

**health**

**student survival guide  
and handbook**

**2011-2012**

redefine THE POSSIBLE.



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

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

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

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## Welcome to York University!

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

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

### **NOTE:**

Every effort has been made to ensure that the information in this Guide/Handbook is accurate and up-to-date; however, some information may change over the course of the year. For the latest information, check the program website at [www.yorku.ca/gradhlth](http://www.yorku.ca/gradhlth)

## 2011-2012 IMPORTANT DATES

	<b>Fall 2011 (Sept - Dec)</b>	<b>Winter 2012 (Jan - April)</b>	<b>Summer 2012 (May - Aug)</b>
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Term Registration			
On-line registration starts	June 1	June 1	March 1
Last day to register on-line <b>without a \$200.00 late registration fee</b>	Sept 7	Jan 3	May 1
Last day to register on-line <b>with a \$200.00 late registration fee</b>	Oct 31	Jan 30	Jun 29

Classes, Holidays and University Closings			
Labour Day *	Sept 5		
1 <sup>st</sup> Day of Classes	Sept 7	Jan 3	
Last Day of Classes	Dec 6	Apr 2	
Thanksgiving *	Oct 10		
Reading Week <b>(Fall)</b> **	Oct 8-14		
Christmas/New Year's Break *	Dec 23 - Jan 2		
Family Day *		Feb 20	
Reading Week <b>(Winter)</b> **		Feb 18-24	
Good Friday *		Apr 6	
Victoria Day *			May 21
Canada Day *			July 2
Civic Holiday *			Aug 6

\* University is closed.

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

## Convocation

	October 2011 Convocation	June 2012 Convocation
Last date for the Faculty of Graduate Studies to receive a <b>Recommendation for Oral Examination</b> from the Graduate Program Director for <b>doctoral students</b> who expect to fulfill all Doctor of Philosophy degree requirements for the upcoming Convocation	July 28	March 28
Last date for <b>all graduate students</b> to apply to graduate for the upcoming convocation.	August 1	April 1
Last date for <b>doctoral students</b> to defend <b>dissertation exam</b> in order to fulfill requirements for the upcoming convocation.	August 25	April 25
Last date for <b>doctoral students</b> to submit <b>3 copies of dissertation</b> in final acceptable form to the Faculty of Graduate Studies in order to receive a degree conferral at the upcoming convocation	August 31	April 30
Last date for <b>Master's students</b> to have a <b>Major Research Paper Final Discussion Meeting</b> and submit <b>a hardcopy as well as an electronic copy of the approved Major Research Paper</b> to the Graduate Program Office in order to receive a degree conferral at the upcoming convocation.	Sept 7	May 1
Convocation ceremony	Oct 12-13	June 8, 11-16

# INTRODUCTION TO THE GRADUATE PROGRAM

## Graduate Program Office

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

Position	Name	Tel	Email
Co-Graduate Program Directors	Joel Lexchin Marcia Rioux	416-736-2100 ext. 22119 416-736-2100 ext. 22112	jlexchin@yorku.ca mrioux@yorku.ca
Co-Graduate Program Assistants	Cynthia Goodfellow Domenica Lam	416-736-5157 416-736-2100 ext. 44494	cynthiag@yorku.ca dlam@yorku.ca

**Mailing Address:** Health Graduate Program  
Room 424  
Health, Nursing and Environmental Studies Building (HNES)  
York University  
4700 Keele Street  
Toronto, Ontario  
Canada M3J 1P3

**Fax:** (416) 736-5227

**Website:** [www.yorku.ca/gradhlth](http://www.yorku.ca/gradhlth)

## Faculty of Graduate Studies (FGS)

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

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

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



**Dean of FGS:** Dr. Allan Hutchinson  
**Phone:** 416-736-5329

**Student Affairs Officer:** Sharon Pereira  
**Phone:** 416-736-2100 ext. 66682

**Student Affairs Assistant:** Karen Reid  
**Phone:** 416-736-2100 ext. 33394

**Address:** 230 York Lanes  
**Website:** [www.yorku.ca/grads](http://www.yorku.ca/grads)

## **Graduate Students' Association (GSA)**

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

In addition, GSA is a source of funding providing graduate students with conference support, thesis support, and an emergency loan fund. It also provides office services such as laser printing, photocopying, and fax services and operates a pub called the **Grad Lounge (Room S166, Ross Building)**.

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

325 Student Centre  
[www.yugsa.ca](http://www.yugsa.ca)

Tel: (416) 736-5865  
[info@yugsa.ca](mailto:info@yugsa.ca)

Fax: (416) 736-5729

## **Health Graduate Students' Association (HGSA)**

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

The HGSA representative is a liaison between the GSA and the Graduate Program in Health. Should any urgent matters arise, it is incumbent upon the Council member to relate the information to the HLTH students.

## **Faculty members**

The C.V. are posted on the program website at [www.yorku.ca/gradhlth/faculty.html](http://www.yorku.ca/gradhlth/faculty.html)

### **YORK FACULTY APPOINTED TO GRADUATE PROGRAM IN HEALTH**

#### **AHMAD, Farah**

(Assistant Professor; PhD, University of Toronto)

Extension: 33898; Email: farahmad@yorku.ca; Address: Room 414, HNES Building

#### **DALY, Tamara**

(Assistant Professor; PhD, University of Toronto)

Extension: 30522; Email: dalyt@yorku.ca; Address: Room 411, HNES Building

#### **DINCA, Serban**

(Associate Professor; PhD, University of Bucharest)

Extension: 33186; Email: serband@yorku.ca; Address: Room 415, HNES Building

#### **GINSBURG, Liane**

(Associate Professor; PhD, University of Toronto)

Extension: 33925; Email: lgins@yorku.ca; Address: Room 413, HNES Building

#### **HALIFAX, Nancy**

(Assistant Professor; PhD, University Toronto)

Extension: 22653; Email: nhalifax@yorku.ca; Address: Room 408, HNES Building

#### **LEXCHIN, Joel**

(Professor; MD, University of Toronto)

Extension: 22119. Email: jlexchin@yorku.ca; Address: Room 420, HNES Building

#### **LUM, Lillie**

(Associate Professor; PhD, University of Toronto)

Extension: 20037; Email: lum@yorku.ca; Address: Room 423, HNES Building

#### **RAPHAEL, Dennis**

**(on sabbatical - July 1, 2011 to June 30, 2012)**

(Professor; PhD, University of Toronto)

Extension: 22134; Email: draphael@yorku.ca; Address: Room 418, HNES Building

#### **REAUME, Geoffrey**

(Associate Professor; PhD, University of Toronto)

Extension: 22058; Email: greaume@yorku.ca; Address: Room 416, HNES Building

#### **RIOUX, Marcia**

(Professor; PhD, University of California)

Extension: 22112; Email: mrioux@yorku.ca; Address: Room 410, HNES Building

#### **SCHRAA, Ellen**

(Assistant Professor; PhD, University of Toronto)

Extension: 30139; Email: schraa@yorku.ca; Address: Room 314, Atkinson College

#### **TSASIS, Peter**

(Associate Professor; PhD, University of Toronto)

Extension: 22171; Email: tsasis@yorku.ca; Address: Room 421, HNES Building

#### **WIKTOROWICZ, Mary**

(Associate Professor; PhD, University of Toronto)

Extension: 22124; Email: mwiktor@yorku.ca; Address: Room 425, HNES Building

## **YORK FACULTY CROSS-APPOINTED TO GRADUATE PROGRAM IN HEALTH**

### **ADELSON, Naomi**

(Associate Professor; PhD, McGill University)

Extension: 55367; Email: nadelson@yorku.ca; Address: Room 135, Founders College

### **AN, Aijun**

(Associate Professor; PHD, University of Regina)

Extension: 44298; Email: aan@cse.yorku.ca; Address: Room 2048, CSE Building

### **ANTZE, Paul**

(Associate Professor Emeritus; PhD, University of Chicago)

Extension: 77094; Email: pantze@yorku.ca; Address: Room 128, McLaughlin College

### **ARMSTRONG, Pat**

(Professor; PhD, Carleton University)

Extension: 22550; Email: patarmst@yorku.ca; Address: Room 2118, Vari Hall

### **CHUANG, You-Ta**

(Associate Professor; PhD, University of Toronto)

Extension: 66615; Email: ychuang@yorku.ca; Address: Room 233, Atkinson College

### **COE, Imogen**

(Professor; PhD, University of Victoria)

Extension: 55243; Email: coe@yorku.ca; Address: Room 246A, Farquharson Building

### **CYSNEIROS, Luiz Marcio**

(Associate Professor; PhD, Catholic University of Rio de Janeiro)

Extension: 33886; Email: cysneiro@yorku.ca; Address: Room 2053, TEL Building

### **DAVIES, Megan**

(Associate Professor; PhD, McGill University)

Extension: 33812; Email: daviesmj@yorku.ca; Address: Room S704A, Ross Building

### **FLICKER, Sarah**

(Associate Professor; PhD, University of Toronto)

Extension: 20728; Email: flicker@yorku.ca; Address: Room 287, HNES Building

### **FOX, Mary**

(Assistant Professor; PhD, University of Toronto)

Extension: 23088; Email: maryfox@yorku.ca; Address: Room 343, HNES Building

### **GILMOUR, Joan**

(Associate Professor; PhD, Stanford University)

Extension: 55561; Email: jgilmour@osgoode.yorku.ca; Address: Room 323, Osgoode Hall Law School

### **GRYZ, Jarek**

(Professor; PhD, University of Maryland)

Extension: 70150; Email: jarek@cse.yorku.ca; Address: Room 3026, CSE Building

### **GRACE, Sherry**

(Associate Professor; PhD, University of Windsor)

Extension: 22364; Email: sgrace@yorku.ca; Address: Room 368, Bethune College

**HUANG, Jimmy**

(Associate Professor; PhD, City University)

Extension: 30149; Email: [jhuang@yorku.ca](mailto:jhuang@yorku.ca); Address: Room 3048, TEL Building

**HYNIE, Michaela**

(Associate Professor; PhD, McGill University)

Extension: 22996; Email: [mhynie@yorku.ca](mailto:mhynie@yorku.ca); Address: Room 5021D, TEL Building

**IRVINE, Jane**

(Associate Professor; PhD, Oxford University)

Extension: 22444; Email: [jirvine@yorku.ca](mailto:jirvine@yorku.ca); Address: Room 128A, Behavioural Science Building

**JACOBS, Lesley**

**(on sabbatical - July 1, 2011 to June 30, 2012)**

(Professor; PhD, Oxford University)

Extension: 20430; Email: [jacobs@yorku.ca](mailto:jacobs@yorku.ca); Address: Room S730A, Ross Building

**JENSEN, Elisabeth**

(Associate Professor; PhD, Wayne State University)

Extension: 21023; Email: [ejensen@yorku.ca](mailto:ejensen@yorku.ca); Address: Room 325, HNES Building

**KHANLOU, Nazilla**

(Associate Professor; PhD, McMaster University)

Extension: 20166; Email: [nkhanlou@yorku.ca](mailto:nkhanlou@yorku.ca); Address: Room 345, HNES Building

**KLASSEN, Thomas**

**(on sabbatical - September to December 2011)**

(Associate Professor; PhD, University of Toronto)

Extension: 88828; Email: [tklassen@yorku.ca](mailto:tklassen@yorku.ca); Address: Room S636, Ross Building

**LOEPPKY, Rodney**

(Associate Professor; PhD, York University)

Extension: 30085; Email: [rloepky@yorku.ca](mailto:rloepky@yorku.ca); Address: Room S631, Ross Building

**MAWANI, Amin**

(Associate Professor; PhD, University of Waterloo)

Extension: 58072; Email: [amawani@yorku.ca](mailto:amawani@yorku.ca); Address: Room S349, Seymour Schulich Building

**MENSAH, Joseph**

(Associate Professor; PhD, University of Alberta)

Extension: 66344; Email: [jmensah@yorku.ca](mailto:jmensah@yorku.ca); Address: Room 320, Founders College

**NG, Peggy**

(Professor; PhD, University of Toronto)

Extension: 77167; Email: [peggyng@yorku.ca](mailto:peggyng@yorku.ca); Address: Room 274, Atkinson College

**PEARLMAN, Ronald**

(University Professor Emeritus; PhD, Harvard University)

Extension: 55241; Email: [ronp@yorku.ca](mailto:ronp@yorku.ca); Address: Room 242, Farquharson Building

**PILKINGTON, Beryl**

(Associate Professor; PhD, Loyola University)

Extension: 30697; Email: [bpilking@yorku.ca](mailto:bpilking@yorku.ca); Address: Room 348, HNES Building

**RILSTONE, Paul**

(Professor; PhD, University of Western Ontario)

Extension: 416-318-5806; Email: [pril@yorku.ca](mailto:pril@yorku.ca); Address: Room 1032, Vari Hall

**ROSENBERG, Harriet Gail**

(Associate Professor Emeritus; PhD, University of Michigan)  
Extension: 77827; Email: hrosenbe@yorku.ca; Address: Room S705, Ross Building

**SAFAI, Parissa**

(Associate Professor; PhD, University of Toronto)  
Extension: 23040; Email: psafai@yorku.ca; Address: Room 335, Bethune College

**SAUNDERS, Richard**

(Associate Professor; PhD, Carleton University)  
Extension: 88834; Email: rsaunder@yorku.ca; Address: Room S639, Ross Building

**SHEN, Jung-Chin**

(Associate Professor; PhD, Institut Européen d'Administration des Affaires)  
Extension: 22494; Email: jcshen@yorku.ca; Address: Room 256, Atkinson College

**SKINNER, Harvey**

(Professor; PhD, University of Western Ontario)  
Extension: 55031; Email: healthdn@yorku.ca; Address: Room 444A, HNES Building

**SMITH, Miriam**

(Professor; PhD, Yale University)  
Extension: 33581; Email: mcsmith@yorku.ca; Address: Room S735, Ross Building

**STRUTHERS, Ward**

(Associate Professor; PhD, University of Manitoba)  
Extension: 66476; Email: struther@yorku.ca; Address: Room 238, Behavioural Science Building

**SWEENEY, Gary**

(Professor; PhD, University of Glasgo)  
Extension: 66635; Email: gsweeney@yorku.ca; Address: Room 110, Farquharson Building

**THOMSON, Kelly**

(Assistant Professor; PhD, York University)  
Extension: 20126; Email: thomsonk@yorku.ca; Address: Room 150, Atkinson College

**TREGUNNO, Deborah**

(Associate Professor; PhD, University of Toronto)  
Extension: 22037; Email: tregunno@yorku.ca; Address: Room 355, HNES Building

**VOSKO, Leah**

**(on sabbatical - July 1, 2011 to June 30, 2012)**

(Professor; PhD, York University)  
Extension: 33157; Email: lvosko@yorku.ca; Address: Room 044C, Atkinson College

**WARING, Duff**

(Associate Professor; PhD, York University)  
Extension: 33522; Email: dwarding@yorku.ca; Address: Room 2065, TEL Building

**WEIR, Lorna**

(Professor; PhD, York University)  
Extension: 33198; Email: lweir@yorku.ca; Address: Room 310, Founders College

**WU, Jianhong**

(Professor; PhD, Hunan University)  
Extension: 33116; Email: wujh@yorku.ca; Address: Room N613, Ross Building

**ZIMMERMAN, Brenda**

(Associate Professor; PhD, York University)

Extension: 33357; Email: [bzimmerman@schulich.yorku.ca](mailto:bzimmerman@schulich.yorku.ca); Address: Room N316, Seymour Schulich Building

**ADJUNCT FACULTY**

**BERTA, Whitney**

(Assistant Professor; PhD, University of Toronto)

Telephone: 416-946-5223; Email: [whit.bertha@utoronto.ca](mailto:whit.bertha@utoronto.ca)

**FREW, Sarah**

(Research Associate; PhD, Massachusetts Institute of Technology)

Telephone: 416-673-6568; Email: [info@mrcglobal.org](mailto:info@mrcglobal.org)

**LIGHT, Donald**

(Professor; PhD, Waltham, Brandeis University)

Telephone: 856.566.6296; Email: [dlight@princeton.edu](mailto:dlight@princeton.edu)

**LIPPMAN, Abby**

(Professor; PhD, McGill University)

Telephone: 514-398-6266; Email: [abbyl@epid.lan.mcgill.ca](mailto:abbyl@epid.lan.mcgill.ca)

**MORGAN, Steven**

(Assistant Professor; PhD, University of British Columbia)

Telephone: 604-822-7012; Email: [morgan@chspr.ubc.ca](mailto:morgan@chspr.ubc.ca)

**TENN-LYN, Nicole**

(Adjunct Professor; MD, McMaster University; M.Ed., University of Toronto)

Email: [ntennlyn@gmail.com](mailto:ntennlyn@gmail.com)

## DEGREE REQUIREMENTS (Field: Health Policy & Equity)

### Credit course requirements

Type of Course	MA	Direct-entry PhD (Students entering without a Master's degree)	PhD (Students entering with a Master's degree)
<b>Core Courses</b>	<ul style="list-style-type: none"> <li>• HLTH 5050 3.0</li> <li>• HLTH 5405 3.0</li> <li>• <b>One</b> 3.0 credit core course (student's choice)</li> </ul>	<ul style="list-style-type: none"> <li>• HLTH 5050 3.0</li> <li>• HLTH 5405 3.0</li> <li>• <b>Two</b> 3.0 credit core courses (student's choice)</li> </ul>	<ul style="list-style-type: none"> <li>• HLTH 5050 3.0</li> <li>• <b>One</b> 3.0 credit core course (student's choice)</li> <li>• <b>See note 1 below</b></li> </ul>
<b>Field Specific Courses</b>	<ul style="list-style-type: none"> <li>• <b>Two</b> (total of 6 credits)</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Two</b> (total of 6 credits)</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Two</b> (total of 6 credits)</li> </ul>
<b>Electives</b>	<ul style="list-style-type: none"> <li>• <b>One</b> (total of 3 credits)</li> <li>• <b>See note 2 below</b></li> </ul>	<ul style="list-style-type: none"> <li>• <b>Four</b> (total of 12 credits)</li> <li>• <b>See note 3 below</b></li> </ul>	<ul style="list-style-type: none"> <li>• <b>Three</b> (total of 9 credits)</li> <li>• <b>See note 4 below</b></li> </ul>
<b>Total</b>	<ul style="list-style-type: none"> <li>• <b>Six</b> 3.0 credit courses (total of 18 credits)</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Ten</b> 3.0 credit courses (total of 30 credits)</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Seven</b> 3.0 credit courses (total of 21 credits)</li> <li>• <b>See note 1 below</b></li> </ul>
<b>Non-credit Degree Requirements</b>	<ul style="list-style-type: none"> <li>• Major Research Paper</li> </ul>	<ul style="list-style-type: none"> <li>• Comprehensive Papers &amp; Exam</li> <li>• Dissertation</li> <li>• <b>See note 5 below</b></li> </ul>	<ul style="list-style-type: none"> <li>• Comprehensive Papers &amp; Exam</li> <li>• Dissertation</li> <li>• <b>See note 5 below</b></li> </ul>

#### Notes:

1. If prior to admission, **PhD students entering with a Masters** have not taken a graduate level methodology course, **HLTH 5405 3.0** is required in addition to the 2 core courses for a total of 3 core 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. **Direct-entry PhD students** are required to complete a minimum of two 3.0 credit electives within their field's elective offerings. With the Program Director's approval, students may take the other two 3.0 credit electives from other graduate programs at York University to fulfill their elective requirement of 12.0 credits.
4. **PhD students** are required to complete: (1) two 3.0 credit electives within their field's elective offerings, and (2) 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. With the Program Director's approval, students may take up to two 3.0 courses from other graduate programs at York University to fulfill their elective requirements.
5. **PhD students - both those entering with a Masters or direct-entry** - have the option of completing an MRP and attaining a Masters Degree. PhD students interested in switching to the Masters program must indicate their interest in switching no later than their 17th term, and must complete and defend their MRP within 18 terms. All PhD students must abide by FGS requirements for completing their chosen program of study within 18 terms.

