

# GRADUATE STUDENTS' GUIDEBOOK

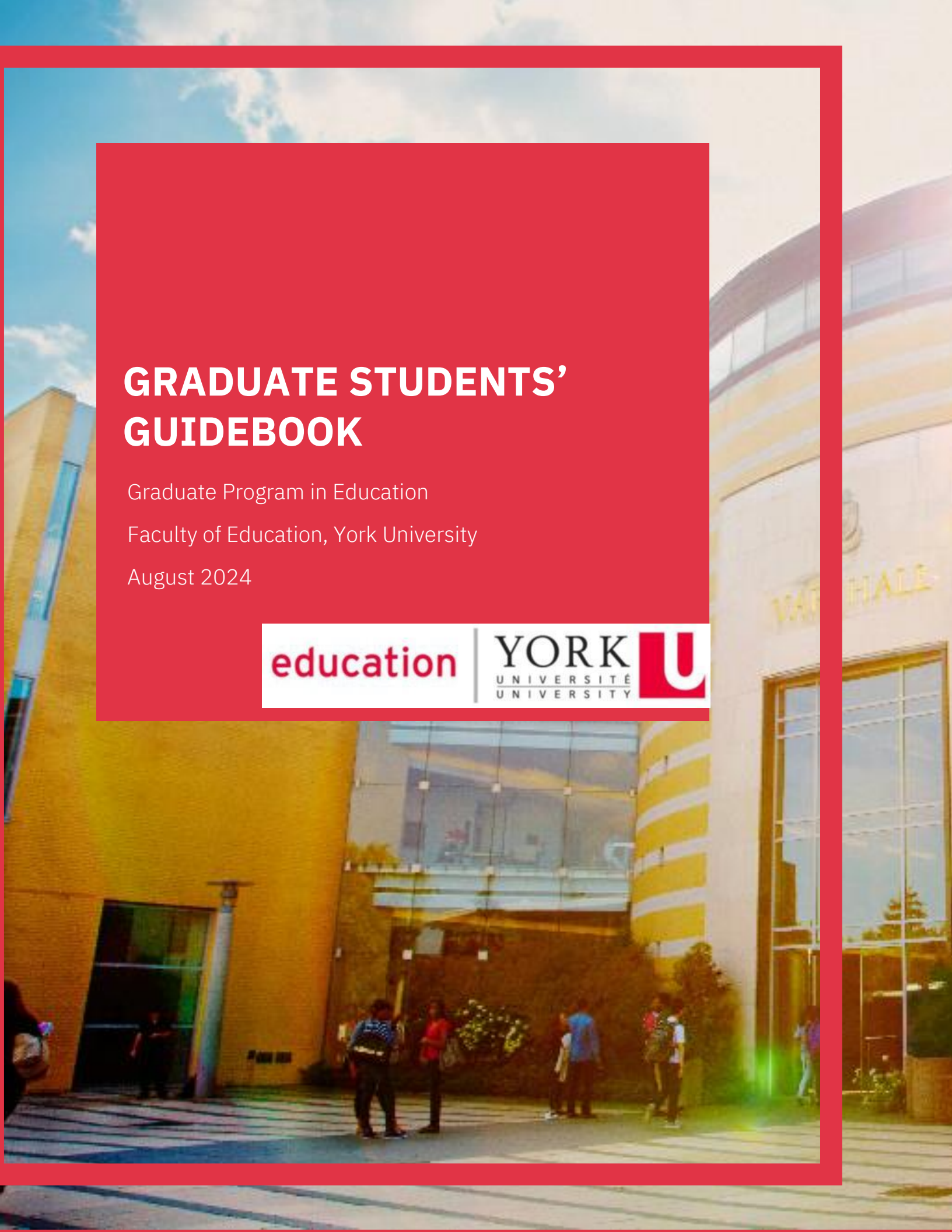
Graduate Program in Education

Faculty of Education, York University

August 2024

education

YORK  
UNIVERSITÉ  
UNIVERSITY



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# Graduate Program in Education: Getting Set Up

## Welcome and Introduction

Welcome to the Graduate Program in Education at York University! We are excited to have you studying with us and hope that you will take advantage of your time and get involved in the many opportunities available to you.

This guidebook has been designed with the information needed to help you get set up and to proceed through your graduate program at York University – not only with your coursework, but also as an active member of our community.

Additional information is also provided for current students at the graduate students' resource [page](#). **Please bookmark this page for future reference.**

If you cannot find the information you require within these pages, please contact the Graduate Program Office in Education. We are located at 108 Winters College. You can call us at: (416) 736-5018 or email us at: [gradprogram@edu.yorku.ca](mailto:gradprogram@edu.yorku.ca)

Thank you again for choosing to study at York University, and we look forward to working with you!

