The City Institute of York University
The City Institute at York University (CITY) engages in leading-edge urban research and critical analyses of the city. CITY brings together an interdisciplinary and international network of scholars and researchers who examine the urban in all of its facets. Together we contribute to the knowledge base of academics, policymakers, and civil society, and open up new intellectual and political spaces to challenge received wisdom as the city of the twenty-first century takes shape.
Telephone: 416.650.8125 / Web site: City Institute at York University Website

The Dahdaleh Institute for Global Health Research
The Dahdaleh Institute for Global Health is a catalyst for global health research that fosters social innovation. The Institute will create a platform for international dialogue and collaboration to conduct research that supports the co-creation of social innovations that address global public health focusing on the themes of global health policy, management & systems, global health promotion & disease prevention, global eHealth, global disability & human rights, global mental health and global health & the environment.
Telephone: 416.736.2100 ext. 22124 / Dahdaleh Institute for Global Health Research Website

Global Labour Research Centre
The Global Labour Research Centre (GLRC) engages in the study of work, employment and labour in the context of a constantly changing global economy. A hub for pan-university research collaboration amongst faculty, graduate and undergraduate students, the GLRC also collaborates with a range of labour and community partners to generate research that informs the debates and policies that will contribute to the development of more just and democratic workplaces in the coming decades.
Telephone: 416.736.2100 ext. 44704 / Global Labour Research Centre Website

The Harriet Tubman Institute for Research on Africa and its Diasporas
The Harriet Tubman Institute for Research on Africa and Its Diasporas seeks to be the preeminent, interdisciplinary centre for research, both historical and contemporary, on Africa and its global diasporas. The Institute offers an internationally recognized hub for studies and documentation on Africa and its diasporas.
Telephone: 416.736.2100 ext. 33058 / Harriet Tubman Institute Website
Institute for Social Learning
The Institute for Social Research undertakes research that engages interdisciplinary social issues through research methodologies that involve survey, quantitative and mixed methods research. It also provides research services within York University for students, faculty and senior administrators that supports these research methodologies and undertakes studies of the university community.
Telephone: 416.736.5061 / Institute for Social Learning Website

The Jack and Mae Nathanson Centre on Transnational Human Rights
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.
Telephone: 416.736.5030 / Jack and Mae Nathanson Centre Website

LaMarsh Centre for Child and Youth Research
The LaMarsh Centre for Child and Youth Research is a collaborative group of faculty and students that supports community-engaged interdisciplinary research in health, education, relationships and development of infants, children, adolescents, emerging adults and families everywhere. The LaMarsh Centre is focused on innovative research in order to promote safety, healthy development and well-being.
Telephone 416.736.5528 / LaMarsh Centre Website

Robarts Centre for Canadian Studies
The mandate of the Robarts Centre for Canadian Studies is 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.”
Telephone: 416.736.5499 / Robarts Centre Website

York Centre for Asian Research
The York Centre for Asian Research is a community of researchers who are committed to analyzing the changing historical and contemporary dynamics of societies in Asia, understanding Asia’s place in the world, and studying the experiences of Asian communities in Canada and around the globe. The Centre creates a space for interdisciplinary intellectual exchange, provides administrative support for research projects, and enriches student training through fieldwork and language awards and a graduate diploma programme.
Telephone: 416.736.5821 / York Centre for Asian Research

YU-CARE – York Centre for Aging Research & Education
The vision of the York University Centre for Aging Research and Education (YU-CARE) is to promote graceful aging by approaching aging with active and positive responses to changes and challenges throughout the aging process on a societal and individual level. Its mission is to contribute to improved health and well being for older adults. By promoting innovative research, education, and advocacy on graceful aging we wish to introduce a radical attitude shift about aging and contribute to improved health for older adults in Canada and around the world.
Telephone: 416.736.2100 ext. 22896 / YU-CARE Website
# York Keele Campus Directory