## **Core Courses for the Graduate Program in Health**

The core courses are intended to ensure that students have a common basic understanding of the different aspects of health studies.

**(Note:** Not all of these courses are offered in every academic year.)

1. **HLTH 5010 3.0** Health and Science
2. **HLTH 5020 3.0** Health and Economics
3. **HLTH 5030 3.0** Health and Politics
4. **HLTH 5040 3.0** Health, Law and Ethics
5. **HLTH 5050 3.0** Perspectives in Decision Making and Information Systems
6. **HLTH 5405 3.0** Research Methods Seminar

## **Field Specific Courses in the field of Health Policy & Equity**

All MA and PhD students take **a minimum of two out of three** of the following field specific courses. These courses prepare students for their comprehensive examinations.

**(Note:** Not all of these courses are offered in every academic year.)

1. **HLTH 6210 3.0** Political Economy of Health Inequities
2. **HLTH 6220 3.0** Human Rights and Health Equity
3. **HLTH 6230 3.0** Health Equity Analytic Orientations

## **Electives offered by the Graduate Program in Health**

In addition to the core courses listed above, students are expected to take **elective courses** offered by the program as indicated in the chart below. One elective course in a cognate area may be allowed with permission of the Graduate Program Director.

**(Note:** Not all of these courses are offered in every academic year.)

- HLTH 5410 3.0** Survey Design in Healthcare
- HLTH 5415 3.0** Drugs and Decisions: Decision Making and Pharmaceutical Policy
- HLTH 5420 3.0** Measuring and Improving Quality and Safety in Healthcare
- HLTH 5425 3.0** Managing E-Health
- HLTH 5430 3.0** Evaluation in Research
- HLTH 5440 3.0** Globalization, Pharmaceuticals & Health Equity
- HLTH 5450 3.0** Mental Health Policy
- HLTH 5455 3.0** Health Equity Human Resources – Working in Care
- HLTH 5460 3.0** Ideological Conflicts in Health Care: Money Versus Care, Profit vs. the Public Good
- HLTH 5465 3.0** Women & Health
- HLTH 5470 3.0** Intra-Hospital Information Systems
- HLTH 5475 3.0** Telemedicine Systems
- HLTH 5480 3.0** Public Health Policy: Canada and the Global Context
- HLTH 6290 3.0** Genetic and Public Policy, Ethics and Law

## Electives from outside the Graduate Program in Health

(Note: Not all of these courses are offered in every academic year.)

<b>ANTH 5130 3.0</b>	Issues in Medical Anthropology
<b>CDIS 5060 3.0</b>	Disability in an Age of Information
<b>CDIS 5065 3.0</b>	Health Systems, Issues and Inequities in Comparative Perspective
<b>CDIS 6130 3.0</b>	International Development in Disability and Human Rights
<b>CDIS 6140 3.0</b>	Health and Disability
<b>COSC 6412 3.0</b>	Data Mining
<b>DEMS 5082 3.0</b>	Disaster and Emergency Management: Medical and Public Health Issues for Non-medical personnel
<b>ECON 5459 3.0</b>	Health Economics
<b>HIMP 6130 3.0</b>	Strategic Management of Hospitals
<b>HIMP 6150 3.0</b>	Financial and Managerial Control Systems in Health Care Organizations
<b>ITEC 5010 3.0</b>	IT and Organizational Strategy
<b>ITEC 5040 3.0</b>	Systems Requirements Management
<b>KAHS 6030 3.0</b>	Qualitative Research Methods
<b>NURS 5175 3.0</b>	Sexual and Gender Diversity: Implications for Education, Policy and Practice in the Health Professions
<b>PHIL 6215 3.0</b>	Theory and Practice in Bioethics: Physician-Assisted Suicide and Euthanasia
<b>POLS 6175 3.0</b>	Politics and Politics in Aging Societies
<b>POLS 6245 3.0</b>	Global Politics of Health
<b>SOSC 6831 3.0</b>	Health and Illness: Policies and Politics
<b>WMST 6221 3.0</b>	Sexualities in International Development

## Non-credit degree requirements

### (a) Masters Program - Major Research Paper (MRP)

In addition to the course work outlined above, MA students have to complete an **Major Research Paper (MRP)**.

The research paper will test students against the educational objectives of being able to form an original researchable question, and to address it through an appropriate theoretical framework, review and synthesis of the literature, analysis of primary or secondary data sources and formation of a set of conclusions. It will train students in the formulation and writing of a specific project, and give students the experience of working independently on a project under faculty supervision. Students will develop a research topic given their interests in specific areas and will be supervised by faculty members with related expertise.

The MRP will be evaluated by the student's MRP Principal Supervisor and Advisor through the written work, and an oral presentation at which the student's ability to answer questions related to the MRP will be assessed. The MRP will be evaluated on the extent to which the student proposes an original researchable question, and her or his ability to address it through an appropriate theoretical framework, review and synthesis of the literature, analysis of primary or secondary data sources and formation of a set of conclusions.

The complete MRP guidelines are posted at [www.yorku.ca/gradhlth](http://www.yorku.ca/gradhlth) (under "Quicklinks").

## (b) PhD Program – Comprehensive Examination and a Dissertation

In addition to the course work as outlined above, the PhD program includes successful completion of (1) **Comprehensive Papers & Examination** and (2) a **Dissertation** as outlined below:

### (1) Comprehensive Papers & Examination

**For students entering the PhD program with a Masters degree**, the comprehensive exams will take place in the 2nd term of the 2nd year of study (i.e. the 5<sup>th</sup> term).

**For direct-entry PhD students**, the comprehensive exams will take place in the 3<sup>rd</sup> term of the 2nd year of study (i.e. the 6<sup>th</sup> term).

In exceptional circumstances, they may be taken in the 3rd year. In either case, students are usually expected to initiate their comprehensive research upon completion of course work requirements.

#### Comprehensive Supervisory Committee Approval

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

(**Note:** For doctoral dissertations, all faculty in the program can serve on supervisory and examining committees. However, not all of them are eligible to be a Principal Supervisor. Refer to [p. 21](#) for a listing of supervisory eligibility.)

Students are required to submit a **Notification of Comprehensive Paper Supervisors** to the Health graduate program office (Room 424, HNES Building) **as soon as the two supervisors agree to take on the supervisory role**. The form can be found on the program website at [www.yorku.ca/gradhlth/guidelines.html](http://www.yorku.ca/gradhlth/guidelines.html)

The comprehensive examination consists of **2 written assignments**, providing a concise literature review of primary sources and demonstrating command of the literature, and a subsequent **oral examination**.

The 2 assignments are expected to be completed in about 8 months under the supervision of 2 different faculty who are members of the Graduate Program in Health, with one faculty member designated for each assignment supervision. Students can choose to undertake these assignments in any order. However, they are recommended to complete these assignments sequentially as opposed to concurrently.

Students are required to notify the Graduate Program of their 2 comprehensive supervisors and gain approval from the Graduate Program Director prior to writing the assignments. (Refer to P.3 for the Notification of Comprehensive Supervisors form.)

The (usual) **1<sup>st</sup> assignment** is an essay of 20-25 pages exclusive of references that broadly covers the scope of the field of Health Policy and Equity or Health System Management and Information. Students are expected to meet with their comprehensive supervisor periodically at a frequency to be decided between the two parties. During the meetings, the student will identify the themes and literatures that capture the key debates pertaining to the field from various perspectives, and will develop the reading list in consultation with

their supervisor. The literatures to be chosen must be primary sources, as opposed to secondary analysis.

The **2<sup>nd</sup> assignment** is an essay of 20-25 pages exclusive of references that covers a broad context specific area of study related to the thesis. (The context specific area that is chosen should be wider than a question to be investigated in a thesis.) An appendix of an additional 5-10 pages must also be submitted. This appendix should explore the various methodologies that could be used to address research questions in this particular context specific area, examine the debates around these methodologies and then justify the choice of the methodology(ies) ultimately chosen. The process used to determine the chosen topic and literature to be read is similar to those outlined for the 1<sup>st</sup> assignment as above. Students are to submit the topic for this assignment to the Graduate Program Director before starting the assignment. (Refer to P.3 for the Notification of Comprehensive Supervisors form.)

During the subsequent **oral examination**, students are required to demonstrate comprehensive knowledge of scholarly theoretical and empirical work that has been done in the areas that were the focus of the assignments. The oral examination committee includes the 2 faculty members who supervised the 2 assignments as well as the Graduate Program Director. The oral component will consist of an examination of approximately 2 hours wherein the examiners will question the student regarding his/her knowledge in the area of the assignments.

The oral examination is assessed using one of the following categories: **pass**, **pass with conditions**, or **unsatisfactory**.

Students who receive a rating of **“pass with conditions”** on the examination must fulfill all of the conditions satisfactorily within 1 month of the examination date. Failure to meet the conditions satisfactorily and promptly will result in expulsion from the program.

Students who receive a rating of **“unsatisfactory”** on the examination are permitted to re-sit the examination once within 3 months of the date of the 1st examination. A second failure will result in expulsion from the program.

Successful completion of the oral examination qualifies students to begin their dissertation.

## (2) Dissertation

After successful completion of the comprehensive examination students will focus on the dissertation process. The dissertation will make an original contribution to scholarship in the student's specified field. The dissertation process has **four stages**:

- The **establishment of a Supervisory Committee**, if different from the comprehensive examination committee. The committee will consist of three faculty members, at least two of whom will be members of the Graduate Program in Health. The third member may be appointed to a Graduate Program other than Health.
- The **preparation of a dissertation proposal**, which must be approved by the Program Director, the Supervisory Committee, and the Faculty of Graduate Studies. PhD students are also expected to present their thesis proposal in the Program's bi-weekly Seminar series offered in the Fall and Winter terms, for which they will receive a non-credit course on a pass/fail basis for attending for one year and presenting their thesis proposal. This is an important forum for idea exchange and for exposing students to academic research.
- The **writing of a dissertation** acceptable to the Supervisory Committee and formally approved as examinable by the members of that committee.
- The successful **completion of an oral examination**, centered on the dissertation and matters related to it, and presided over by an Examining Committee recommended by the program director for approval and appointment by the Faculty of Graduate Studies.

### Annual Progress Report

Students are required to submit an annual **Progress Report** to the Health graduate office (Room 424 HNES Building) **by May 31<sup>st</sup> of each year** (or the following business day if May 31<sup>st</sup> falls on a public holiday). The Report can be found on the program website at [www.yorku.ca/gradhlth/guidelines.html](http://www.yorku.ca/gradhlth/guidelines.html)

According to the Faculty of Graduate Studies regulations, "reports to the graduate program director of unsatisfactory progress may require a student to withdraw from a program of studies, or withdraw from the graduate program in which the student is enrolled."

## Composition of Dissertation Supervisory Committee

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

- The **Principal Supervisor** must be a **Full Member** of the graduate program in which the student is enrolled. (**Exceptions** are:
  1. An Associate Member of the graduate program may serve as a Co-Supervisor on the condition that the other Co-Supervisor is a Full Member of the graduate program.
  2. Should program need arise, Members Emeriti may be eligible to act as Principal Supervisor of doctoral dissertations, on the condition that another member of the supervisory committee would be willing and able to act as Principal Supervisor should the need arise, and subject to the approval of the Dean of the Faculty of Graduate Studies.)
- The **1<sup>st</sup> supervisory committee member** must be appointed to the Health graduate program. All faculty in the program is eligible to take on this role.
- The eligibility of the **2<sup>nd</sup> supervisory committee member** can be the same as the 1<sup>st</sup> supervisory committee member. Alternatively, s/he can be appointed to other graduate programs at York University. In exceptional circumstances and with prior approval of the Dean, s/he may be appointed who is not a member of the Faculty of Graduate Studies at York University (for example, accomplished faculty members from other universities).

[Refer to the next page for a listing of supervisory eligibility.](#)

## Approval of Dissertation Supervisory Committee

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

- A **Principal supervisor** must be recommended by the graduate program director for approval by the Dean of Graduate Studies **no later than the end of the 5<sup>th</sup> term of study**. Students will not be able to register in the 7<sup>th</sup> 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 8<sup>th</sup> term of study**. Students will not be able to register in the 10<sup>th</sup> 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 Health graduate program office (Room 424, HNES Building) **no later than two weeks prior to the FGS deadlines**. The form can be downloaded from the Faculty of Graduate Studies website at [www.yorku.ca/grads/forms/supervisorsupervisorycommitteeapproval2.doc](http://www.yorku.ca/grads/forms/supervisorsupervisorycommitteeapproval2.doc)

## Faculty Appointment Categories and Supervisory Eligibility

Name	Appointment Category	MRP / Comprehensive Papers	Dissertation	
			Principal Supervisor	Supervisory and Examining Committee
AHMAD, Farah	Full Member		Yes	
DALY, Tamara				
DINCA, Serban				
GINSBURG, Liane				
HALIFAX, Nancy				
LEXCHIN, Joel				
LUM, Lillie				
RAPHAEL, Dennis				
REAUME, Geoffrey				
RIOUX, Marcia				
SCHRAA, Ellen				
TSASIS, Peter				
WIKTOROWICZ, Mary				
ADELSON, Naomi	Full Member	Yes	Yes	Yes
AN, Aijun	Full Member		Yes	
ANTZE, Paul	Members Emeriti		<a href="#">See note 1</a>	
ARMSTRONG, Pat	Full Member		Yes	
CHUANG, You-Ta	Full Member		Yes	
COE, Imogen	Full Member		Yes	
CYSNEIROS, Luiz Marcio	Full Member		Yes	
DAVIES, Megan	Full Member		Yes	
FLICKER, Sarah	Full Member		Yes	
FOX, Mary	Associate Member		<a href="#">See note 2</a>	
GILMOUR, Joan	Full Member		Yes	
GRYZ, Jarek	Full Member		Yes	
GRACE, Sherry	Full Member		Yes	
HUANG, Jimmy	Full Member		Yes	
HYNIE, Michaela	Full Member		Yes	
IRVINE, Jane	Full Member		Yes	
JACOBS, Lesley	Full Member		Yes	
JENSEN, Elisabeth	Full Member		Yes	
KHANLOU, Nazilla	Full Member		Yes	
KLASSEN, Thomas	Full Member		Yes	
LOEPPKY, Rodney	Full Member		Yes	
MAWANI, Amin	Full Member		Yes	
MENSAH, Joseph	Full Member		Yes	
NG, Peggy	Full Member		Yes	

Name	Appointment Category	MRP / Comprehensive Papers	Dissertation	
			Principal Supervisor	Supervisory and Examining Committee
PEARLMAN, Ronald	Members Emeriti	Yes	See note 1	Yes
PILKINGTON, Beryl	Full Member		Yes	
RILSTONE, Paul	Full Member		Yes	
ROSENBERG, Harriet Gail	Members Emeriti		See note 1	
SAFAI, Parissa	Full Member		Yes	
SAUNDERS, Richard	Full Member		Yes	
SHEN, Jung-Chin	Full Member		Yes	
SKINNER, Harvey	Full Member		Yes	
SMITH, Miriam	Full Member		Yes	
STRUTHERS, Ward	Full Member		Yes	
SWEENEY, Gary	Full Member		Yes	
THOMSON, Kelly	Associate Member		See note 2	
TREGUNNO, Deborah	Full Member		Yes	
VOSKO, Leah	Full Member		Yes	
WARING, Duff	Full Member		Yes	
WEIR, Lorna	Full Member		Yes	
WU, Jianhong	Full Member		Yes	
ZIMMERMAN, Brenda	Full Member		Yes	
BERTA, Whitney	Adjunct Member		No	
FREW, Sarah				
LIGHT, Donald				
LIPPMAN, Abby				
MORGAN, Steven				
TENN-LYN, Nicole				

**Note 1:** Should program need arise, Members Emeriti may be eligible to act as Principal Supervisor of doctoral dissertations, on the condition that another member of the supervisory committee would be willing and able to act as Principal Supervisor should the need arise, and subject to the approval of the Dean of the Faculty of Graduate Studies.

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

## COURSE DESCRIPTIONS

(Note: Not all of these courses are offered in every academic year.)

### **HLTH 5010 3.0 Health and Science**

Health and Science considers how science contributes to various aspects of human health. Studies in a number of areas of science, but primarily life sciences, have had huge impacts on the human condition. This course will explore the nature of certain advancements in human health and provide students with an in-depth understanding of key areas of research. The *biomedical research paradigm* will explore various advancements in our understanding of human biology including, but not limited to, studies on stem cells (what is consciousness, how should we treat neurological diseases), common molecular, cellular, physiological and behavioural mechanisms that underlie many diseases. *Health and Environment* will explore the importance of a healthy environment in determining human health (i.e. a cure for cancer isn't much good if we don't have a planet to live on). The *behavioural health research paradigm* will explore various bio-psychosocial determinants of health and the relationship between behaviour and biology.

### **HLTH 5020 3.0 Health and Economics**

Economic analysis deals with both inputs and outputs, or costs and consequences, in a world where resources – people, time, facilities, equipment and knowledge – are scarce. Economic analysis therefore concerns itself with choices, since our ability to produce all desired output (efficacious therapies) is constrained. These choices are made on the basis of explicit and implicit criteria. Economic analysis seeks to identify criteria that may be useful in deciding among alternative uses of scarce resources.

### **HLTH 5030 3.0 Health and Politics**

Health and Politics considers how politics – the social relations that involve authority or power -- influence the domain of health studies. Three key areas are considered. *Paradigms of Health* examines the various ways that health issues are defined and activities related to such definitions are implemented. The *Determinants Of Population Health* consider how political decisions by governments and other policymakers shape the patterns of health and disease within a society. *The Organization and Delivery of Health Care* examines how health care systems are shaped by dominant political ideologies and the economic and social forces that influence policy decisions.

### **HLTH 5040 3.0 Health, Law and Ethics**

This course explores the relationship between health, ethics and the law. It focuses on the following key areas of study: bioethical principles and approaches, selected case and statute law and health-related issues which illustrate the intersection between legal and ethical analysis. These issues have implications for both individual and public policy decision-making. All of them impact on the social, political and economic institutions which support the health care system. Ethical theory and medical practice will be scrutinized with a focus on the following key areas: foundations of healthcare ethics and practice, concepts of illness and disease, medical decision-making, resource allocation, autonomy, paternalism and justice. There has been a number of challenges to the assumption that everyone is treated the same in our current health care system. Consequently, equity-based, feminist, social constructionist and disability rights perspectives will inform the legal and ethical analyses. These perspectives reveal complex interconnections with other power systems that can have a negative influence on equitable access to health care, such as race, ethnicity, sexual orientation, class, age and disability. An interdisciplinary approach that employs these perspectives will expand our understanding of the determinants of health in ways that exclusive reliance on a biomedical perspective will not. It can also enable us to address key questions about developing and accessing responsive health care systems.

### **HLTH 5050 3.0 Perspectives in Decision Making and Information Systems**

One of the major aims of Decision Making and Information Systems is to help health professionals understand the decision making aspects (rational and non-rational) in health care. This course reviews decision making theories and information systems used for supporting decision making in health care, the opportunities they offer and the challenges they face.