**Please note:** This guidebook is provided as a resource. The university is governed by Senate; all Senate policies can be found at the [webpage](#). All documents on the Senate site are definitive for the university; documents and processes cannot be changed or altered from those that have been approved.

Full information on program policies is available on the [FGS Website](#)

**Please note:** Students are responsible for familiarizing themselves with all the rules, regulations and protocols that are laid out by the Faculty of Graduate Studies (FGS) and York University.

## YU Start

This online [module](#) is your primary online resource for preparing for your academic journey at York.

Containing topics such as "Financing Your Education," "Transportation," "Careers" and "Academic Success," it is a great way to make sure you are ready when you arrive on campus.

## Helpful Start-up Tips

- After reviewing this resource and the [website](#), **mark your calendar** at the beginning of your program for all recurring dates and deadlines to help you keep on track.
- **Bookmark websites** that are relevant to you and your program now so that you can find them easily.

## Your Status as a Student

As a graduate student at York University, you are a student of the [Faculty of Graduate Studies](#) (FGS); each Faculty in the university has a Graduate Program office. Since you are studying in the Graduate Program in Education, much of your support and contact will be from the Graduate Program in Education office, which is part of both FGS and the Faculty of Education. We have both full-time and part-time students in our program.

- You can find information on the FGS at the [webpage](#).
- You can find information on the Faculty of Education at the [webpage](#).

Our unique graduate program will allow you to study education within the broad field of Language, Culture and Teaching. As a student in our program, you will share our commitment to the interdisciplinary study of education through rigorous intellectual inquiry. You will critically engage with the diverse perspectives of education and educational research and have the flexibility to define your specific research agendas. Social, historical and cultural contexts of education and contemporary practices of pedagogy, learning and curriculum will inform your scholarly inquiry.

Our program's philosophy and curriculum have an underlying commitment to social justice. We emphasize practices of equity, access and educational design and our courses offer a range of opportunities to question meanings and practices of social difference including those based on race, ethnicity, sexuality, gender, class and ability. You will benefit from a vibrant, innovative and culturally diverse environment that will contribute positively to your educational development and that of the community.

**Important Reminder:** You must be [actively registered in all three terms](#) (Fall, Winter, Summer) each year for the duration of your degree program. This includes when you are working on your thesis or dissertation—you may not be taking any more classes, but you *must still be registered!* Mark your calendar to make sure that you register on time; *late fees apply!*

Find a list of all FGS regulations [here](#). Students are responsible for being aware of these regulations and following them.

**Students who have completed coursework and are continuing to work on their MRP/Thesis/Dissertation must enrol in EDUC 6000 each term.**

## Terminology: Registration vs. Enrollment

York University has specific terminology for some processes. In order to help avoid confusion, please note the differences in nomenclature:

- **Registration** – You register in the *Graduate Program in Education*. **You must register for each term** (Summer, Fall, and Winter) until you complete all your degree requirements. Do not let your registration lapse! Even when you are writing a thesis or dissertation, you must be registered in the program! Terms are generally:
  - Fall: September to December
  - Winter: January to April
  - Summer: May to August
  - See details about registration [here](#)
- **Enrollment** – You enroll in *courses*. In order to enroll in courses, you must be currently registered in the Graduate Program
  - You will need to register for *both* Fall and Winter terms, even when you have enrolled in a year-long course.
  - See details about enrollment at [Enrolment - Faculty of Graduate Studies](#)

## Staff and Office Hours

General office hours for the **Graduate Program in Education** are currently:

- **Monday to Thursday:** 9:00 am to 5:00 pm
- **Friday:** 8:30 am to 4:30 pm
  - NOTE: From May 22 until Labor Day the Friday office hours are usually from **8:30 to 3:30**

General office hours for *much of the university* are:

- **Monday to Friday:** 8:30 to 4:30
  - NOTE: From May 22 until Labor Day the office hours Fridays are usually from **8:30 to 3:30**

## Offices

### In the Faculty of Education:

- Graduate Program Office – 108 Winters College
- Office of the Dean – 240 Winters College
- Experiential Education Office - 134 Winters College
- Academic Programs Office - 108 Winters College
- Professional Learning Office – 3150 Victor Dahdaleh Building
- IT Office – 031 Winters College
- Kitchen/Lounge Space for Graduate Students – 113 Winters College

### In the Faculty of Graduate Studies (FGS):

- Faculty of Graduate Studies – 230 York Lanes

Full information is available on the FGS website under current [students](#)