## CAMPUS DIRECTORY

### ACADEMIC, ADMINISTRATIVE & COMMERCIAL BUILDINGS

<table>
<thead>
<tr>
<th>Building</th>
<th>Abbreviation</th>
</tr>
</thead>
<tbody>
<tr>
<td>59-61 St-Barnaby Road</td>
<td>AUB A8</td>
</tr>
<tr>
<td>Accidental East</td>
<td>ACE E7</td>
</tr>
<tr>
<td>Accidental West</td>
<td>ACM E6</td>
</tr>
<tr>
<td>Archives of Ontario*</td>
<td>AO D7</td>
</tr>
<tr>
<td>Atkins</td>
<td>ATK E6</td>
</tr>
<tr>
<td>Behavioural Science</td>
<td>BIOS D6</td>
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<tr>
<td>Bennett Centre for Student Services, Admissions</td>
<td>BCE E7</td>
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<tr>
<td>Bergeron Centre for Engineering Excellence</td>
<td>BGG E4</td>
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<tr>
<td>Blackstone, York Lanes</td>
<td>YL D6</td>
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<tr>
<td>Calvin College</td>
<td>CC D3</td>
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<tr>
<td>Central Square</td>
<td>CSQ D6</td>
</tr>
<tr>
<td>Central Athletics Building</td>
<td>CUB B4</td>
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<tr>
<td>Centre for Film &amp; Theatre</td>
<td>CPT E4</td>
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<tr>
<td>Chemistry</td>
<td>CB D4</td>
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<tr>
<td>Computer Methods Building**</td>
<td>CMB B9</td>
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<tr>
<td>Curtis Lecture Halls</td>
<td>CLH D6</td>
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<tr>
<td>Executive Learning Centre</td>
<td>ELC E7</td>
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<tr>
<td>Templeton Life Sciences</td>
<td>TRL D5</td>
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<tr>
<td>Founders College</td>
<td>FC C4</td>
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<tr>
<td>Health, Nursing &amp; Environmental Studies</td>
<td>HNE E4</td>
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<tr>
<td>Ignat Stavely Building</td>
<td>OSO E4</td>
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<tr>
<td>Joan &amp; Martin Godfart Centre for Fine Arts</td>
<td>GTA E5</td>
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<td>Kessel Tower</td>
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<td>Kissinger</td>
<td>K C9</td>
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<td>Lafayette Building</td>
<td>LAS D6</td>
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<td>Lee Science Building</td>
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<td>Lemos R. Marion Honour Court &amp; Welcome Centre*</td>
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<td>McCaulin College</td>
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<td>Norman Bethune College</td>
<td>NBC D3</td>
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<td>Observatory Pantry</td>
<td>PSE D4</td>
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<tr>
<td>Peace Science &amp; Engineering</td>
<td>PSE D4</td>
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<tr>
<td>Physical Resources Building</td>
<td>PRB B9</td>
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### RESIDENCES & APARTMENTS

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<tr>
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<th>Abbreviation</th>
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<tr>
<td>4000 Addison Rd</td>
<td>A22 G5</td>
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<tr>
<td>3400 Addison Rd</td>
<td>A24 F4</td>
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<tr>
<td>3400 Addison Rd</td>
<td>A26 G8</td>
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<tr>
<td>4000 Addison Rd</td>
<td>A28 H4</td>
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<tr>
<td>Addison Residence</td>
<td>AR E6</td>
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<tr>
<td>Jefferey Residence</td>
<td>JB D3</td>
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<tr>
<td>Calvin Residence</td>
<td>CS D3</td>
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<tr>
<td>Founders Residence</td>
<td>FR C5</td>
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<tr>
<td>Henry Sherman Center Housing Co**</td>
<td>HC C7</td>
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<tr>
<td>Paisley Gardens, 7-18 Paisley Cres</td>
<td>PASY F4</td>
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<tr>
<td>The Ford Road Residence</td>
<td>FOW F1</td>
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<td>Strong Residence</td>
<td>SR D3</td>
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<td>Tatham Road</td>
<td>TH B6</td>
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<tr>
<td>Upper residence</td>
<td>US C6</td>
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<tr>
<td>Westwinds Residence</td>
<td>WR C7</td>
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### PARKING GARAGES – VISITORS

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<th>Abbreviation</th>
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<tr>
<td>Armoury Lane Parking Garage</td>
<td>ABB D4</td>
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<tr>
<td>Student Services Parking Garage</td>
<td>SSP E7</td>
</tr>
<tr>
<td>York Lanes Parking Garage</td>
<td>YLP D6</td>
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</table>

### PARKING LOTS – VISITORS

<table>
<thead>
<tr>
<th>Building</th>
<th>Abbreviation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alfieen Lot</td>
<td>AL E5</td>
</tr>
<tr>
<td>Founders Road East Lot</td>
<td>F6 A6</td>
</tr>
<tr>
<td>Telford House</td>
<td>TEL C3</td>
</tr>
<tr>
<td>Thompson Road</td>
<td>TRO C4</td>
</tr>
<tr>
<td>Verner Lot</td>
<td>VER B9</td>
</tr>
<tr>
<td>Kilburn Lot</td>
<td>KIL C7</td>
</tr>
<tr>
<td>Physical Resources Building South Visitor Lot</td>
<td>PRS C9</td>
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### PARKING LOTS – RESERVED