### **HLTH 5405 3.0 Research Methods Seminar**

This is an advanced course in research methodology. Particular emphasis will be placed on research design (experimental, quasi-experimental), methods, and paradigms of understanding that incorporates the philosophical orientations of positivism, constructivism and critical social science. The implications of such understandings for carrying out and assessing research in the social sciences including public policy, management and informatics will be examined and the appropriate methods for each paradigm presented and applied.

### **HLTH 5410 3.0 Survey Design in Healthcare**

This course examines various aspects of survey design and survey data collection that are relevant in different health related environments. The course focuses on both questionnaire design and implementation issues, with a focus on achieving strong response through good design and procedures. Issues of validity and reliability of measurement are explored to the extent that they are important in survey design and measurement. Procedures and challenges associated with actual survey implementation and data collection are explored. Timely issues and challenges arising out of the confluence of research ethics and new privacy legislation along with other issues are also explored.

### **HLTH 5415 3.0 Drugs and Decisions: Decision Making and Pharmaceutical Policy**

As Canada continues to spend an ever increasing percent of the health care budget on prescription drugs, it becomes more and more important to understand decision making in the pharmaceutical policy arena. This course will take a political science approach to exploring the interplay between private and public interests in making decisions around topics such as the research agenda, how drugs are priced and the system for approving new drugs and monitoring the safety and effectiveness of those on the market.

### **HLTH 5420 3.0 Measuring and Improving Quality and Safety in Healthcare**

This course addresses both the measurement and improvement of quality and patient safety in healthcare organizations. Students will learn the principles and processes of quality improvement (QI) and patient safety including QI theory and tools, the importance of system level factors in understanding patient safety failure, and the role that measurement, leadership, culture, and inter-professional teams play in QI and safety. The principles and practices of quality management will be critically assessed including consideration of current methods used to measure and track quality and safety, the state of empirical support for process improvement techniques, and data quality challenges that are central to the measurement of patient outcome in healthcare. Legal and regulatory issues in healthcare quality and safety will also be explored.

### **HLTH 5425 3.0 Managing E-Health**

The objective is to provide the health and industry sectors with people skilled to understand the design, selection, procurement, installation, management, maintenance, and evaluation of telemedicine and eHealth systems appropriate to present and future needs.

More specific, the course objectives are:

- a) to critically evaluate the role of current and emerging telemedicine and eHealth technology;
- b) to critically appraise relevant information and communication technologies and network technology from a system level perspective;

c) to critically investigate the legal, regulatory, ethical and clinical aspects of telemedicine and eHealth.

### **HLTH 5430 3.0 Evaluation in Research**

Evaluation differs from research in that it involves making practical decisions about real-life policies, programs, and practices. This course focuses on the theory and practice of evaluation as it applies to policy and equity studies in health. It considers both the similarities as well as differences of evaluation with research and reviews various paradigms and methodologies associated with the evaluation of policies in support of equity.

### **HLTH 5440 3.0 Globalization, Pharmaceuticals & Health Equity**

Globalization in the pharmaceutical area has sparked debate about a series of issues that impact on health equity. These issues centre around two central themes: access to pharmaceuticals and ethics. The move towards a single standard for intellectual property rights world-wide has led to significant problems in accessing pharmaceuticals in developing countries due to the lack of generic products which generate price competition. At the same time, drug companies have been unwilling to undertake research into problems largely specific to developing countries because of a lack of a market for any resulting medications. The first part of the course will explore the history of intellectual property rights (IPRs) and how and why the industry and its political supporters have been successful in strengthening IPRs. The course will then look at new initiatives to stimulate R&D in neglected diseases]. The recent effort to revise the Declaration of Helsinki and the CIOMS Guidelines on research involving human subjects are but some of the ethical controversies about how to conduct biomedical research with human subjects in developing countries. These controversies subsume the following issues: culturally appropriate practices of informed consent and subject recruitment, post-trial therapeutic commitments, models for research ethics review and questions about who should control the review process. This part of the course will address the need to conceive of and then relate ethical research practices to the different socio-cultural contexts in which they will be pursued.

### **HLTH 5450 3.0 Health Equity & Mental Health Policy**

Involves an analysis of mental health policy from a political perspective, starting with early conceptualizations and approaches to mental health care in the 20th century. It will then explore more recent societal approaches, government initiatives and legislation in the Canadian context and draw on examples in other international contexts. Topics to be explored include: history of psychiatric care, definitions of mental health and mental illness, the meaning of therapy, legislation concerning community treatment orders and involuntary treatment, deinstitutionalization and the shift to community care, "trans-institutionalization," mental health policy development, competence in an emergency situation, consent to treatment issues, representation issues and the interests of clients and family members, and mental health policy in international jurisdictions.

### **HLTH 5455 3.0 Health Equity Human Resources – Working in Care**

Almost one in five Canadians have paid work in health and social services and at least an equivalent number provide unpaid care. As this labour force ages and as conditions made work in care less attractive, there is growing concern about whether there will be enough doctors and nurses to provide the care we need. At the same time, more and more care work is being relocated to the household and to unpaid, often untrained providers. Moreover, infections such as SARS have made the contributions of the non-professional staff increasingly visible, especially as more of the care work is done by non-clinical providers. These processes are profoundly gendered, with women providing over 80 per cent of the paid care and an equivalent amount of the unpaid personal care. Racialization also plays a significant role, as do factors linked to other social locations. This course will explore the conceptualization, nature, conditions and relations of care work along with planning for care, paying particular attention to multiple social locations and structural forces.

### **HLTH 5460 3.0 Ideological Conflicts in Health Care: Money Versus Care, Profit Versus the Public Good**

The shape that a health care system takes is a reflection of various forces. One of the most defining characteristics of a system is the degree to which it is an expression of individual free enterprise versus social cohesion. These distinctions are driven by the dominant ideology of the country as expressed through its government, the union movement and the strength of private enterprise. These ideological distinctions can be expressed in features of a system such as private versus public insurance for health care, for-profit versus not-for-profit delivery of health care services, whether selling organs is allowed and the uptake of public-private initiatives. This course will use a political science model to examine these and other ideological divisions in health care both in Canada and internationally. Students will be exposed to a range of literature that looks at both sides of these issues both from a theoretical and a practical, case based point-of-view.

### **HLTH 5465 3.0 Women and Health**

Women are not only the majority of the population; they are also the majority of those who need and provide care. While there are significant differences among women in terms of their health, there are also important similarities that result not only from their bodies but also from the ways those bodies are shaped by and interpreted within social, economic and physical environments. Women have also been active in constructing both their own possibilities for health and care and the health care system. This course will explore the research on differences and their consequences for the health of both women and men. Feminist political economy focused on Canada will guide this exploration, but other perspectives and other countries will also be considered.

### **HLTH 5470 3.0 Intra-Hospital Information Systems**

This course is designed to allow students to have an in depth knowledge of intra-hospital health related information systems, to understand the complexity of their design, the impact they have on health care information management, as well as their integration challenges. The course investigates the challenges related to streamlining information communication inside a hospital as well as the integration of intra-hospital information systems. Students will learn how to analyze new opportunities that intra-hospital information systems provide to hospitals as well as to analyze the integration requirements of these systems.

### **HLTH 5475 3.0 Telemedicine Systems**

The objective of this course is to provide the students with skills that will enable them to be active players in health related organizations where they can analyze the technological and the functional requirements of a telemedicine application. Besides students will be able to design a telemedicine system, and draw a performance evaluation plan. The course will give the students the chance to carry out a critical analysis and assessment of existing research papers in the telemedicine field; it will also convey to the students the knowledge and the necessary skills to understand the complexity of telemedicine applications.

### **HLTH 5480 3.0 Public Health Policy: Canada and the Global Context**

Exposes students to both the domestic and the international legal/policy environment within which public health policy is developed and implemented. It will illustrate the important relationship between domestic public health policy development and implementation and the international context. The course will explore what constitutes public health policy domestically and what constitutes public health policy in selected other jurisdictions. The course is initiated with an in depth review of the Canadian public health legal context showing sources of public health policy as expressed in legal instruments (statutes, regulations, policy guidance, memoranda of understanding, technical standards) at provincial and federal levels. This will include the Canadian historical context and demonstrate the changing nature of what has come to be accepted as public health policy over time through an examination of how it has been expressed and implemented. The course will then examine what other modalities have been employed domestically to express public health policy and to implement public health policy objectives at the federal,

provincial/territorial and municipal levels. There is also an opportunity at this point to consider aboriginal expressions of public health policy. The course will then embark upon an examination of the larger international context for implementation of common international public health risks.

### **HLTH 6210 3.0 Political Economy of Health Inequities**

The Political Economy of Health Inequities examines how health inequities result from public policy decisions that skew the distribution of economic and social resources among the population. These public policies are shaped by the form that the economic and political systems take in modern capitalist economies such as Canada. Canada is firmly entrenched in the “liberal” political economy camp which is associated with minimal government intervention in the operation of the marketplace. The forces that could challenge marketplace domination of societal distribution of resources are examined as a means of moving towards more equitable distribution of resources and power, thereby reducing health inequities and improving population health.

### **HLTH 6220 3.0 Human Rights and Health Equity**

The intersection between human rights and disability is an area of health that is expanding as globalization progresses. The purpose of this course is to view health in a human rights context from both domestic and international perspectives. It begins with an exploratory look at the basic concepts of human rights and social justice in the global setting. It will then cover the following topics:

- institutional mechanisms for connecting health and human rights
- health as an equity issue
- globalization and health
- health, human rights and law
- health and disability
- reproductive technology
- HIV/AIDS
- Gender and health equity

The course incorporates the work of High Commissioner on Human Rights in health, the UN Special Rapporteur on Health and World Health Organization and raises concerns related to both developed and developing economies. The course will survey the relationships between human rights law and health law, as well as between law and the actual practice.

### **HLTH 6230 3.0 Health Equity Analytic Orientations**

Exposes students to and grounds them in a comprehensive range of analytic orientations drawn from political science including public choice, class structure, neo-institutionalism, political economy and political philosophy, to guide their approach to policy analysis as it pertains to health equity issues. Different analytic lenses used to study political behavior and public policy will be addressed and compared. These will allow students to develop a rich and in-depth foundation in public administration and public policy analysis that they can apply to studying health equity issues. The course draws on various theoretical and analytic orientations to study the development of contemporary Canadian and international health policy. Most sub-areas studied will involve two sessions. In the first, the instructor will lead the presentation of the theoretical concept. In the second, a student will lead a discussion that *applies* that concept to the health policy field as it pertains to health equity. The latter half of the second term will involve an exploration of “path analysis” in comparing health policy & equity issues across international contexts. We also discuss research methods, including comparative, interview, and survey-based research approaches. The course thus supports students in determining the analytic orientation they will adopt in their dissertation research. The final paper will indeed involve students’ application of an analytic approach to a health equity issue concerning public policy.

### **HLTH 6245 3.0 Perspectives on Knowledge Transfer, Evidence and Decision Making in Organizations**

The study of the use of information, knowledge, and evidence in decision-making has long been an important part of organizational theory. Organizational scholars have focused on studies of decision-making because decision-making defines both the processes and the outcomes of organizations. Decisions shape the services and products of organizations and the experiences of those who work there. In healthcare, the growing focus on the development and application of evidence-based decision making has stimulated interest in adopting similar guidelines for decision-making in managerial practice in healthcare. This course will explore perspectives on decision making in the organizational literature and the move to evidence based Decision making in healthcare. Perspectives from other related disciplines will also be explored. This course will also explore models of knowledge transfer and exchange involving interactions between decision makers and researchers. This section of the course will focus on thinking about how mutual learning can be achieved through the process of planning, disseminating, and applying existing or new research in decision-making. Knowledge exchange is necessary to achieve a better understanding of each other's work, new partnerships, and the use of research-based evidence in health management and policy decision-making. More and better transfer of knowledge embedded in research is urgently needed to support improved performance in multiple areas of the health system. The conceptual and methodological dimensions of knowledge exchange will be discussed. Selected current best practices in Canada and other countries will be used for case study analyses. There will be a combined focus on the challenges associated with the individual role as knowledge broker as well as organizational capacity building. Specific seminar topics will include: knowledge as evidence; using electronic communication to enable innovative liaisons; developing networks and communities of practice; and creating partnerships between policy, academia and practice.

### **HLST 6250 3.0 Strategic Change Management in Healthcare Organizations**

This course provides an objective basis for decision making. The goal of this course is to familiarize students with conceptual frameworks, debates, and developments in contemporary strategic thinking in the context of change management. Emphasis will be placed on the exploration of various theoretical perspectives, ideas, issues and on the sharing of knowledge through classroom discussion.

Learning Objectives are:

- To provide students with useful conceptual tools to guide analysis and decision making
- To enhance awareness and increased understanding of critical strategic issues facing various types of healthcare organizations
- To develop critical thinking skills via the application of concepts and theories to case studies
- To stimulate students to explore and evaluate new and developing areas of strategic management theory

### **HLTH 6260 3.0 Health Information Management and Systems**

One of the major aims of Health Information Management is to help health professionals make better decisions. To this end, diverse models and methods of decision making and decision support have been developed and implemented in health care settings. This course reviews theories, methods, and technologies for aiding the process of making decisions in health care. This course represents a comprehensive approach of information management, record management, policy and planning. Provides students with the knowledge and skills to manage health information services in health organizations, to use computer technologies to collect, manage analyze and technically evaluate health information and work with confidential health records. Topics Include:

- The evolution of healthcare information
- The role of information Systems

- Decision making and Decision support in Healthcare
- Decision Support Systems and their impact on the future Health Decision Making
- Integrating data into Management Information Systems
- Informatics in Healthcare: Managing Organizational Change
- Electronic Health Record

This course examines also the forces outside healthcare facilities that directly affect the collection, maintenance and dissemination of health information. Topics include international trends in healthcare, federal and state government regulations, national trends in healthcare delivery and technology.

### **HLTH 6290 3.0 Genetics and Public Policy, Ethics, and Law**

Explores the political, societal, ethical and philosophical issues concerning society's emerging understanding of genetics, its biotechnologic applications and the implications for health policy, regulation and legislation, covering a range of areas. These include the history of biotechnology, reproductive issues (prenatal and pre-implantation genetic testing) and their ethical, societal and economic implications. Other areas of exploration include gene therapy, epigenetics, cloning, genetically modified foods, biotechnology and patents (e.g. the Myriad patent on cancer gene testing), and societal legislative and policy responses. The implications of new technologies for the environment and public health care will be considered, including coverage decisions, the federal/provincial government regulatory role, and private insurance.

## **Recommended elective courses outside of the Health Program**

**(Note: Not all of these courses are offered in every academic year.)**

### **CDIS 5060 3.0 Disability in the Age of Information Technology**

This course will examine the implications of information technology for the lives, work and identities of persons with disabilities. The course will focus on topics including discourse, ideology and representation of information technology in society, accessibility, embodiment and computer technology, and ethics of technological change. The course will address recent examples of technology and globalization, and the introduction and implementation of technology in relationship to persons with disability, focusing on issues of the adaptation of technology and on participation in the development of new technology.

### **CDIS 6130 3.0 International Development in Disability and Human Rights**

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

### **CDIS 6140 3.0 Health and Disability**

This course considers the theoretical distinctions between two dominant discourses: disability as an individual pathology and as a social pathology. Students will review biomedical and functional accounts of disability in comparison to social perspectives. The course will investigate the social construction of disability and illness, and the relationship between the two. Students will further investigate how systems of inequality produce illness and disablement. The conflation of disability with ill health is rooted in a narrow definition of health based on the presence of disease or infirmity, the use of medical practitioners as gatekeepers to disability benefits and an inability to acknowledge the

multiple ways in which disabilities are often created by societal norms that inflexibly accommodate multiple needs. Students will develop an understanding of disability as a form of social disadvantage that is nested within larger systems of inequality.

### **HIMP 6130 3.0 Strategic Management of Hospitals**

This course examines strategic management in hospital enterprises, large and small, from the perspective of a health administrator. The course applies strategic management concepts in complex management settings - very qualified people, complicated multi-disciplinary situations, changing technologies and methods of health delivery (telemedicine, e-health vs. in situ hospitals and clinics), complex public policy issues relating to scale, critical mass, and expensive technologies vs. small, clinical doctor-patient relationships.

### **KAHS 6030 3.0 Qualitative Research Methods**

This course provides a basic and critical survey of qualitative research methodology. It explores various qualitative strategies of inquiry and the implications of different stages of inquiry including data collection, analysis, representation and assessment. This course is designed to familiarize students with qualitative research approaches and methodologies used in health- and sport-related research, and to teach skills for developing, implementing, analyzing and articulating/disseminating research projects based on qualitative data. Various strategies (traditions) of qualitative inquiry will be explored including, but not limited to, interviewing, social artifact (documentary) research, phenomenology, grounded theory, and ethnography. The implications and consequences of different stages of inquiry including data collection, analysis, representation and assessment will also be explored.

### **PHIL 6215 3.0 Theory and Practice in Bioethics: Physician-Assisted Suicide and Euthanasia**

Our focus here will be on contemporary philosophical analyses of the ethics of euthanasia and physician-assisted suicide. If we have a right to life, should a mentally capable adult be able to revoke it? Should she be able to have a person of her choice kill her, or provide her with the means of taking her own life? If not, then why not? If so, then under what circumstances and for what ethically defensible reasons? We begin with a conceptual analysis of the key terms in the debate. We then consider the ethical implications of euthanasia and physician-assisted suicide for a) those thought to be especially at risk of abuse (e.g., the elderly, the disabled) and for b) those who practice medicine. Finally, we consider the influence of ethical reasoning on the law when we examine the arguments for and against the legalization of euthanasia and physician-assisted suicide.

### **POLS 6175 3.0 Politics and Policies in Aging Societies**

The aging of the population is a powerful and ubiquitous structural development occurring in Canada and also many other nations. This course critically analyzes, drawing on several literatures and traditions, how population aging impacts the politics and policies related to retirement, employment and health care. Some international comparative analysis will be undertaken especially of the United States, Europe and East Asia. The central theme of the course is that demographic conditions must be considered in seeking to understand and account for developments in the welfare state. A secondary theme is that the aging of the population impacts not only policies for the elderly, but also policies for younger citizens and 'working-age' citizens. This course focuses on how demographic conditions shape debates, policies, and public programs of three components of the welfare state: i) income security for those not employed (for the elderly, especially public pensions; but, also for younger workers), ii) the regulation of employment (retirement and early exit, age discrimination and related), and iii) health care provision and funding. Although the required readings for this course primarily focus on Canada, students will be encouraged to incorporate a comparative dimension in their own research and writing. Students may also expand their own research to include topics such as long-term care, housing, or transportation policies.

**POLS 6245 3.0 Global Politics of Health**

'Health' has emerged as an issue of global politics, cutting across disciplinary and national boundaries. It has become directly relevant to the study of international organizations, 'globalisation', domestic politics and social restructuring, global governance regimes, and even questions of human security. As such, health can be explored in a manner that elucidates many critical facets of global politics, as well as the intersection between global and national political terrains. This course will challenge students to consider health from a variety of angles and intellectual perspectives, encouraging a distinctly political understanding of health and problems of political governance (along both global and national lines). It begins by examining the extent to which health questions can be fruitfully explored through various theoretical and categorical lenses (eg. class, race, gender, the 'biopolitical'). Following this, we will devote several weeks specifically to health as an issue of global political economy. The aim will be to consider the linkages between the health industry, global trade and restructuring, and health sector reform and restructuring in both the advanced industrial and developing worlds. Building on this politico-economic understanding of health trends, the backend of the course will interrogate some of the specific question emerging around the politics of 'global health' – its meaning, utility, institutional mechanisms and even biases.

**WMST 6221 3.0 Sexualities in International Development**

Through consideration of critical feminist, anti-racist and queer scholarship in various disciplines, this course considers the "work" of sex in international development, examining how development interventions and other nation-building projects have informed the articulation and regulation of sexualities.

## COURSE SCHEDULE

**Not all courses are available in any one year.** For course offerings in a particular session, please consult the course schedule on the next page. The latest version is also posted on the HEALTH program website at [www.yorku.ca/gradhlth](http://www.yorku.ca/gradhlth) (Click on "Courses").

### Important Notes for ALL Courses

#### CITATION

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

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

For on-line tutorials and examples, refer to the York Libraries' website at [www.library.yorku.ca](http://www.library.yorku.ca) (click on "RefWorks" under the Research tab)

#### ACADEMIC HONESTY

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

In addition, refer to **p. 72-78** for the **Faculty of Graduate Studies Procedural Guidelines on Academic Honesty**.

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

#### COURSE EXTENSION

- **All work must be submitted on time, as determined by the instructors.** Extensions may be granted only in exceptional circumstances by the instructors as well as the program director. Refer to the **Course Extension Policy** on **p. 65**.

## Graduate Program in Health

### 2011-2012 Course Schedule 2011-2012

(This course offering is subject to further changes.)

**Terms:**            **F** - September 2011 to December 2011            **W** - January 2012 to April 2012            **S1** - May 2012

**Reading Weeks (no class):**            **F** = October 8–14, 2011            **W** = February 18-24, 2012

**University Closures (no class):**            October 10, December 23 to January 2, February 20 and April 6

**Access the Keele campus map at [www.yorku.ca/yorkweb/maps/KeeleMap-Aug2007.pdf](http://www.yorku.ca/yorkweb/maps/KeeleMap-Aug2007.pdf)**

Course	Type	Term	Title	Cat. #	Instructor	Day	Time	State Date	End Date	Location
HLTH 5020 3.0 A	<b>Core</b>	F	Health & Economics	Q22B01	Amin Mawani	Tue	2:30 – 5:30	Sept 13	Dec 6	CC 335
HLTH 5030 3.0 W		W	Health & Politics	D80W01	Joel Lexchin	Wed	2:30 – 5:30	Jan 4	Mar 28	PSE 321
CDIS 5110 3.0 M *		W	Methodology	Y18N01	Rachel Gorman	Mon	4 – 7	Jan 9	Apr 2	VH 1156
HLTH 6230 3.0 A	<b>Field Specific</b>	F	Health Equity Analytic Orientations	E60E01	Tamara Daly	Tue	11:30 – 2:30	Sept 13	Dec 6	Ross N814
HLTH 6220 3.0 M		W	Human Rights & Health Equity	D16T01	Lora Patton	Tue	2:30 – 5:30	Jan 3	Mar 27	Ross N814
HLTH 5465 3.0	<b>Elective</b>	S1	Women & Health	<b>TBD</b>	Pat Armstrong	Mon - Fri	9:00 – 1:00	May 1	May 11	<b>TBD</b>

**\* CDIS 5110 3.0: Methodology**

- **MA and Direct-Entry PhD** students must enroll in this course, which substitutes HLTH 5405 3.0, to fulfill the core course requirement.
- If prior to admission, **PhD students entering with a Masters** have not taken a graduate level methodology course, this course or HLTH 5405 3.0 is required in addition to the 2 core courses for a total of 3 core courses.

## **ALL SORTS OF IMPORTANT INFORMATION AND PLACES ON CAMPUS**

### **Centre for the Support of Teaching (CST)**

The Centre enhances the quality of students' learning and experience, provides leadership and support for evidence-informed development of teaching and curriculum, and advocates for policies to foster excellence and innovation in teaching and learning by offer a number of training programs for Teaching Assistants and graduate students. Visit the Centre website at [www.yorku.ca/cst/grads/index.html](http://www.yorku.ca/cst/grads/index.html) for details.

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

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

### **Childcare on Campus**

#### **Lee Wiggins Childcare Centre**

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

Tel: (416) 736-5959

Fax: (416) 736-5884

[www.yorku.ca/children](http://www.yorku.ca/children)

#### **Co-Operative Day Care Centre**

The co-operative day care centre, located in Atkinson Residence on the main campus, is licensed to serve 119 children between the ages of 0-9 years.

Fees are based on monthly payments. Further information may be obtained by contacting the Day Care Centre.

90 Atkinson Road, Room 128

Tel: (416) 736-5190

Fax: (416) 736-5291

e-mail: [daycare@yorku.ca](mailto:daycare@yorku.ca)

[www.yorku.ca/daycare](http://www.yorku.ca/daycare)

### **Dossier Services**

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

This service stores and forwards transcripts and reference letters to support applications for research grants, scholarships and academic job searches. A \$20.00, non-refundable, registration fee is required. Visit the Career Centre website at [www.yorku.ca/careers/ma\\_phd/services\\_dossier.html](http://www.yorku.ca/careers/ma_phd/services_dossier.html) for details.

### **Career Center**

Suite 202, McLaughlin College

Tel: (416) 736-5351

Fax: (416) 736-5684

e-mail: [career@yorku.ca](mailto:career@yorku.ca)

## **Food and Refreshments**

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

## **Gym and Swim**

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

## **Health Care**

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

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

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

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

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

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

## **Libraries & Library Resources**

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

**Online library tutorials and guides** are also available, as well as **research and information literacy workshops** that provide in-depth coverage about how to navigate a vast and daunting array of information resources available in the libraries. The online tutorials and workshop schedule are posed at [www.library.yorku.ca/ccm/Home/infolit/theory](http://www.library.yorku.ca/ccm/Home/infolit/theory)

**The YU card will be used as your library card.** The librarian will also give you a library **Personal Identification Number (PIN)** that you will need to renew materials from home or use electronic resources from home. Electronic resources are very helpful because they allow you to search databases that contain references to thousands of research articles relating to a particular subject. You can then look up the references at the library and obtain the articles.

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

**Thumeka Mgwigwi**, Subject Librarian for Health  
203L Scott Library      Tel: (416) 736-2100 ext 20073      [thumekam@yorku.ca](mailto:thumekam@yorku.ca)

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

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

1. Connect to the internet and go to [www.library.yorku.ca](http://www.library.yorku.ca)
2. This can be done either remotely (off campus) or on campus computers. If you are accessing the electronic journal databases remotely, you must have your student identification number or library card number and your library Personal Identification Number. Under the “eResources” category, click on “Remote Access”. Read the instructions and then scroll down to Library User Authentication. Enter the information required, and you can now access all electronic resources from home as though you were working on a computer on campus.
3. Under the “eResources” category, you can find articles in several ways. First, if you only have a vague idea of the subject, you can click on “**Find by Subject**”. Browse the subjects to narrow down your search to one or a few subject areas. For example, if you know you are looking for something under the subject of sociology, you can click on “Sociology” and all the databases containing abstracts or articles related to sociology will pop up. You can then click on the links for any of the databases and search for articles.
4. If you know the exact title of the database you are looking for, such as “Sociological Abstracts” you can enter the title and it will find the database for you. You can then access the database by clicking on the link.
5. Once you are in the database, you can do a search for articles. Most databases operate similarly. You can enter a few words such as “disability studies”, or an author's last name, and the database will call up all articles containing those words, or by authors with that name. Many databases contain general instructions for how to do a search.

## Scott Library

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

The Scott Library also offers such services as the **electronic databases, extended loan status (100 days)** for graduate students, and **inter-library loans**. Online services are also quite useful, such as online material renewals. You can also order dissertations through the library for a minimal fee.

For more services, check out the website at [www.library.yorku.ca/ccm/Home/About/scottlibrary.htm](http://www.library.yorku.ca/ccm/Home/About/scottlibrary.htm) If you have any trouble finding resources, go to the **second floor reference desk** where staffs can help you find what you are looking for.

133 Central Square

Circulation & Reserves: (416) 736-5181

InfoDesk: (416) 736-5150

### **Graduate Student Reading Room Room 409 in Scott Library**

This fully accessible and wireless **Graduate Student Reading Room** which is equipped with:

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

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

### **Library Accessibility Services Department**

#### **Room 134 in Scott Library (behind the circulation desk on ground floor)**

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

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

[www.library.yorku.ca/ccm/DisabilityServices](http://www.library.yorku.ca/ccm/DisabilityServices)

### **Reciprocal Borrowing Privileges for York Students**

York has a reciprocal borrowing agreement with most of the universities across Canada. For a complete listing, go to [www.curba.ca/rbname.html](http://www.curba.ca/rbname.html) Note that fees may be charged by these universities.

## Extended Loan Privileges

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

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

With extended loan privileges granted, two-week items at Scott, Steacie, Law and Frost libraries are automatically charged out for **100 days but are subject to recall if other borrowers have placed an hold on the items. Unless requested by another borrower, materials borrowed on extended loan may be renewed twice. Items with more than one hold are loaned for 7 days only and are not renewable.**

Extended loan privileges automatically carry over from year to year. Students are not required to submit subsequent letters.

## More York Libraries:

- **Business and Government Publications Library**
  - Contains government documents and business publications.
  - S237 Schulich School of Business
  - Ph. (416)-736-5139
  
- **Law Library**
  - Houses one of Canada's best collections of legal materials.
  - Health, Nursing & Environmental Studies Building  
Room 018 (temporary location until summer 2011)
  - Ph. (416) 736-5205
  
- **Nellie Langford Rowell Library**
  - Contains materials on women's issues: books, government documents, and over 100 Canadian and International women's periodicals.
  - 204 Founders College
  - Ph. (416) 736-2100 ext. 33219
  
- **Steacie Science Library**
  - Maintains an extensive collection of books, journals, and microfilms on a wide variety of scientific subjects.
  - T102 Steacie Science Building
  - Ph. (416) 736-5084

## Lounge & Conference/Meeting Rooms

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

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

## **On-Campus Housing**

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

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

Student Housing Services  
Room 105, 340 Assiniboine Road  
Tel: (416) 736-5152

[www.yorku.ca/stuhouse/yorkapts](http://www.yorku.ca/stuhouse/yorkapts)

## **Off-Campus Housing**

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

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

[www.places4students.com](http://www.places4students.com)

## **Photocopiers**

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

## **REFWORKS Citation Management Software**

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

Detailed information is available at:

[www.library.yorku.ca/ccm/Home/ResearchAndInstruction/citationmgmt/refworks.en](http://www.library.yorku.ca/ccm/Home/ResearchAndInstruction/citationmgmt/refworks.en)

## Scholarly Communications Series

The Faculties of Graduate Studies and Liberal Arts and Professional Studies, along with the York University Libraries, collaboratively facilitate a series of information sessions focused on scholarly communications intended for all graduate students and faculty members. The series will address issues related to research skills and research dissemination, including panel presentations and discussions on: literature searching and research mapping; proposal writing; participating in and organizing conferences and poster presentations; publishing monographs and articles in scholarly journals; intellectual property and open access considerations; and, communicating scholarship within nonacademic settings.

Speakers include York University faculty members, graduate students, research support staff and special guests. There is no confirmation of attendance. All are welcome to attend.

Detailed information is available at:

<http://fgs.news.yorku.ca/2011/06/02/scholarly-communications-series-2/>

## Security Control Centre (SCC)

**“Why Work Alone”** is for members of the York community who are concerned about working alone on a floor of a building after hours (between 6 p.m. and 7 a.m.). York Security Services can arrange to check regularly at your request to make sure you are all right and feel safe. Operated by York Security Services, the SCC is staffed 24 hours a day throughout the year. All security personnel are trained in first aid and CPR.

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

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

## YU Card

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

### **YU-card Office**

Room 200, William Small Centre

(Tel) 416-736-5674

[www.yorku.ca/yucard](http://www.yorku.ca/yucard)

## Faculty Mailboxes

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

## **Student Mailboxes and Offices**

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

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

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

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

**A refundable cheque payment of \$30.00 payable to York University is required. Cash is not accepted.**

## FGS EMAIL ACCOUNT POLICY

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

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

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

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

If you have any questions or concerns about this policy, please e-mail [fgsgen@yorku.ca](mailto:fgsgen@yorku.ca)

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

Follow the instructions listed under the section "**Technology**" in this Handbook.

## FGS Regulations

The followings are some regulations extracted from the FGS Calendar. The complete and latest set of regulations are posted at [www.yorku.ca/grads/current\\_students/faculty\\_regulations.php?id=7](http://www.yorku.ca/grads/current_students/faculty_regulations.php?id=7)

### Registration

#### Registration Policies

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

#### Continuous Registration

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

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

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

#### Minimum Period of Registration

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

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

#### Simultaneous Registration

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

## Registration Status

### Full-time Status

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

- a. is pursuing his or her studies as a full-time occupation;
- b. identifies himself or herself as a full-time graduate student;
- c. is geographically available and visits the campus regularly. (A graduate student may be absent from the campus while still under supervision, *e.g.*, visiting libraries, attending a graduate course at another institution, field work, enrolled in distance or on-line courses, *etc.* If such periods of absence exceed four weeks in any term, approval of the graduate program director and the Dean of Graduate Studies is required.);
- d. is considered by his or her supervisor and program director to be progressing, in relation to program requirements and expectations, at a satisfactory rate; and has not normally completed more than six terms of full-time study at the master's level or not more than 18 terms of full-time study at the Doctoral level.

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

### Part-time Status

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

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

### Change in Status

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

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

## Categories of Students

### Degree and Diploma Students

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

### Non-Degree Students

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

#### (1) Visiting Students

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

- a. enrolled in programs leading to the award of a master's or Doctoral degree by universities other than York, and who wish to and are authorized to enrol in one or more graduate courses at York University and/or to conduct research under the supervision of a member of the Faculty of Graduate Studies.
- b. otherwise qualified for admission as candidates for York master's or Doctoral degrees, but who wish to enroll in one or more graduate courses without credit towards a York degree.

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

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

#### (2) Exchange Students

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

- a. are enrolled in programs leading to the award of a master's or Doctoral degree at universities with whom York University has an exchange agreement, and who wish to and are authorized to enrol in one or more graduate courses at York University

and/or to conduct research under the supervision of a member of the Faculty of Graduate Studies;

- b. submit a Graduate Level Exchange Application to York International, vetted and approved by their home institution, which includes transcripts or grade reports provided by the home institution and an assessment of facility in the English language; and,
- c. normally maintain at least a B (second class) standing, or have qualifications accepted as equivalent.

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

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

### **Ontario Visiting Graduate Student (OVGS) Plan**

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

York University graduate students interested in taking a graduate course at another Ontario University under the OVGS plan should complete the OVGS application form, which can be found at: [http://www.yorku.ca/grads/current\\_students/forms.html](http://www.yorku.ca/grads/current_students/forms.html)

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

### **Leaves of Absence**

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

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

- a. absences that are *included* in the number of terms to completion, which includes external student status; and,

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

### **External student status**

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

#### *Restrictions:*

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

### **Elective leave of absence**

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

#### *Restrictions:*

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

### **Exceptional circumstances leave of absence**

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

#### *Examples of exceptional circumstances:*

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

#### *Restrictions:*

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

### **Maternity leave of absence**

Available to students during or following a pregnancy

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

### **Parental leave of absence**

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

#### *Restrictions:*

- Maximum number of terms of leave (over the course of the program of study): **1 per child**

## **No Course Available**

Students in coursework only programs of study who have not yet completed their 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**

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

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

## **Reinstatement/Reinstatement to Defend**

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

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

## Fees

### Program Fees

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

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

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

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

### Balance of Degree Fees

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

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

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

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

## Fee Refunds

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

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

## Methods of Payment

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

## Payroll Deduction

Graduate students who hold a graduate or teaching assistantship or an external scholarship that is administered by the Faculty of Graduate Studies (e.g., OGS, NSERC, SSHRC, CIHR) may pay fees via payroll deduction. To initiate payroll deduction, please visit the Office of the Dean, Faculty of Graduate Studies, to finalize the terms of deduction and to sign a payroll deduction contract.

## Waivers and Payments by a Third Party (External Agency)

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

## Outstanding Debt

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

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

## Financial Petitions

Graduate students may submit a financial petition to Student Financial Services.

## Degree Types – Minimum Requirements and Regulations

### Master's Degree

#### Master's Degree-Level Expectations

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

	<p><b>Master's degree</b> This degree is awarded to students who have demonstrated the following:</p>
<b>1. Depth and breadth of knowledge</b>	A systematic understanding of knowledge, including, where appropriate, relevant knowledge outside the field and/or discipline, and a critical awareness of current problems and/or new insights, much of which is at, or informed by, the forefront of their academic discipline, field of study, or area of professional practice.
<b>2. Research and scholarship</b>	<p>A conceptual understanding and methodological competence that</p> <ul style="list-style-type: none"> <li>a) Enables a working comprehension of how established techniques of research and inquiry are used to create and interpret knowledge in the discipline;</li> <li>b) Enables a critical evaluation of current research and advanced research and scholarship in the discipline or area of professional competence; and</li> <li>c) Enables a treatment of complex issues and judgments based on established principles and techniques; and,</li> </ul> <p>On the basis of that competence, has shown at least one of the following:</p> <ul style="list-style-type: none"> <li>a) The development and support of a sustained argument in written form; or</li> <li>b) Originality in the application of knowledge.</li> </ul>
<b>3. Level of application of knowledge</b>	Competence in the research process by applying an existing body of knowledge in the critical analysis of a new question or of a specific problem or issue in a new setting.
<b>4. Professional capacity/ autonomy</b>	<p>The qualities and transferable skills necessary for employment requiring:</p> <ul style="list-style-type: none"> <li>a) The exercise of initiative and of personal responsibility and accountability; and</li> <li>b) Decision-making in complex situations;</li> <li>c) The intellectual independence required for continuing professional development;</li> <li>d) The ethical behavior consistent with academic integrity and the use of appropriate guidelines and procedures for responsible conduct of research; and</li> <li>d) The ability to appreciate the broader implications of applying knowledge to particular contexts.</li> </ul>
<b>5. Level of communications skills</b>	The ability to communicate ideas, issues and conclusions clearly.
<b>6. Awareness of limits of knowledge</b>	Cognizance of the complexity of knowledge and of the potential contributions of other interpretations, methods, and disciplines.

## Program Alternatives

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

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

- a. at least 12 credits in graduate-level coursework and an acceptable thesis; or
- b. at least 18 credits in graduate-level coursework and an appropriate research paper, project or review essay; or
- c. at least 24 credits of graduate-level coursework.

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

## Program Length and Minimum Period of Registration

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

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

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

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

## Time Limits

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

## Annual Progress Reports

A thesis supervisory committee shall meet annually with the student, normally in the Spring, to evaluate the Report on Progress submitted by the student and submit a completed copy of the Report on Progress to the graduate program director after the

meeting. In accordance with program requirements and procedures, students in non-thesis program options may be required to submit a progress report to the graduate program director. Reports to the graduate program director of unsatisfactory progress may require a student to withdraw from a program of studies, or withdraw from the graduate program in which the student is enrolled.