<table>
<thead>
<tr>
<th>Building</th>
<th>Abbreviation</th>
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<tbody>
<tr>
<td>Albion Road Lot</td>
<td>ALB B7</td>
</tr>
<tr>
<td>Alden Lot</td>
<td>ALD E5</td>
</tr>
<tr>
<td>Cheyney Road Lot</td>
<td>CYN C8</td>
</tr>
<tr>
<td>Founders Road East Lot</td>
<td>F6 A6</td>
</tr>
<tr>
<td>Founders Road West Lot</td>
<td>F6 A5</td>
</tr>
<tr>
<td>Lumsden Lot</td>
<td>LUM C5</td>
</tr>
<tr>
<td>Lumsden North Lot</td>
<td>LUM C5</td>
</tr>
<tr>
<td>Nelson Road Lot</td>
<td>NEL B4</td>
</tr>
<tr>
<td>Northeast Gate Lot**</td>
<td>NE G5</td>
</tr>
<tr>
<td>Page Crescent Lot</td>
<td>PAG D3</td>
</tr>
<tr>
<td>Physical Resources Building North Lot</td>
<td>PRB B9</td>
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<tr>
<td>Physical Resources Lot</td>
<td>PHY B9</td>
</tr>
<tr>
<td>Ridgemont Road</td>
<td>RID B9</td>
</tr>
<tr>
<td>Sentinel Road</td>
<td>SEN F6</td>
</tr>
<tr>
<td>Shannon Drive Lot</td>
<td>SH D2</td>
</tr>
<tr>
<td>The Ford Road</td>
<td>TFD F7</td>
</tr>
<tr>
<td>Telford Lot</td>
<td>TEL C7</td>
</tr>
<tr>
<td>West Office Building West Visitor Lot</td>
<td>WOB C4</td>
</tr>
<tr>
<td>York Boulevard Lot</td>
<td>YBL B9</td>
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</table>

### VISUAL PERFORMANCE ARTS FACILITIES

<table>
<thead>
<tr>
<th>Building</th>
<th>Abbreviation</th>
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</thead>
<tbody>
<tr>
<td>Art Gallery of York University</td>
<td>AY E7</td>
</tr>
<tr>
<td>Buron Auditorium**</td>
<td>BY E4</td>
</tr>
<tr>
<td>Gales Gallery</td>
<td>GA E6</td>
</tr>
<tr>
<td>Joseph G. Green Studio Theatre</td>
<td>JG ST E6</td>
</tr>
<tr>
<td>McLean Performance Studio</td>
<td>MP E7</td>
</tr>
<tr>
<td>Price Family Centre</td>
<td>PFC E7</td>
</tr>
<tr>
<td>Sandra Faye &amp; Austin Harman Theatre</td>
<td>SF A7</td>
</tr>
<tr>
<td>Tribute Communities Recital Hall</td>
<td>TR BC E7</td>
</tr>
</tbody>
</table>

### SPORT & RECREATION FACILITIES

<table>
<thead>
<tr>
<th>Building</th>
<th>Abbreviation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cardinal Ice Sports**</td>
<td>CI E1</td>
</tr>
<tr>
<td>Tuff McIntyre Centre</td>
<td>TM C3</td>
</tr>
<tr>
<td>Toro Canada – Arena Center**</td>
<td>TO C2</td>
</tr>
<tr>
<td>Track &amp; Field Centre**</td>
<td>TRC B4</td>
</tr>
<tr>
<td>York Stadium</td>
<td>STA A2</td>
</tr>
<tr>
<td>York Lions Stadium</td>
<td>YLS C4</td>
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### HISTORICAL HOUSES

<table>
<thead>
<tr>
<th>Building</th>
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<tbody>
<tr>
<td>City Hall</td>
<td>CIH F4</td>
</tr>
<tr>
<td>Hexemor House</td>
<td>HEH F2</td>
</tr>
<tr>
<td>Strong Barn</td>
<td>SB A9</td>
</tr>
<tr>
<td>Stronghouse</td>
<td>SH A9</td>
</tr>
</tbody>
</table>

* Shared use
** New York facility
* Temporary Closed

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Please visit yorku.ca/mapskeele for the most up to date version of the campus map

SOUTHEMBER 2014

63