### **Coursework**

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

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

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

### **Major Research Paper/Project/Review Essay**

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

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

### **Language and Cognate Requirements**

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

### **Comprehensive Examinations**

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

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

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

## Degree Types – Minimum Requirements and Regulations

### Doctoral Degree

#### Doctoral Degree-Level Expectations

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

	<p><b>Doctoral degree</b> This degree extends the skills associated with the Master’s degree and is awarded to students who have demonstrated the following:</p>
<b>1. Depth and breadth of knowledge</b>	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.
<b>2. Research and scholarship</b>	<p>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;</p> <p>b) The ability to make informed judgments on complex issues in specialist fields, sometimes requiring new methods; and</p> <p>c) The ability to produce original research, or other advanced scholarship, of a quality to satisfy peer review, and to merit publication.</p>
<b>3. Level of application of knowledge</b>	<p>The capacity to</p> <p>a) Undertake pure and/or applied research at an advanced level; and</p> <p>b) Contribute to the development of academic or professional skills, techniques, tools, practices, ideas, theories, approaches, and/or materials.</p>
<b>4. Professional capacity/autonomy</b>	<p>a) The qualities and transferable skills necessary for employment requiring the exercise of personal responsibility and largely autonomous initiative in complex situations;</p> <p>b) The intellectual independence to be academically and professionally engaged and current;</p> <p>c) The ethical behavior consistent with academic integrity and the use of appropriate guidelines and procedures for responsible conduct of research; and</p> <p>d) The ability to evaluate the broader implications of applying knowledge to particular contexts.</p>
<b>5. Level of communications skills</b>	The ability to communicate complex and/or ambiguous ideas, issues and conclusions clearly and effectively.
<b>6. Awareness of limits of knowledge</b>	An appreciation of the limitations of one’s own work and discipline, of the complexity of knowledge, and of the potential contributions of other interpretations, methods, and disciplines.

## Program Structure

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

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

## Program Length and Minimum Period of Registration

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

The PhD program in Health is a **4-year full-time/part-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 same status since it is the basis of admission and enrollment planning.

## Time Limits

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

## Annual Progress Reports

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

## Coursework

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

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

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

### **Language and Cognate Requirements**

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

### **Comprehensive Examinations**

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

### **Language of Dissertations**

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

# Doctoral Dissertation Regulations

## Overview

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

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

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

Students must comply with the requirements for the preparation, submission and distribution of theses as described in the **Faculty of Graduate Studies' Guide for the Preparation and Examination of Theses and Dissertations**, which can be found at: <http://www.yorku.ca/grads/thesis/index.htm>

## 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 Members of the graduate program may serve as a co-supervisor on the condition that the other co-supervisor is a Full Member of the graduate program.** In exceptional circumstances and with prior approval of the Dean, the third, or an additional member, may be appointed who is not a member of the Faculty of Graduate Studies.

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

A supervisor must be recommended by the appropriate graduate program director for approval by the Dean of Graduate Studies no later than the end of the fifth term of study (end of second term of PhD II). Students will not be able to register in the seventh term of study (the onset of PhD III) unless a supervisor has been approved. A supervisory committee must be recommended by the appropriate graduate program director for approval by the Dean of Graduate Studies no later than the end of the eighth term of study (end of second term of PhD III). Students will not be able to register in the tenth term of study (the onset of PhD IV) unless a supervisory committee has been approved.

2. A dissertation supervisor (Chair of the supervisory committee) shall:
  1. be reasonably accessible to the student normally meeting once a month and never less than once each term.
  2. ensure that a copy of the student's dissertation is sent to each member of the student's dissertation examining committee as far as possible in advance of the date of the student's oral examination but no later than four weeks prior to the date set.
3. A dissertation supervisory committee shall:
  - a. review the student's research proposal and recommend its approval to the appropriate graduate program director and the Dean not less than six months prior to the date set for the oral;
  - b. review the student's progress normally each month and never less than once each term. (Reports to the graduate program director of unsatisfactory progress may require a student to withdraw from a program of studies or withdraw from the graduate program in which the student is enrolled);
  - c. meet annually with the student, normally in the Spring, to evaluate the Report on Progress submitted by the student and submit a completed copy of the Report on Progress to the graduate program director after the meeting; and,
  - d. read the dissertation and make a recommendation to the graduate program director regarding oral defence.

### **Dissertation Examining Committees**

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

- a. The Dean of the Faculty of Graduate Studies or her/his representative, who will be at arm's length from the supervision of the dissertation, and who will serve as Chair of the examining committee;
- b. One external examiner, from outside York University, at arm's length from the dissertation, recommended by the program director;
- c. one graduate faculty member at arm's length from the dissertation, and normally from outside the program, recommended by the program director;
- d. two graduate faculty members from the supervisory committee, or one member from the supervisory committee and one graduate faculty member from the program.

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

In addition to the voting members, the thesis examining committee may include the following ex-officio members (non-voting, unless present as one of the voting members named above): Vice-President Academic & Provost, Dean of the Faculty of Graduate Studies or his/her representative, Graduate Program Director.

The membership of each committee must be recommended by the appropriate graduate program director for approval and appointment by the Dean of Graduate Studies as soon as possible and no later than four weeks before the date set for the oral examination. In exceptional circumstances, the Dean may approve a program director's recommendation that a York University faculty member who is not a member of the graduate faculty serve as a member (but not the Chair) of an examining committee.

Members of the examining committee are normally expected to attend the oral examination in person, except where decanal permission for the use 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 centre on the dissertation.
4. The oral examination is a public academic event. Faculty members, graduate students and others may attend oral examinations at the discretion of the Chair of the examining committee. They may, at the discretion of the Chair, participate in the questioning. Only members of the examining committee may be present for the evaluation and for the vote at the conclusion of an oral examination.
5. The dissertation oral examination requirement is met if one of the following situations exists:
  - a. if the committee accepts the dissertation with no revisions; or,
  - b. if the committee accepts the dissertation with specified revisions.
6. Specified revisions could range from typographical errors or changes of a minor editorial nature, to specified insertions or deletions which do not radically modify the development/argument of the dissertation. The committee must specify such

changes with precision. It is the responsibility of the supervisor to ensure that all such changes are made, and the Dean's representative will confirm that this is the case. Specified revisions must be completed within six months of the date of the oral examination.

7. In cases where there are no more than two votes for major revision or one vote for failure, then specified revisions are expected.
8. A dissertation is referred for major revision if any of the following conditions exist:
  - i. the committee agrees that the dissertation requires substantive changes in order to be acceptable; or,
  - ii. there are two votes for failure; or,
  - iii. there is one vote for failure **plus** a minimum of one vote for major revision; or,
  - iv. there are at least three votes for major revision.
9. In the cases of major revision, one of the following procedures, agreed upon by the committee before the examination is adjourned, must be used to finalize the oral results:
  - a. the committee will reconvene within twelve months to continue the oral examination; or,
  - b. the revised dissertation will be circulated within twelve months to all members, who will inform the Dean's representative whether they feel the stipulated requirements have been met.
10. Detailed reasons for referring pending major revisions must be supplied in writing by the Chair to the Dean, the program director and the student concerned within two weeks.
11. After an adjournment and when the major revisions have been completed, the dissertation is failed if there are two or more votes for failure. A dissertation cannot be referred for major revisions more than once and no further adjournment is permitted. In the event of failure, detailed reasons must be supplied in writing by the Chair to the Dean, program director and student within two weeks.
12. A dissertation is failed if there are a minimum of three votes for failure. In the event of failure, detailed reasons must be supplied in writing by the Chair to the Dean, program director and student within two weeks.

Decisions of the thesis examining committee are communicated to the Faculty of Graduate Studies' Thesis Office, usually in the form of the Certificate Pages containing appropriate signatures, through the Chair of the Examining Committee, on or before the deadline specified for those students expecting to be awarded degrees at the Spring or Fall Convocations, which can be found at

[http://www.yorku.ca/grads/current\\_students/important\\_dates.html](http://www.yorku.ca/grads/current_students/important_dates.html)

## Graduate Diploma

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

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

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

**Type 3:** A stand-alone, direct-entry program, generally developed by a unit already offering a related master's (and sometimes doctoral) degree, and designed to meet a particular academic and/or professional need.

The minimum requirement for graduate diplomas is normally 12 credits in graduate-level coursework.

### Intra-Institutional & Inter-Institutional Programs

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

#### Inter-Institutional Program Categories

##### Cotutelle

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

##### Dual Credential Program

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

## **Joint Degree Program**

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

## **Intra-University Program Categories**

### **Collaborative Program**

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

### **Combined Degree Program**

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

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

**A complete listing of York graduate diplomas is posted at**

**[www.yorku.ca/grads/future\\_students/programs.php?type=5](http://www.yorku.ca/grads/future_students/programs.php?type=5)**

## Graduate Courses

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

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

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

### Course Codes and Course Credits

Graduate courses have course codes consisting of:

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

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

### Cross-listed Courses

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

### Integrated Courses

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

## Course Enrollment

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

	Term F	Term Y	Term FF	Term A	Term AF	Term P	Term P2	Term W	Term WW	Term B	Term P3	Term WS
<b>Last date to enrol without permission of course instructor</b>	Sept. 20	Sept. 20	Sept. 18	Oct. 17	Aug. 9	Aug. 29	Oct. 11	Jan. 16	Jan. 9	Feb. 28	Feb. 21	Jan. 15
<b>Last date to enrol with permission of course instructor</b>	Oct. 4	Oct. 25	Sept. 23	Oct. 20	Aug. 15	Aug. 29	Oct. 11	Jan. 30	Jan. 16	March 5	Feb. 21	Jan. 23

## Course Withdrawal

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

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

	Term F	Term Y	Term FF	Term A	Term AF	Term P	Term P2	Term W	Term WW	Term B	Term P3	Term WS
<b>Last date to drop courses without receiving a grade</b>	Nov. 11	Feb. 10	Oct. 7	Oct. 24	Aug. 19	Aug. 29	Oct. 11	March 9	Jan. 27	March 6	Feb. 21	May 20

## 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.

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

### Grade Reports

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

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

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

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

## Grades in Courses

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

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

## Reporting of Grades

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

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

<b>Fall Term:</b>	January 15 (3.0 or 6.0 credit course)
<b>Fall/Winter and Winter Term:</b>	May 15 (3.0 or 6.0 credit course)
<b>Summer Term:</b>	September 15 (3.0 or 6.0 credit course)

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

### Course Extension Policy (Assignment Deferred Standing Agreement)

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

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

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

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

The Agreement can be downloaded from [www.yorku.ca/gradhlth/guidelines.html](http://www.yorku.ca/gradhlth/guidelines.html)

## Grade Reappraisals

Grade reappraisals in the Faculty of Graduate Studies are governed by the **Senate Principles Regarding Grade Reappraisals**, which can be found here: <http://www.yorku.ca/secretariat/senate/committees/sac/gdreap.htm>

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

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

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

2. In the event that the student is still not satisfied with the final grade OR the course director is not available to review the work, the student may submit in writing a formal request for a grade reappraisal to the graduate program in which the course is offered. The Senate approved deadline for submitting grade reappraisals is February 15 for fall term grades, June 15 for fall/winter session and winter term grades, September 30 for summer session grades, or a minimum of 21 days from the release of grades, whichever is later. When a submission deadline occurs on a weekend or holiday, requests will be accepted up until the end of the next available business day. Exercising discretion about minor delays in meeting the deadline which result from slow mail delivery or extraordinary circumstances is reasonable.
3. If the condition of sufficient academic grounds has been met, the student must submit:
  - a. a copy of the marked assignment,
  - b. a clean copy of the assignment (i.e., a copy of the assignment minus comments of the course director), and
  - c. a copy of any instructions given in relation to completing the assignment.

The graduate program director (or designate) will be responsible for ensuring:

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

The reappraiser will be given

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

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

4. Parties to the decision may appeal a negative decision on a request for a reappraisal, or the result of the reappraisal itself to the Petitions Committee of the Faculty of Graduate Studies (for graduate courses at York) or, for undergraduate courses, to the Faculty-level appeals committee in the Faculty in which the course is offered. The only grounds that will be considered are procedural irregularity. Procedural irregularity is defined as actions taken or not taken by a department, Faculty, graduate program, its officers, committees, or members with respect to the previous disposition of the case which violate or nullify one or all of the following:
  - a. normal and written procedures of the University, Faculty, graduate program or department concerned;
  - b. consistency in the Faculty's, graduate program's or department's handling of cases substantially similar to that being appealed;
  - c. principles of equity, natural justice or fairness, whether or not such violation occurred in accord with written or customary procedures. Appeals based on allegations of these last procedural irregularities should allege and demonstrate obvious bias or other misbehaviour on the part of the officers or agents of the University and for which redress was not provided by an authority which considered the case prior to the appeal.

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

5. Parties to the appeal at the Faculty-level may file an application for leave to appeal the decision to the Senate Appeals Committee (SAC) on the ground of procedural irregularity at the Faculty-level. Applications for leave to appeal must be submitted within 21 days of the notification of the Faculty decision. SAC may waive that deadline when special circumstances are established by the appellant. No member of SAC shall consider the application if s/he considered the matter at an earlier level. As explained in the SAC procedures, parties may appear before the Committee if leave to appeal is granted to make oral submissions on the ground of procedural irregularity. The Committee's decision will be taken *in camera* and it is expected that the parties will be informed of the decision in writing within 30 days of the filing of the application.
6. Parties to the decision of the Senate Appeals Committee may apply to the Committee to have the matter reconsidered if there is evidence of procedural irregularity on the part of SAC. Applications must be submitted within 21 days of the posting of the decision. SAC reserves the right to waive this deadline in special circumstances. Requests for reconsideration of a SAC decision will be considered by a panel of SAC members who did not serve on the panel first hearing the matter; it is expected that a decision will be rendered within 30 days of its submission.

## Academic Standing

### Combinations of 'C' Grades Which Require Withdrawal Unless Continued Registration is Recommended and Approved

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

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

In no cases will grades be averaged.

### Combination of 'F' and 'C' Grades Which Require Withdrawal

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

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

In no case will grades be averaged.

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

### Transfer Credit (Advanced Standing)

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

### Undergraduate Students Taking Graduate Courses

In exceptional circumstances upper level undergraduate students can register in a graduate course for credit. This credit may not be re-used towards a York graduate degree. Students should apply for a Letter of Permission through the Registrar's Office. Permission of the course instructor and graduate program director and the approval of the Associate Dean of the Faculty of Graduate Studies is required.

## 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: [www.yorku.ca/secretariat/senate/committees/sac/Guidelines.pdf](http://www.yorku.ca/secretariat/senate/committees/sac/Guidelines.pdf)

### Academic Petitions: Procedural Guidelines

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

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

2. Following submission of the completed petition to the graduate program office, the graduate program director or alternate (in cases where the graduate program director is unavailable or is the subject of the petition) reviews the petition and makes a positive or negative recommendation to the Faculty of Graduate Studies. This recommendation, including the completed petition form and any required or relevant supplemental documentation, is forwarded to the secretary of the Faculty of Graduate Studies Petitions Committee.
3. The committee secretary, or designate, may record on the petition form information pertaining to the petitioner's standing in the Faculty. This information includes Leaves of Absence, the number of courses that are Incomplete, any other pertinent information (e.g., the number of C or F grades), and a statement of any fees owing. If a petitioner is not in good standing, the petitioner will be asked to address the issue that is placing them in poor standing. For example, if the petitioner holds a combination of grades requiring withdrawal from the program, the petitioner must file a petition addressing how good academic standing will be achieved along with their original petition.
4. Petitions received in the Faculty of Graduate Studies are reviewed by an administrative officer who conducts an initial assessment of the petition.
5. This initial assessment falls into one of three categories:
  - a. the petition does not include all of the information necessary for the request to be reviewed,
  - b. the petitioner is petitioning on a relatively minor matter (e.g., dropping a course after the drop date because of documented medical grounds), or
  - c. the petition is on a more substantive or more complex matter (e.g., request for extension of full-time status).

6. Incomplete petitions. The administrative officer will inform the program and/or the petitioner (as appropriate) that additional information must be provided and that such information must be provided within 30 working days. Where the petitioner fails to provide the information requested, the petition will receive no further consideration.
7. Complete petitions. In the initial assessment, the administrative officer categorizes complete petitions as either relatively minor or substantive/complex.
  - a. Petitions on relatively minor matters. The administrative officer reviews the petition and makes a recommendation to grant or deny the petition to the Associate Dean or Chair of the Petitions Committee. Where the recommendation is to grant the petition, the Associate Dean or Chair of the Petitions Committee confirms the recommendation of the administrative officer. Normally, such petitions will be processed within 21 working days of receipt of a complete petition. Decisions are made available to the petitioner through their graduate program office. Where the recommendation is to deny the petition, the petition is referred to the Faculty of Graduate Studies Petitions Committee for consideration at its next-scheduled monthly meeting.
  - b. Petitions on relatively substantive or complex matters. The Faculty of Graduate Studies Petitions Committee makes the decision to grant or deny this type of petition or refer this type of petition for further information. None of the parties involved in a petition may be present at the Petitions Committee meeting. Decisions are normally made available to petitioners within 10 working days of the Petitions Committee meeting.
8. Notification of decision. The graduate program office notifies petitioners in writing of petitions decisions. Unless petitioners specify an alternate address, notice will be provided using the graduate program's internal notification system (e.g., office mail box). E-mail communication may contain only a statement of what was being petitioned and the decision (i.e., granted or denied). Commentary relating to decisions will be provided in hard copy only. Petitioners are responsible for notifying the graduate program office of the means by which they can be reached throughout the petition process and must notify the graduate program of any change in the relevant contact information. When a petition is denied, information regarding appeal procedures will be provided with the decision correspondence.

### **Appeals of Petitions Decisions: Procedural Guidelines**

1. Parties to a petition are persons who are directly affected by the petition decision and who have participated in the original petition submission.
2. Parties to a petition reviewed by the Petitions Committee may appeal the decision to the Appeals and Academic Honesty Committee (AAHC) of the Faculty of Graduate Studies. Appeals will be heard only if leave is granted by the AAHC.
3. The Academic Affairs Officer in the Faculty of Graduate Studies will make the petition file available for review by any party who participated in the original petition submission.
4. Leave to appeal will be granted only where the appeal makes out a prima facie case based on any of the following grounds:
  - a. new evidence (i.e., evidence relevant to the decision made at the Petitions Committee level, but which through no fault of the appellant was not presented at that level. Generally speaking, events or performance subsequent to the Petitions Committee decision are not to be construed as "new" evidence.);
  - b. procedural irregularity in the Petitions Committee's handling of the case; or

- c. substantive argument that the original petition decision constitutes gross injustice or error.
5. The appeal must be filed within 20 working days of the date on which the appellant was informed of the decision which is being appealed.
6. Appellants have the right to have a representative assist in the preparation of written submissions and, if granted leave to appeal is granted, to act as their representative at the appeals meeting.
7. Appellants must submit the appeal to the Academic Affairs Officer of the Faculty of Graduate Studies and must provide a copy of the appeal to all parties to the original petition.
8. All appeals must be submitted in writing beginning with a completed Appeal Form, which can be found here: <http://www.yorku.ca/grads/forms.htm>.
9. Parties to the original petition have 10 working days from the submission date of the appeal in which to provide to the AAHC a response to the appeal. Responses will be disclosed to the appellant.
10. Once the file is complete, AAHC will consider whether leave to appeal will be granted. AAHC will determine whether or not a prima facie case has been established. Parties are not present at this hearing. If the Committee defers a decision on leave to appeal to obtain more information, the appellant shall be so informed in writing using the contact information provided on the Appeal Form. Appellants are responsible for notifying the Academic Affairs Officer of the means by which they can be reached throughout the appeal process and must notify the Academic Affairs Officer of any change in the relevant contact information.
11. If leave to appeal is granted, the appellant shall be given at least 10 working days notice of when the appeal will be heard.
12. The appellant has the right to be present at the meeting at which the appeal is being considered for the purpose of presenting her/his case orally and for questioning by the Committee. Appellants must indicate if they will be accompanied by a representative. The Committee's decision and vote shall be taken in camera.
13. No one may sit on the AAHC hearing an appeal who is a party to the petition or who heard it.
14. The Chair or Secretary of AAHC shall inform each appellant in writing of the decision of the Committee and, in the case of an unfavourable decision, of the right to appeal to the Senate Appeals Committee.
15. It is the responsibility of the appellant to inform her or his representative of any decision made in the appeal.

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

The final route of appeal within the Faculty of Graduate Studies is to the AAHC. A candidate wishing to appeal the decision made by the AAHC may appeal to Senate Appeals Committee (SAC), which shall consider an appeal submission only if the candidate has exhausted the petition and appeals procedures of the Faculty of Graduate Studies. Deadlines and procedures with respect to the submission of appeals to and consideration of appeals by the Senate Appeals Committee can be found here:

[http://www.yorku.ca/secretariat/senate\\_cte\\_main\\_pages/sac.htm](http://www.yorku.ca/secretariat/senate_cte_main_pages/sac.htm)

# Academic Honesty

## 1. Senate Policy on Academic Honesty

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

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

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

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

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

## 3. Faculty of Graduate Studies Procedural Guidelines

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

### 3.1 Purpose

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

### 3.2 Jurisdiction

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

or where allegations arise in more than one Faculty, the Faculties can agree on which Faculty will have jurisdiction over the proceedings.

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

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

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

### **3.3 Investigating Potential Academic Misconduct**

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

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

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

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

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

### **3.4 Initiating an Investigation of Potential Academic Misconduct**

3.4.1 When a faculty member directing a course, or having or sharing responsibility for a student's research, examination, or dissertation preparation, becomes aware of a possible violation of academic honesty, it is the responsibility of the faculty member to forthwith consult with the Graduate Program Director. If the faculty member identifying a possible breach of academic honesty is not the supervisor of the student, then the supervisor (or student advisor) shall be informed as soon as possible. For all instances, with the exception of breaches of academic honesty involving the Oral Examination, the Graduate Program Director shall be responsible, along with the student's supervisor, or supervisory committee, or course director, for investigation of the allegation. In instances where the Graduate Program Director is the faculty member involved in identifying possible academic

dishonesty, a member of the graduate faculty as designated by the Executive Committee of the program (excluding the Graduate Program Director) shall take charge of the matter. If the external examiner of an Oral Examination is the person who believes that the dissertation research involves a possible breach of academic honesty, the external examiner shall provide a written report to the Chair of the Oral Examination, who in turn notifies the Office of the Dean, Faculty of Graduate Studies.

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

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

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

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

### **3.5 Exploratory Meeting at the Program Level**

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

3.5.2 The exploratory meeting will result in one of the following:

- i) It is agreed by all parties that no breach of academic honesty occurred. No records of the matter shall be retained.
- ii) If the student wishes to admit to a breach of academic honesty, a document signed by the student and the faculty member which includes the admission, a summary of the matter and a joint submission as to penalty shall be forwarded to the Appeals and Academic Honesty Committee (AAHC) of the Faculty of Graduate Studies which deals with allegations of breach of academic honesty. In such cases, the agreed-upon penalty shall not exceed failure in the course. For theses and dissertations, the agreed-upon penalty must be decided in relation to the nature and scope of the breach of academic honesty. The standing members of the AAHC receiving such a joint submission normally will impose the penalty suggested, but if it is of the opinion that some other penalty would be more appropriate, or the breach is a second or subsequent incident by the student, the standing members of the AAHC, which shall be augmented as mandated in section 3.6.3.i, shall hold a hearing of the matter to determine penalty, to which the student and faculty member will be invited.
- iii) If the student wishes to admit to a breach of academic honesty but no agreement is reached on recommended penalty, a document signed by the student and the faculty member, which includes the admission, a summary of the matter and individual submissions by the student and faculty member as to penalty shall be forwarded to the standing members of the AAHC, which shall be augmented as mandated in section 3.6.3.i and shall hold a hearing of the matter to determine penalty, to which the student and faculty member will be invited.
- iv) If the student elects not to attend the exploratory meeting, and if those present find sufficient grounds to proceed with a charge of breach of academic honesty, a summary of the matter shall be forwarded to the standing members of the AAHC, which shall be augmented as mandated in section 3.6.3.i and shall hold a hearing of the matter, to 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, augmented as mandated in section 3.6.3.i and which shall hold a hearing of the matter to which all parties involved will be invited. The charge shall contain a full, but concise, statement of the facts as perceived by the complainant and be accompanied by all available supporting evidence.

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

### **3.6 Formal Hearing at the Faculty Level**

3.6.1 The responsible Faculty shall give each party a written copy of the charge, a copy of the materials submitted by the faculty member which includes a summary of the evidence, a copy of the procedures to be followed and not less than twenty-one calendar days' written notice of the time and location of the hearing. If the student wishes to file a written response to the charge, it must be received within fourteen calendar days of the date on which the charge was sent to the student. The Faculty shall send a copy of the student's response to the charge to the faculty member and unit level representative(s) concerned. Faculty members involved in the case shall act as witnesses in the proceedings. The Graduate Program Director/Dean of Graduate Studies (or designate) shall present the case

to the Appeals and Academic Honesty Committee (AAHC). The Graduate Program Director (or designate) shall consult with the Office of the Dean of Graduate Studies in relation to the preparation of the case. Both the student and case presenter shall inform the AAHC of their intention to call witnesses and file names of these witnesses at least seven calendar days prior to the hearing.

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

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

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

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

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

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

3.6.5 i) If a student fails to appear at a hearing after proper notice, the hearing may proceed, a decision may be made and sanctions may be imposed, unless the student can

establish, in advance of the hearing and to the satisfaction of the committee, that there are circumstances beyond her or his control which make an appearance impossible or unfairly burdensome.

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

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

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

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

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

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

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

If a penalty is imposed that requires an alteration of a student's academic record, a copy of the decision of the committee will be sent to the Registrar's Office for the penalty to be

implemented. The decision will be retained by the Registrar's Office for a time consistent with the University's records retention guidelines.

3.6.11 If the student is found to have committed a breach of academic honesty in work related to a funded research project, the Vice President Academic and Provost shall be notified and the Vice-President or a designate shall determine whether to notify the granting agency.

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

#### **4. Order of Hearing at the Faculty Level**

The Faculty of Graduate Studies conforms to the order of hearing guidelines provided in the *Senate Policy on Academic Honesty*.

## Senate Policy on Academic Accommodation for Students with Disabilities

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

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

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

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

### GUIDELINES:

#### 1. Identification of students requiring academic accommodations

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

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

#### 2. Instruction-Related Accommodations

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

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

### **3. Accommodation in Examinations and Evaluations**

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

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

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

### **4. Accommodations Agreements**

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

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

4.3 In cases where the disagreement remains unresolved, a mediative process will be implemented by the Dean of the student's Faculty.

## **Other Regulations or Guidelines**

In addition to the above stated regulations, graduate students are also expected to be familiar with the following policies or guidelines. They are posted at [www.yorku.ca/grads/policies/index.htm](http://www.yorku.ca/grads/policies/index.htm)

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

## ON-LINE REGISTRATION & COURSE ENROLLMENT INSTRUCTIONS

Prior to do registration and course enrollment, incoming students are required to have an advising appointment and continuing students **must reduce their student account balance to below \$1,000.**

- **Step 1** Registration by Term
- **Step 2** Course Enrollment, Withdrawal, Exchange or Transfer
- **Step 3** Tuition Fee Payment

### STEP 1 – REGISTRATION BY TERM

1.1 Go to the Registrar's Office website at [www.registrar.yorku.ca](http://www.registrar.yorku.ca) and then click on the "My Online Service" link and then on the "Enroll in Courses" link.

1.2 Log in **using your Passport York username and password.** If you don't know what they are, read on. Otherwise, skip to step 1.3.

**If you are a new student and have not signed up for Passport York,** the first time you go to an application that requires the Passport York login, click on the button that says **"New Student Sign Up!"**

The next screen will ask you to login with your student number and date of birth. Follow the steps as they are listed. You will be asked to give yourself a Passport York username and password. It is important that you remember what you choose.

1.3 You may be **blocked from enrolling** because:

- you may be logging in incorrectly or you may have used the wrong username and password;
- you are logging on before your registration access begins;
- you are not academically eligible to register for the term;
- you did not register in a term previously without getting an approval from FGS for a leave of absence;
- **FGS has placed a financial block on your student account because you have outstanding debts of \$1,000 or more to the University;**
- the registration and enrolment system is temporarily unavailable;
- it is determined that you have used a computer program or script to access the registration and enrolment system; or
- you try to add, exchange or transfer the same course or section, more than 100 times in a 24 hour period.

If the problem involves a Passport York username or password, please contact the Computing Commons Counter (in William Small Centre; e-mail: [helpdesk@yorku.ca](mailto:helpdesk@yorku.ca); telephone: 416-736-5800).

If it is a financial block, please contact the Faculty of Graduate Studies at 416-736-5521. To check your student account balance, please check your last statement online at <https://apps2.sis.yorku.ca/Apps/WebObjects/oss> **Your balance must be under \$1,000 or you will be blocked from registering.**

1.4 You are now in the **Registration Module.** To register in the Fall term, choose **"FALL 2011 - Graduate students or Osgoode Students"** from the pull-down menu.

1.5 The system will display your fee rate. As well, it will ask you to acknowledge the contractual fee agreement involved in registering for the term and to agree, or to decline, to go further with the contract. **(NOTE: if you do not agree to the contract, you will not be allowed to register and enroll in courses.)**

1.6 You have now registered in the Fall 2010 term. **To register in the Winter 2012 term, go through steps 1.4 to 1.5 again. But you will choose "WINTER 2012 – Graduate students or Osgoode Students " instead.**

**(NOTE: Registration for the Summer 2012 term will start on March 1st.** To register in the Summer 2012 term, choose **"SUMMER 2012 – Graduate students or Osgoode Students"**.)

1.6. **If you do not need to enroll in/drop/exchange/transfer courses, log out from the system immediately.** Otherwise, proceed to step 2 to continue with course enrollment.

## **STEP 2 - COURSE ENROLLMENT, WITHDRAWAL, EXCHANGE AND TRANSFER**

2.1 You are now in the **Course Enrollment Module**. **Using the catalogue numbers** (not the course number) listed in the graduate lecture schedule, you can perform any one of the following 4 enrolment procedures.

**(a) To enroll in a course,** click **"add a course"** and follow the instructions on screen.

**(NOTE: For full-year courses, students only need to enroll in them once in the 1<sup>st</sup> term in which the courses are offered.**

**(b) To drop a course,** click **"drop a course"** and follow the instructions on screen.

**(c) To exchange a course you are in for a different course,** click **"exchange course"** and follow the instructions on screen. If you are not able to get into the second course successfully, e.g. it is full, you will still remain enrolled in the first course. If you are successful, the first course will be dropped.

**(d) If you are enrolled in a course with a lab, tutorial or section, you can transfer into a different lab, tutorial or section in the same course, in the same term.** Click **"transfer course"**.

2.2 Before you log out, verify your course enrolments and correct any errors. When you are finished, always log out.

## **STEP 3 – TUITION PAYMENT**

**Once you are registered in a term, regardless of whether you have enrolled in any courses during that particular term, you are obliged to pay the tuition fee for that particular term at either the full-time or part-time rate, whichever applies to you.** Billing and payment methods are explained in the **"Tuition Fees"** section under **"Money Matters"** in this Handbook.

Upon registration, your **YU Card will be activated** which will allow you library and other University privileges. You can also set up e-mail and other accounts by logging onto the website of Computing and Network Services (CNS) at [www.yorku.ca/computing](http://www.yorku.ca/computing)

## MONEY MATTERS

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

### **Off-Campus Work Permits Program for International Students**

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

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

Detailed information is available at the website of York International:

<http://international.yorku.ca>

York International

200 York Lanes

Tel: (416) 736-5177

Fax: (416) 736-5176

[yiinfo@yorku.ca](mailto:yiinfo@yorku.ca)

### **Internal – Assistantships**

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

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

#### **Teaching Assistantships (CUPE 3903, Unit 1)**

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

#### **Graduate Assistantships (CUPE 3903, Unit 3)**

A stipend may be paid to a full-time degree candidate for various types of activity. The duties of a graduate assistant may include participation in a practicum, as an apprentice in a laboratory or applied setting, library work for the department or for a research group (normally in cases where it is possible for students to make constructive contributions to group research projects), administrative, clerical and research work. Formal arrangements for work in this category are made with the program director after admission. It should be noted that neither a Master's nor a Doctoral candidate is permitted, while registered as a full-time student, to accept more than ten hours of paid work per week through the University.

## **Research Assistantships**

A stipend may be paid to a full-time degree candidate who is engaged in academic research or activities related to the student's field of study. This may include work on a topic assigned by a full-time faculty member who needs research done in libraries, archives, on the internet, or with community groups. The student will be expected to have some familiarity with research methods in the area for which they are hired. Formal arrangements are made with the program director after admission.

## **Internal – Scholarships**

Both FGS and Office of Student and Financial Services maintain a scholarship database. For further details, please log onto their websites at:

- <http://www.yorku.ca/grads/financial/index.htm>
- [http://sfs.yorku.ca/services/award\\_search/](http://sfs.yorku.ca/services/award_search/)

## **International Tuition Fee Scholarships (ITFS)**

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

## **York Graduate Scholarships**

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

## **Internal – Others**

### **FGS Bursaries**

FGS offers bursaries to both domestic and international full-time students based on financial needs. On-line applications are accepted twice per academic year – Fall/Winter term and Summer term. A website address will be emailed to you at your York U. email account as soon as it is released by FGS in September/October and February/March.

### **Fieldwork Costs Fund (from FGS)**

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

### **Research Costs Fund (from FGS)**

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

The Fund *generally* does not cover books, conference costs, subsistence and tuition fees. ("Generally" means that the Committee will award funds if they are convinced that the expenses are essential for the completion of the research and/or a cheaper alternative is

not available.) All full-time registered graduate students who are members (past and present) of CUPE are eligible for a grant. Master's students should note that Doctoral students take priority. Funding is awarded early Spring and early Fall. Application forms are available in Graduate Program Offices from mid-August through September and from mid-January through February.

### **GSA Emergency Loan**

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

### **Thesis Support Awards (from GSA)**

These awards are intended for expenses resulting from the production of a major research paper, thesis or dissertation. Direct expenses are defined as the cost of supplies, materials, services, etc. expended on the project. (i.e. photocopies, office supplies, travel). Purchases of reusable/resalable items such as computers, office machines, audio/visual equipment, books and journals will not be supported.

Application forms can be downloaded from the GSA website at

[www.yugsa.ca/index.php?section\\_id=23](http://www.yugsa.ca/index.php?section_id=23)

### **M.A. Major Research Paper and PhD Dissertation Production Costs (from FGS)**

All current and past members of Canadian Union of Public Employees Local 3903 (CUPE 3903), Unit 1, may apply for coverage of M.A. Major Research Paper and PhD dissertation production costs. Further information is available on the program website at

[www.yorku.ca/gradhlth/financial.html](http://www.yorku.ca/gradhlth/financial.html)

### **Skills Development Grants (from GSA)**

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

## **Internal - Funding for Conferences**

### **Graduate Development Fund (from FGS)**

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

### **Conference Support (from GSA)**

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

## **External - Scholarships**

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

### **Canada Graduate Scholarships (Master's and Doctoral)**

### **Ontario Graduate Scholarships (Master's and Doctoral)**

The following websites provide an extensive listing of scholarships/bursaries. Do a GOOGLE search on them.

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

## **External – Student Loans**

### **Canada Student Loans**

Detailed information is available at

[www.hrsdc.gc.ca/en/learning/canada\\_student\\_loan/index.shtml](http://www.hrsdc.gc.ca/en/learning/canada_student_loan/index.shtml)

### **Ontario Student Assistance Program (OSAP)**

Detailed information is available at <http://sfs.yorku.ca/aid/osap/index.htm>

#### **If have applied for OSAP ...**

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

## **External - for Students with Disabilities**

### **Bursary for Students with Disabilities**

Detailed information is available at

<https://osap.gov.on.ca/OSAPPortal/en/A-ZListofAid/UCONT004257.html>

### **Canada Study Grant for the Accommodation of Students with Permanent Disabilities and Canada Access Grant for Students with Permanent Disabilities**

Detailed information is available at

[http://www.hrsdc.gc.ca/eng/learning/canada\\_student\\_loan/grant2.shtml](http://www.hrsdc.gc.ca/eng/learning/canada_student_loan/grant2.shtml)

## TUITION FEES

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

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

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

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

Payments can be made either:

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

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

### **Student Financial Services**

Bennett Centre for Student Services, Suite N201

Telephone: (416) 872-9675

Fax: (416) 736-5386

**Graduate Tuition Fees**  
(For students entering York University on September 7, 2011 or later)

**Program Fees per Term Including Tuition and Supplementary Fees**

Status/Program	1 Term (Domestic)	2 Terms (Domestic)	1 Term (International)	2 Terms (International)
Part-time	\$920.84	\$1,841.68	\$2,002.13	\$4,004.26
Full-time	\$1,841.66	\$3,683.32	\$4,004.25	\$8,008.50

**Notes:**

- Domestic Fees** - To be eligible for domestic fees you must be either a Canadian citizen or a permanent resident of Canada (otherwise known as landed immigrant) effective on the dates specified on an annual basis.
- International Fees** - Students who do not have the status specified above, or who apply to York and declare themselves as visa students, will be charged tuition fees at international rates.
- Continuous Active Registration** - Graduate students are required to maintain continuous active registration on a **term-to-term basis** unless they have petitioned and subsequently been approved for a leave of absence of any kinds including maternal/parental leave, leave on compassionate or medical grounds, etc. Once an approval is granted, students are will be registered as inactive and charged a leave of absence fee as explained below.
- Pay Per Term, Not Per Course** - Once you are registered in a term, **regardless of whether you enroll in any courses during that particular term**, you are obliged to pay the tuition fee pertaining to that particular term at either the full-time or part-time rate, whichever applies to you.
- Billing and Payments** – You will receive a monthly statement online at <http://sfs.yorku.ca/services/statements/index.htm> on the 18<sup>th</sup> of every month. Payments on your student account are due on the 10th of each month. If you do not pay the "minimum payment due this month" to the University by this date, you will be subject to interest charges of **1% monthly** on the amount owing from your last statement. **The annual interest rate is 12.7%**. Interest charges are not assessed on fees for terms that begin in a future academic session or on transactions that appear for the 1<sup>st</sup> time on your statement.
- Fees are subject to approval by York's Board of Governors in accordance with the fees guidelines set by the Ministry of Training, Colleges and Universities and are subject to change.

**Additional Charges**

- Registration Fee:** \$15 per student per term (non-refundable).
- Late Fee:** \$200 per student per term (non-refundable) to students who register beyond the term registration deadlines which are: September 7<sup>th</sup>, 2011 (for Fall 2011), January 3<sup>rd</sup>, 2012 (for Winter 2012) and May 1<sup>st</sup>, 2012 (for Summer 2011).
- University Health Insurance Plan (UHIP):** It is **mandatory for all international students** to be enrolled in UHIP. This does not apply to domestic students. For more information, visit the York International website at [www.yorku.ca/yorkint/uhip](http://www.yorku.ca/yorkint/uhip)
- Graduate Student Association (GSA) Health Plan:** The plan is **compulsory for all full-time domestic students without comparable coverage** for drugs and dental. It is **optional for part-time domestic students** who can choose to opt-in if they prefer. The cost of the plan is \$355 for a single person, and an additional \$355 to add one dependant. The cost to add two or more dependants is \$553, on top of the single cost. The costs are subject to change. Refer to the GSA website at [http://yugsa.ca/index.php?section\\_id=5](http://yugsa.ca/index.php?section_id=5) for details on opt-out/in deadlines and coverages.
- Leaves of Absence and External Student Fees:** With an **approved** leave of absence, students are charged \$169.49 per term of absence (subject to change) plus the registration fee of \$15.00 per term.

**Supplementary Fees per Term Included in the Program Fees**

<b>Centrally Collected Ancillary Fees</b>	<b>Part-time</b>	<b>Full-time</b>
Athletics/Recreation	\$33.67	\$67.33
Cultural and Special Services	\$23.42	\$46.84
Counselling	\$16.10	\$32.20
<b>Fees Approved by Student Referenda</b>	<b>Part-time</b>	<b>Full-time</b>
Student Centre - Capital	\$19.91	\$39.82
Graduate Students Association (GSA)	\$18.90	\$37.80
Student Centre - Operating	\$3.25	\$6.50
Grad Lounge	\$2.58	\$5.16
Ontario Federation of Students/Canadian Federation of Students (OFS/CFS)	\$2.49	\$4.97
CHRY - Radio Station	\$0.75	\$1.50
Excalibur	\$0.66	\$1.33
York Women's Centre*	\$0.50	\$1.00
Ontario Public Interest Research Group (OPIRG)*	\$0.50	\$1.00
Sexual Assault Survivors Support Line (SASSL)	\$0.35	\$0.70
Community and Legal Aid Services Program (CLASP)	\$0.25	\$0.50
<b>Total Supplementary Fee Per Term</b>	<b>\$123.33</b>	<b>\$246.65</b>

\* Refundable upon request through the relevant organization.

## Tuition Refund Schedule

Term	Full Credit	20% Program Fee Withheld	60% Program Fee Withheld	No Credit
Fall	Up to and including Sept. 30	Oct. 1 - 15	Oct. 16 - 31	Nov. 1 onward
Winter	Up to and including Jan. 31	Feb. 1 - 15	Feb. 16 - 28	March 1 onward

### Notes:

#### 1. Term Withdrawal

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

#### 2. Degree Completion

**M.A. students** are responsible for tuition fees for all registered terms until they finish all degree requirements including the submission of the followings to the Graduate Program Office.

- ❖ the completed MRP Final Discussion Report
- ❖ a hardcopy and an electronic copy of the finalized MRP

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

**Both MA and PhD students** must first satisfy the requirement of paying for the minimum number of terms (i.e. 3 terms for full-time M.A. students, 6 terms for part-time M.A. students, 12 terms for PhD students) for their particular program of study before any refunds will apply.

## OFFICE OF RESEARCH SERVICES (ORS)

5<sup>th</sup> Floor, York Research Tower  
Tel: (416) 736-5055  
[research@yorku.ca](mailto:research@yorku.ca)

Fax: (416) 736-5512  
[www.research.yorku.ca](http://www.research.yorku.ca)

Students at York University have a wealth of opportunities to become involved in research through our research centers (listed below) and our major research projects.

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

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

### Listing Of Research Centres & Institutes

#### **Canadian Centre for German and European Studies**

<http://ccges.apps01.yorku.ca/wp/>

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

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

#### **Centre for Atmospheric Chemistry**

<http://www.cac.yorku.ca/>

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

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

#### **Centre for Feminist Research**

<http://www.yorku.ca/cfr/>

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

Director: Enakshi Dua  
Address: 206 Founders College      Telephone: 416.736.5915      Email: [cfr@yorku.ca](mailto:cfr@yorku.ca)

### **Israel and Golda Koschitzky Centre for Jewish Studies**

<http://www.yorku.ca/cjs/>

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

Acting Director: Sara R. Horowitz

Address: 758 York Research Tower

Telephone (416) 736-2100 X20191 Fax: 416.736.5344

Email: [srh@yorku.ca](mailto:srh@yorku.ca)

### **CERIS - The Ontario Metropolis Project (Centre of Excellence)**

<http://ceris.metropolis.net/>

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

Director: Valerie Preston

Address: 8th Floor, York Research Tower

Tel: 416.736.5223

Email: [vpreston@yorku.ca](mailto:vpreston@yorku.ca)

### **Centre for Practical Ethics**

<http://www.yorku.ca/ycpe/>

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

Director: Susan Dimock

Address: 220 McLaughlin College

Telephone: 416.736.5113

Fax: 416.736.5436

Email: [ycpe@yorku.ca](mailto:ycpe@yorku.ca)

### **Centre for Public Policy and Public Law**

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

Director: Lesley Jacobs

Address: 6th Floor, York Research Tower

Telephone: 416.736.2100 x.20430

Fax: 416.650.4321

Email: [jacobs@yorku.ca](mailto:jacobs@yorku.ca)

### **Centre for Refugee Studies**

<http://www.yorku.ca/crs/>

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

Director: Susan McGrath

Address: 8th Floor, York Research Tower

Telephone: 416.736.5663

Fax: 416.736.5837

Email: [crs@yorku.ca](mailto:crs@yorku.ca)

## Centre for Research on Biomolecular Interactions

The Centre for Research on Biomolecular Interactions (CRBI) brings together researchers from the Departments of Chemistry and Biology, within the Faculty of Science and Engineering at York University, to further understanding of the mechanistic details of how biomolecules interact with one another, the relationship between biomolecular interactions and cellular processes, and how biomolecular interactions can be used to diagnose and treat diseases.

Director: Sergey Krylov  
Address: 340 Petrie Science and Engineering Building

Email: [skrylov@yorku.ca](mailto:skrylov@yorku.ca)

## Centre for Research in Earth and Space Science

<http://www.cress.yorku.ca/>

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

Director: James Whiteway  
Address: 249 Petrie Science Building  
Telephone: 416.736.5247

Fax: 416.736.5626

Email: [whiteway@yorku.ca](mailto:whiteway@yorku.ca)

## Centre for Research in Mass Spectrometry

<http://www.chem.yorku.ca/CRMS/>

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

Director: K.W. Michael Siu  
Address: 238 Chemistry Building  
Telephone: 416.736.2100 Extension 77860

Fax: 416.736.5936

Email: [kwmsiu@yorku.ca](mailto:kwmsiu@yorku.ca)

## Centre for Research on Language Contact

<http://www.glendon.yorku.ca/crlc>

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

Director: Raymond Mougeon  
Address: 115D Hilliard Residence, Glendon College  
Telephone: 416.736.2100 x 88507

Fax: 416.440.9570

Email: [rmougeon@yorku.ca](mailto:rmougeon@yorku.ca)

**Centre for Research on Latin America and the Caribbean**  
<http://www.yorku.ca/cerlac/>

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

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

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

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

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

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

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

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

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

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

Director: Paul Lovejoy  
Address: 353 York Lanes  
Telephone: 416.736.2100 x.33058                      Email: [tubman@yorku.ca](mailto:tubman@yorku.ca)

**Institute for Research and Innovation in Sustainability**  
<http://www.iris.yorku.ca/>

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

Director: Dawn Bazely

Address: 349 York Lanes

Telephone: 416.736.5784

Fax: 416.736.5195

Email: [irisinfo@yorku.ca](mailto:irisinfo@yorku.ca)

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

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

Acting Director: Ron Owston

Address: 1029 TEL Building

Telephone: 416.736.5019

Email: [rowston@edu.yorku.ca](mailto:rowston@edu.yorku.ca)

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

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

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

- In the fall and winter terms: it offers courses, seminars and certificates in social research methods, such as NVIVO, data mining, SPSS, coding qualitative data, 'mapping disease statistics' (so basically bio-stats and epi), etc.
- In the summer term: it offers a seminar series for qualitative research methods, usually throughout May. It also offers a summer program in data analysis (usually for a week or two in June).

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

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

Director: Michael Ornstein

Address: 5054 TEL (Technology Enhanced Learning Building)

Telephone: 416.736.5061

Fax: 416.736.5749

Email: [isrnews@yorku.ca](mailto:isrnews@yorku.ca)

**The Jack and Mae Nathanson Centre on Transnational Human Rights, Crime and Security**  
<http://nathanson.osgoode.yorku.ca/>

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

Director: Craig Scott

Address: 409M Osgoode Hall Law School

Telephone: 416.736.5586

Fax: 416.650.4321

Email: [orgcrime@yorku.ca](mailto:orgcrime@yorku.ca)

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

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

Director: Jennifer Connolly

Address: 5022 TEL

Telephone: 416.736.5528

Fax: 416.736.5647

Email: [lamarsh@yorku.ca](mailto:lamarsh@yorku.ca)

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

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

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

Director: David Hood

Address: 342 Farquharson Bldg

Email: [dhood@yorku.ca](mailto:dhood@yorku.ca)

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

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

Director: Seth Feldman

Address: 7th Floor, York Research Tower

Telephone: 416.736.5499

Fax: 416.736.5739

Email: [sfeldman@yorku.ca](mailto:sfeldman@yorku.ca)

### **York Centre for Asian Research**

<http://www.yorku.ca/ycar/>

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

Director: Susan Henders

Address: 8th Floor, York Research Tower

Telephone: 416.736.5281

Fax: 416.736.5688

Email: [ycar@yorku.ca](mailto:ycar@yorku.ca)

### **York Centre for Education and Community**

<http://www.yorku.ca/ycec>

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

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

Director: Carl James

Address: 3150 TEL Building

Email: [cjames@edu.yorku.ca](mailto:cjames@edu.yorku.ca)

### **York Centre for International and Security Studies**

<http://www.yorku.ca/yciss>

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

Director: Robert Latham

Address: 7th Floor, York Research Tower

Telephone: 416.736.5156

Fax: 416.736.5752

Email: [yciss@yorku.ca](mailto:yciss@yorku.ca)

### **York Centre for Vision Research**

<http://cvr.yorku.ca/home/>

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

Director: Hugh Wilson

Address: 0009 Computer Science Building

Telephone: 416.736.5659

Fax: 416.736.5857

Email: [cvr@yorku.ca](mailto:cvr@yorku.ca)

**York Institute for Health Research**

<http://www.yorku.ca/yihr/>

The York Institute for Health Research (YIHR) promotes interdisciplinary health research. Comprised of faculty from law and the social, health and environmental sciences, YIHR is based upon the assumption that health depends upon many interacting variables - social, political, economic, cultural and historical - and that without attention to these variables, efforts at intervention are likely to fail.

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

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

Director: Marcia Rioux

Address: 5021 Technology Enhanced Learning Building (TEL)

Telephone: 416.736.5941

Fax: 416.736.5986

Email: [yihr@yorku.ca](mailto:yihr@yorku.ca)

## STUDENT RESOURCES

### **Canadian Union of Public Employees (CUPE) - Local #3903**

CUPE 3903 represents contract faculty, tutors, markers, demonstrators, as well as teaching, research, and graduate assistants at York University.

104 East Office Building

Tel: 416-736-5154

Fax: 416-736-5480

<http://3903.cupe.ca/>

### **Career Centre**

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

Suite 202, McLaughlin College

Tel: 416-736-5351

Fax: 416-736-5684

[www.yorku.ca/careers/](http://www.yorku.ca/careers/)

### **Centre for Academic Writing**

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

S329 Ross Building

Tel: 416 736-5134

[www.arts.yorku.ca/caw/](http://www.arts.yorku.ca/caw/)

### **Centre for the Support of Teaching (CST)**

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

CST also hosts an annual "TA Day" in August and an annual "TA professional Development Day" during the Winter reading-week. Although not all workshops are relevant to leading tutorials, CST offers classes such as "Planning your tutorial – how to do it effectively and efficiently", "Providing effective feedback for student writing", "Course design", "Micro teaching sessions" and most importantly, it hosts TA Conversation lunches with different topics every month. In case you cannot attend, check out the on-line resources and recordings of past sessions at [www.yorku.ca/cst/media/index.html](http://www.yorku.ca/cst/media/index.html)

1050 TEL Building

Tel: 416 736-5754

[www.yorku.ca/cst/](http://www.yorku.ca/cst/)

### **Centre for Student Community & Leadership Development**

This office provides information on students groups, clubs and associations on campus. Their web site also provides information on off-campus housing, disability services, students publications and more.

S172 Ross Building

Tel: 416-736-5144

TTY: 416-736-5940

Fax: 416-736-5461

[www.yorku.ca/sclid/](http://www.yorku.ca/sclid/)

### **Coalition of Jewish Gay, Lesbian and Bisexual Students**

The Coalition runs weekly peer support groups downtown, and offers other programming throughout the year.

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

### **Community and Legal Aid Services Program**

They provide services to persons without a legal aid certificate. C.L.A.S.P. is staffed by law students who are supervised by qualified lawyers.

118 Osgoode Hall  
Tel: 416-736-5029 Fax: 416-736-5564 [www.osgoode.yorku.ca/clasp/](http://www.osgoode.yorku.ca/clasp/)

### **Counselling and Disability Services (CDS)**

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

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

N110 Bennett Centre for Student Services  
Tel: 416-736-5297 [www.yorku.ca/dshub](http://www.yorku.ca/dshub)

### **Graduate Research Association of Students in Public Health (GRASP)**

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

357 Bethune College [grasp@yorku.ca](mailto:grasp@yorku.ca)

### **Graduate Students' Association (GSA)**

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

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

### **Office of the Ombudsperson and the Centre for Human Rights**

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

S327 Ross Building (South Tower)  
Tel: 416-736-5682 Email: [rights@yorku.ca](mailto:rights@yorku.ca) [www.yorku.ca/rights\\_](http://www.yorku.ca/rights_)

### **Sexual Harassment Education and Complaint Centre**

Any member of the York community who is experiencing, or thinks they are experiencing sexual harassment, based on their gender or sexual orientation should visit the Complaint Centre for a confidential meeting. Advice, support and workshops are offered and there is also a 24 hour peer support telephone service - the Sexual Assault Survivors Support Line.

108 Central Square

Crisis line: (416) 650-8056

Information line: (416) 736-5500

### **Transgendered Bisexual Lesbian Gay Alliance (TBLGAY)**

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

A449 Student Centre

Tel: 416-736-2100, ext. 20494

[www.yorku.ca/tblgay/](http://www.yorku.ca/tblgay/)

### **York Women's Centre**

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

322 Student Centre

Tel: 416-736-2100 ext. 33484

[cwtpyork@gmail.com](mailto:cwtpyork@gmail.com)

[www.yorku.ca/ywc/](http://www.yorku.ca/ywc/)

# TECHNOLOGY

## Computing and Network Services (CNS)

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

Computing Commons, William Small Centre

Tel: 416-736-5800

helpdesk@yorku.ca

[www.yorku.ca/computing/students](http://www.yorku.ca/computing/students)

## Passport York and Email Account - Creation and Activation

Log onto this website:

[www.yorku.ca/computing/students](http://www.yorku.ca/computing/students)

1. Click on **"Passport York – Get your Username and Password"**.
2. Click on **"Passport York"**, then **"Sign Up for a Passport York Account"** and then **"New Student Sign Up"**.
3. Enter your **student number** (set as your default Passport York Username) and **birth date** (set as your default Passport York Password) in the format YYYYMMDD.
4. Create your **Passport York Password** (follow the instructions on screen).
5. Choose your **Passport York Username** when prompted. This username (i.e. [username@yorku.ca](mailto:username@yorku.ca)) will be yours until you finish at York.
6. Click **OK** and you will once again see the Passport York Login web application page.
7. Type in your new Passport York Username you just created.
8. Type in your new Passport York Password you just created.
9. Click on **"Login"**.
10. Click on **"Activate New Services"**. Services that are available to you will be listed vertically in the left-hand column on screen.
11. Click on **"Electronic Mail Service"**. Read the policy of the account and agree to the terms.
12. Follow the instructions to create your **Electronic Mail Password**. (It can be different from your Passport York Password. But to make things easier to remember, you may make the email password the same as your Passport York Password.)
13. **Repeat steps 10 to 11 to activate all of the other services** available to you such as: FAS, WebCT, etc. Note that most requests are processed within 30 minutes but some may take up to 24 hours if service involved is slow or not available.

(FAS is the service you need to log into the computers in various Libraries and computer labs.)

14. Click on **"Logout"** when finished. (The button is located on top of the screen.)

## Update Your Personal Information on Your York Student Account

1. Logging onto the Office of the Registrar's website at [www.registrar.yorku.ca](http://www.registrar.yorku.ca) (click on **"My Online Services"** and **"Change my address, contact information and next of kin information"**). Follow the instructions on screen.

## “Additional” Computer Labs

- Designated adaptive computer lab
- 2 ACCLABS computer labs

<p><b>NOTES:</b></p>	<p>1. Students must have activated a Passport York account before use. Students must also have activated the <b>File Access Service</b>.</p> <p>2. Regular printing charges will apply for printing that is done in these computer labs.</p> <p>3. HNES B13 is reserved for graduate students in the Health program as well as the Health program ONLY.</p> <p>It is an adaptive computer lab equipped with 7 computers - 3 of them have adaptive software applications installed (e.g. Kurzweil 1000/3000, Read and Write, WordBar, etc.). All 7 workstations are wheelchair accessible.</p> <p>To access, students are required to borrow an access card from the Graduate Program Office and return it to the Office no later than noon on the next business day.</p>
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### A. Where? Hours of Operation?

Building	Lab Rooms	Hours of Operation
Health Nursing Environmental Studies (HNES)	<ul style="list-style-type: none"> <li>• HNES B02</li> <li>• HNES B14</li> </ul>	<ul style="list-style-type: none"> <li>• Monday to Thursday: 8:30 AM to 8:50 PM</li> <li>• Friday: 8:30 AM to 4:50 PM</li> <li>• Saturday &amp; Sunday: closed</li> </ul>
	HNES B13 (designated adaptive lab)	<ul style="list-style-type: none"> <li>• Monday to Friday: 8:30 AM to 9:00 PM</li> <li>• Saturday &amp; Sunday: Closed</li> </ul>

### B. Printing

You will use your **YU-Card** to pay for the files you print in any computer labs on campus for **\$0.10 per page** (Color printing is **\$0.25 per page**). If you want to take advantage of the \$300 free printing copies, refer to the instruction outlined in the previous page, under “Free \$300 Quota Printing for registered Graduate Students” for details.

Once a 'job' is sent to a printer (the PC's default printer):

- go to the print release station [a PC and a printer(s)]
- login using your Passport York Login userID and password [not your lab account]
- select your print job and click the Continue button
- swipe your YU-Card when prompted
- click on the Pay and Print button (money is not deducted until you click this button)

Money can be added to YU-Card balance at [www.yorku.ca/yucard/depositfunds.html](http://www.yorku.ca/yucard/depositfunds.html) Alternatively, students can go to the YU-Card Office (9 am - 4 pm) located in Room 200, William Small Center or all libraries. The card KIOSKS are located by the library's photo-copiers.

If you experience problems with printing, please send an e-mail to [helpdesk@yorku.ca](mailto:helpdesk@yorku.ca) and include in your report; a detailed description of the problem, your name, userID (login name), student number, the room number from where you printed, the room number where the printer is located and the date and approximate time of the occurrence.

### **C. Data Storage**

Students can save files on either:

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

**Files saved on the local C: drive will automatically be deleted after you log out.**

## TRANSIT OPTIONS AND CAMPUS PARKING

### Toronto Transit Commission (TTC Subway & Bus)

Tel: 416-393-INFO (24 hours/day, 7 days/week)

[www.ttc.ca](http://www.ttc.ca)

Accessible routes via TTC:

[http://www3.ttc.ca/TTC\\_Accessibility/index.jsp](http://www3.ttc.ca/TTC_Accessibility/index.jsp)

#### **Discounted TTC Metropasses (for full-time students only)**

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

#### **How to get a Post-Secondary TTC Student Photo ID?**

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

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

Monday - Friday: 3:00 pm - 7:00 pm

Saturday: 10:00 am - 4:00 pm

First and last business day of each month (Monday to Friday, only): 11:00 am – 7:00 pm

Sundays and Statutory Holidays: Closed

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

#### **Accessible routes/stations marked with an \***

##### **Downsview Station\*:**

York University 196 Express bus or the 106\* bus

##### **Sheppard Station\*:**

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

##### **Finch Station\*:**

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

##### **Jane Station:**

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

##### **Keele Station:**

Keele Station or Keele St. south of Steeles, Keele 41B and 41C.

## **TTC Special Services - Wheel-Trans**

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

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

### **Customer Service & Wheel-Trans Registration Information**

Tel: 416-393-4111

Open Weekdays from 8:00 a.m. to 4:00 p.m.

### **Reservations**

Tel: 416-393-4222

Same Day - available weekdays 5:30 a.m. to 1:00 a.m.

Weekends and Holidays - 6:30 a.m. to 1:00 a.m.

Advance - available daily 7:00 a.m. to 11:00 p.m.

Prebook - available daily after 12:00 p.m.

### **RideLine**

A quick and easy method of booking, confirming or canceling a Wheel-Trans trip using your touch-tone phone.

Tel: 416-397-8000

Touch-Tone Trip Info available everyday from 5:00 a.m. to 2:00 a.m.

### **Automated Trip Booking**

Tel: 416-397-8000

Available everyday from 7:00 a.m. to 11:00 p.m.

### **Cancellation Line**

Tel: 416-393-4311

Available 5:30a.m. to 1:00a.m. weekdays/6:30a.m. weekends and holidays

### **TTY Line**

Tel: 416-393-4555

Available everyday from 7:00 a.m. to 12:00 am

## **GO Transit (Trains & Buses)**

1 888 GET ON GO (438-6646)

[www.gotransit.ca](http://www.gotransit.ca)

### **GO Transit Student Identification Card – Online Application**

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

#### **York Parking and Transportation office**

222 William Small Centre

(Tel) 416-736-5335

E-mail: [transit@yorku.ca](mailto:transit@yorku.ca)

#### **Accessible GO Train service**

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

#### **Accessible GO Bus routes**

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

#### **Via Rail Transit**

[www.viarail.ca](http://www.viarail.ca)

#### **Brampton Transit**

[www.brampton.ca/transit](http://www.brampton.ca/transit)

#### **Mississauga Transit**

[www.mississauga.ca/portal/residents/publictransit/](http://www.mississauga.ca/portal/residents/publictransit/)

## **York Region Transit / VIVA**

1-866-MOVE YRT (668-3978)

[www.yorkregiontransit.com](http://www.yorkregiontransit.com)

**NOT all YRT buses are accessible.**

### **Specialized Transit Services: YRT Mobility Plus**

YRT Mobility Plus provides exterior-door-to-door service for residents of York Region, who due to a physical or functional limitation, are unable to board, ride or disembark from a regular transit bus. For additional information go to

[www.yorkregiontransit.com/mobilityplus/index.asp](http://www.yorkregiontransit.com/mobilityplus/index.asp)

### **How to Reach YRT Mobility Plus**

Tel: 905-762-2112

Toll-free: 1-866-744-1119

Fax: 905-762-2110

### **Hours of Operation**

Monday – Saturday 6:00 a.m. to Midnight

Sunday & Statutory Holidays 8:30 a.m. to 10:00 p.m.

### **Office Hour**

Monday to Friday 8:30am to 4:30 pm

### **Call Centre Hours**

Monday - Friday 6:00 a.m. to 12:00 a.m. (No bookings after 7:00 p.m., only confirmations)

Saturday and Sunday 8:30 a.m. to 10 p.m.

Holidays 8:30 a.m. to 10 p.m. (For confirmations only; no booking)

### **Accessible YRT Routes:**

#### **Woodbridge**

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

#### **Thornhill**

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

#### **Keele North**

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

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

Tel: 905-886-6767

[www.vivanext.com](http://www.vivanext.com)

## **Student Security Escort Service (goSAFE program)**

### **goSAFE Office**

115B William Small Centre

Tel: 416-736-5454

[www.yorku.ca/goSAFE](http://www.yorku.ca/goSAFE)

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

### **Van Go**

VAN GO is a service designed to assist persons with disabilities with their transportation needs in and around the Keele campus, in a wheelchair-accessible vehicle. This service is a joint effort between Security, Parking and Transportation Services and the Office for Persons with Disabilities. The service is operational from 8am to 10pm, Monday to Friday.

Tel: 416- 736-5263 (TTY)

or

Tel: 416-736-5140

(Office for Persons with Disabilities)

### **Glendon-Keele Shuttle Service**

Security, Parking and Transportation Services offers a complimentary Glendon-Keele Shuttle Service for the York community traveling between the two campuses.

Tel: 416-736-2100 ext. 22546

[www.yorku.ca/transportation/shuttle.htm](http://www.yorku.ca/transportation/shuttle.htm)

### **Carpool**

Carpooling is an effective option for individuals who commute long distances to and from school/work and have limited access to public transit. For information on how to start carpooling or to register for a free ride-matching service, go to

<http://yorku.carpoolzone.smartcommute.ca/en/my/> to find a carpool partner to York University.

If you choose to carpool, you may qualify for the Revised Car Pool Parking Program. See also Smart Commute - North Toronto, Vaughan (NTV). Tel: (416) 650-8205

[www.smartcommutentv.ca/index.php?option=com\\_frontpage&Itemid=1](http://www.smartcommutentv.ca/index.php?option=com_frontpage&Itemid=1)

### **Parking Services**

All faculty, staff and students who park on University property are required to purchase an annual or sessional parking permit or to pay the daily parking fee, and abide by the parking and traffic regulations of the University. Application forms for permits are available on-line at

[www.yorku.ca/parking/permits.html](http://www.yorku.ca/parking/permits.html)

Information about obtaining a **medical parking permit and access card** is available at [www.yorku.ca/parking/medical.html](http://www.yorku.ca/parking/medical.html) Further queries are to be directed to Donna Hubbert ([dhubbert@yorku.ca](mailto:dhubbert@yorku.ca); 416-736-5112) or Helen Hicks ([hhicks@yorku.ca](mailto:hhicks@yorku.ca); 416-736-5591).

### **Parking and Transportation office**

222 William Small Centre (Tel) 416-736-5335

E-mail: [parking@yorku.ca](mailto:parking@yorku.ca)

[www.yorku.ca/parking](http://www.yorku.ca/parking)

## **CRITICAL LITERATURE REVIEW STRUCTURE**

This structure is recommended as one found by students to assist them in developing a literature analysis which has:

- Strong internal and overall organization
- An integrated information approach
- Strong internal and overall analysis
- An articulate discussion

### **Introductory Statement**

- State the overall issue to be addressed
- State why this issue should be addressed
- State the themes you see in the literature

### **1<sup>st</sup> Theme**

- State what will appear in this first theme
- Read through the literature for the first theme
- Select 2 to 4 seminal sources which explain the theme
- State what important points you are making
- Bring in other sources that support your argument
- Bring in other sources that contradict or question your main hypothesis

### **2<sup>nd</sup> Theme, etc.**

- Build a bridge from the preceding theme to the new theme
- Proceed as for the first theme
- Show how this theme relates to the preceding themes

### **Conclusion**

- Develop an overall summary of the literature that you are dealing with
- Reiterate the key points you made under the themes
- Draw major conclusions
- Indicate what research is missing in the literature and what needs to be addressed

**Critical Disability Studies, November 2006**

## INFORMATION ON WRITING A RESEARCH PAPER

1. **York University Libraries - Academic Writing Guide, Footnotes/Bibliographies/Refworks on-line tutorials and examples**  
<http://www.library.yorku.ca/ccm/rg/preview/academic-writing-guide.en?q11n.enc=UTF-8>
2. **The Relationship Between the Research Question, Hypotheses, Specific Aims, and Long-Term Goals of the Project**  
<http://www.theresearchassistant.com/tutorial/2-1.asp>
3. **Writing a Research Paper**  
<http://owl.english.purdue.edu/workshops/hypertext/ResearchW/point.html>
4. **Library Research Using Primary Resources**  
<http://www.lib.berkeley.edu/TeachingLib/Guides/PrimarySources.html>
5. **Library Research: Finding Primary Sources**  
<http://www.lib.berkeley.edu/instruct/guides/primarysources.html>
6. **Harvard Styles for references/bibliography**  
[http://www.library.uq.edu.au/training/citation/harvard\\_6.pdf](http://www.library.uq.edu.au/training/citation/harvard_6.pdf)
7. **Writing Centre at Harvard University**  
<http://sites.harvard.edu/icb/icb.do?keyword=k33202&pageid=icb.page143936>
8. **A Research Guide for Students**  
<http://www.aresearchguide.com>
9. **A Guide for Writing Research Papers based on Styles Recommended by the American Psychological Association**  
<http://webster.commnet.edu/apa/index.htm>
10. **OWL On-line Writing Lab**  
<http://owl.english.purdue.edu/workshops/hypertext/ResearchW/point.html>
11. **Preparing for Thesis Research**  
<http://www.lib.berkeley.edu/ENVI/thesisgd.html#Guides>
12. **Developing a Research Thesis**  
[http://www.esc.edu/esonline/across\\_esc/writerscomplex.nsf/wholeshortlinks2/Developing+Thesis?opendocument](http://www.esc.edu/esonline/across_esc/writerscomplex.nsf/wholeshortlinks2/Developing+Thesis?opendocument)
13. **Developing a Research Question**  
[http://www.esc.edu/esonline/across\\_esc/writerscomplex.nsf/wholeshortlinks2/Developing+Question?opendocument](http://www.esc.edu/esonline/across_esc/writerscomplex.nsf/wholeshortlinks2/Developing+Question?opendocument)
14. **Dissertation Proposal Workshop**  
<http://iis.berkeley.edu/DissPropWorkshop/nutsandbolts>
15. **Planning and Writing a Research Proposal: A guide for teachers doing research**  
<http://www.serprofessoruniversitario.pro.br/m%C3%B3dulos/metodologia-da-pesquisa/planning-and-writing-research-proposal-a-guide-teachers-doing-research>
16. **What is a Systematic Review?**  
[http://www.whatisseries.co.uk/whatis/pdfs/What\\_is\\_syst\\_rev.pdf](http://www.whatisseries.co.uk/whatis/pdfs/What_is_syst_rev.pdf)

## FORMS

The following is a list of frequently used forms posted on the FGS website at [www.yorku.ca/grads/forms.htm](http://www.yorku.ca/grads/forms.htm)

- **Attending Physicians Statement**
- **Petition Form**  
Examples of common requests are:
  - a) Advanced Standing
  - b) Authorization to Pursue Graduate Studies at a location other than York
  - c) Change of Registration Status
  - d) Extension of Program Time Limits
  - e) Leaves of Absence
  - f) No Course Available Petition
  - g) Reinstatement
  - h) Reinstatement to Defend
  - i) Waive a program Requirement
- **Program Approval**
  - a) Elective Leave of Absence
  - b) Maternity Leave
  - c) Parental Leave
- **Program Withdrawal Form**
- **Course Transaction Form**  
(for requesting adding/dropping courses after the online enrollment window is closed, a late grade change by the program, or course extension)
- **Request to Take Courses in Another Graduate Program at York for Credit**
- **Undergraduate Course Request**  
(for requesting to take an undergraduate course to fulfill degree requirement)
- **Ontario Visiting Graduate Student Application**  
(for requesting to take a course at another Ontario University)
- **Ontario Visiting Graduate Student Withdrawal Form**
- **Leave to Appeal/Appeal Form**

The following forms are posted on the program website at [www.yorku.ca/gradhlth](http://www.yorku.ca/gradhlth) (click on "Guidelines, Policies and Forms").

- **Assignment Deferred Standing Agreement**
- **PhD Progress Report**



# Keele Campus Map

4700 Keele St., Toronto, ON M3J 1P3

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| <p><b>Academic, Administrative &amp; Commercial Buildings</b></p> <ul style="list-style-type: none"> <li>59 190 Albany Road – ALB</li> <li>92 Accolade East Building – ACE</li> <li>93 Accolade West Building – ACW</li> <li>95 Archives of Ontario/York Research Tower (completion March 2009)</li> <li>33 Atkinson – AC</li> <li>29 Behavioural Science – BSB</li> <li>41 Bennett Centre for Student Services – Admissions – BCSS</li> <li>24 Bookstore, York Lanes – YL</li> <li>10 Calumet College – CC</li> <li>27 Central Square – CSQ</li> <li>58 Central Utilities – CUB</li> <li>38 Centre for Film &amp; Theatre – CFT</li> <li>16 Chemistry – CB</li> <li>62 Computer Methods (non-York facility)</li> <li>19 Computer Science &amp; Engineering – CSE</li> <li>26 Curtis Lecture Halls – CLH</li> <li>6 East Office Building – EOB</li> <li>94 Executive Learning Centre – ELC</li> <li>21 Farquharson Life Sciences – FARQ</li> <li>50 Founders College – FC</li> <li>2 Sherman Health Science Research Centre (completion July 2009)</li> <li>31 Health, Nursing &amp; Environmental Studies – HNES</li> <li>36 Joan &amp; Martin Goldfarb Centre for Fine Arts – CFA</li> <li>61 Kinsmen – KINS</li> <li>43 Lorna R. Marsden Honour Court and Welcome Centre</li> <li>20 Lumbers – LUM</li> <li>51 McLaughlin College – MC</li> <li>11 Norman Bethune College – BC</li> <li>17 Observatory, Petrie – PSE</li> <li>32 Osgoode Hall Law School – OSG</li> <li>17 Petrie Science &amp; Engineering – PSE</li> <li>60 Physical Resources – PRB</li> <li>28 Ross – ROSS</li> <li>25 Scott Library – SCOTT</li> <li>27 Scott Religious Centre, Central Square – CSQ</li> <li>40 Seneca @ York, Stephen E. Quinlan Building (non-York facility)</li> <li>42 Seymour Schulich Building – SSB</li> <li>18 Steacie Science &amp; Engineering Library – SSL</li> <li>22 Stedman Lecture Halls – SLH</li> <li>13 Stong College – SC</li> <li>23 Student Centre – STC</li> <li>4 Tait McKenzie Centre – TAIT</li> <li>39 Technology Enhanced Learning – TEL</li> <li>56 Vanier College – VC</li> <li>30 Vari Hall – VH</li> <li>5 West Office Building – WOB</li> <li>15 William Small Centre – WSC</li> <li>53 Winters College – WC</li> <li>24 York Lanes Retail Centre – YL</li> </ul> | <p><b>Visual &amp; Performing Arts Facilities</b></p> <ul style="list-style-type: none"> <li>92 Art Gallery of York University (ACE)</li> <li>37 Burton Auditorium – BURT</li> <li>92 Gales Gallery (ACW)</li> <li>38 Joseph G. Green Studio Theatre (CFT)</li> <li>92 McLean Performance Studio (ACE)</li> <li>92 Price Family Cinema (ACE)</li> <li>92 Sandra Faire and Ivan Fecan Theatre (ACE)</li> <li>92 Tribute Communities Recital Hall (ACE)</li> </ul> | <p><b>Student Residences &amp; Apartments</b></p> <ul style="list-style-type: none"> <li>48 320 Assiniboine Road – AS2</li> <li>47 340 Assiniboine Road – AS4</li> <li>46 360 Assiniboine Road – AS6</li> <li>45 380 Assiniboine Road – AS8</li> <li>34 Atkinson Residence – AR</li> <li>9 Calumet Residence – CR</li> <li>49 Founders Residence – FR</li> <li>57 Harry Sherman Crowe Co-op (non-York facility)</li> <li>12 Norman Bethune Residence – BR</li> <li>44 Passy Gardens, 2-18 Passy Cres. – PASSY</li> <li>35 The Pond Road Residence – POND</li> <li>14 Stong Residence – STR</li> <li>52 Tatham Hall – TH</li> <li>55 Vanier Residence – VR</li> <li>54 Winters Residence – WR</li> </ul> | <p><b>Reserved Parking Lots</b></p> <ul style="list-style-type: none"> <li>67 Albany Road Lot</li> <li>83 Atkinson Lot</li> <li>75 EOB Lot</li> <li>66 Founders Road East Lot</li> <li>65 Founders Road West Lot</li> <li>81 Library Lot</li> <li>73 Lumbers Lot</li> <li>82 Nelson Road Lot</li> <li>64 Northwest Gate Lot</li> <li>91 Passy Crescent Lot</li> <li>68 Physical Resources Lot</li> <li>69 Rideau Road Lot</li> <li>88 Sentinel Road East Lot</li> <li>63 Shoreham Drive Lot</li> <li>74 Steacie Lot</li> <li>77 Tait McKenzie Lot</li> <li>86 The Pond Road East Lot</li> <li>78 WOB West Lot</li> <li>70 York Boulevard Lot</li> </ul> | <p><b>Sport &amp; Recreation Facilities</b></p> <ul style="list-style-type: none"> <li>1 Canlan Ice Sports (shared use) – ICE</li> <li>4 Tait McKenzie Centre – TAIT</li> <li>8 Tennis Canada - Rexall Centre – REX</li> <li>7 Toronto Track &amp; Field Centre (shared use) – TF</li> <li>3 York Stadium</li> </ul> | <p><b>Visitor Parking Lots</b></p> <ul style="list-style-type: none"> <li>66 Founders Road East Lot</li> <li>64 Northwest Gate Lot</li> <li>79 Thompson Road Lot</li> <li>76 WOB East Lot</li> </ul> | <p><b>Parking Garages (Visitors)</b></p> <ul style="list-style-type: none"> <li>80 Arboretum Parking Garage – ARB</li> <li>84 Student Services Parking Garage – SSP</li> <li>72 York Lanes Parking Garage</li> </ul> | <p><b>Visitor &amp; Reserved Parking Lots</b></p> <ul style="list-style-type: none"> <li>71 Vanier Temporary Lot (closed until April 2009)</li> </ul> |
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## HOW TO CONTACT US

Joel Lexchin, MD  
Marcia Rioux, PhD  
Co-Graduate Program Directors

or

Cynthia Goodfellow  
Domenica Lam  
Co-Graduate Program Assistants

Graduate Program in Health  
Room 424, Health, Nursing and  
Environmental Studies Building  
York University  
4700 Keele Street  
Toronto, Ontario Canada M3J 1P3

Tel: 416 736 5157  
416 736 2100 ext 44494  
Fax: 416 736 5227  
gradhlth@yorku.ca  
[www.yorku.ca/gradhlth](http://www.yorku.ca/gradhlth)