# Important Contacts: Graduate Program in Education

Contact	Purpose of contacting this person
<b>Graduate Program Director (GPD):</b> Gabrielle Moser <a href="mailto:gamoser@edu.yorku.ca">gamoser@edu.yorku.ca</a>	<ul style="list-style-type: none"> <li>Challenging situations or concerns</li> </ul>
<b>Graduate Program Assistant:</b> Loretta Fiorini <a href="mailto:gradprogram@edu.yorku.ca">gradprogram@edu.yorku.ca</a> 416-736-2100 extension 22051	<ul style="list-style-type: none"> <li>Graduate/Research Assistant info/contracts for full time students as well as funding inquiries</li> <li>Questions regarding MRP, Thesis or Dissertation procedures including ethics review info</li> <li>Internal Awards, Prizes &amp; Scholarship Information</li> <li>Questions and applications regarding convocation/graduation</li> </ul>
<b>Graduate Program Secretary:</b> Hemant Mittal <a href="mailto:gradprogram@edu.yorku.ca">gradprogram@edu.yorku.ca</a> 416-736-5018 416-736-2100 extension 55018	<ul style="list-style-type: none"> <li>Forms submission-and course-related inquires</li> <li>Booking appointments with the GPD</li> <li>External Scholarship (OGS, SSHRC, etc.) information</li> <li>General inquiries</li> </ul>
<b>Faculty of Graduate Studies</b> <a href="mailto:fgsnews@yorku.ca">fgsnews@yorku.ca</a> 416-736-2100 extension 55521	<ul style="list-style-type: none"> <li>Information pertaining to FGS regulations.</li> </ul>
<b>FGS Wellness &amp; Counselling</b> <a href="mailto:gradwell@yorku.ca">gradwell@yorku.ca</a>	<ul style="list-style-type: none"> <li>For wellness and counselling services</li> </ul>
<b>York Graduate Students in Education (YGSE)</b> <a href="mailto:ygsechair@edu.yorku.ca">ygsechair@edu.yorku.ca</a>	<ul style="list-style-type: none"> <li>Any issues pertaining to the YGSE, which is the graduate students' club in Education</li> <li>Nominations &amp; self-nominations to serve on committees in the Faculty of Education, Graduate Program in Education and the YGSE</li> </ul>
<b>Associate Director, Experiential Education</b> <a href="mailto:experientialeducation@edu.yorku.ca">experientialeducation@edu.yorku.ca</a> 416-736-2100 extension 55492	<ul style="list-style-type: none"> <li>Support with community placements</li> <li>Questions regarding experiential courses and related placements</li> </ul>
<b>Academic Programs Team</b> <a href="mailto:academicprograms@edu.yorku.ca">academicprograms@edu.yorku.ca</a>	<ul style="list-style-type: none"> <li>Teaching Assistant/Marker Grader info and contracts in the Faculty of Education for full-time students</li> </ul> <p><b>Note:</b> Students are encouraged to also apply to positions outside the Faculty of Education, across York University.</p>



Contact	Purpose of contacting this person
<b>IT Helpdesk – Faculty of Education:</b> <a href="mailto:helpdesk@edu.yorku.ca">helpdesk@edu.yorku.ca</a>	<ul style="list-style-type: none"> <li>• Help with classroom-based technology</li> <li>• Help with access to Faculty of Education email and all related to technology</li> <li>• Help with the laptop and lounge technology</li> <li>• Sign-out of digital equipment</li> </ul>
<b>York Security Services:</b> <a href="mailto:scc@yorku.ca">scc@yorku.ca</a> General Phone: 416-650-8000 or Ex. 58000 Urgent Phone: 416-736-5333 or Ex. 33333	<ul style="list-style-type: none"> <li>• In case of emergency on campus (and call 911 as appropriate)</li> </ul>
<b>Admissions:</b> <a href="mailto:fgsapply@yorku.ca">fgsapply@yorku.ca</a> General Phone: 416-736-5000	<ul style="list-style-type: none"> <li>• Enquiries related to admissions.</li> </ul>
<a href="#">Student Financial Services</a>	<ul style="list-style-type: none"> <li>• Student Financial Information</li> </ul>
<b>Student Accessibility Services:</b> <a href="mailto:sasinfo@yorku.ca">sasinfo@yorku.ca</a> General Phone: 416-736-5755	<ul style="list-style-type: none"> <li>• Academic Accommodations</li> </ul>
<b>York Housing Services</b> Graduate Housing: <a href="mailto:apstatus@yorku.ca">apstatus@yorku.ca</a> , 416-736-5152, Press "1"	<ul style="list-style-type: none"> <li>• Information about York Housing and Conference services</li> </ul>

Looking for someone else? Use the [York Atlas directory](#) to find any faculty or staff member at York. Listing of tenure-stream Graduate Faculty and their research interests and publications can be found [here](#).

## New Graduate Students: Checklist for Getting Set Up

When students receive an offer of admission, they must complete the following activities:

### **Before classes start:**

- Refer to the [Faculty of Graduate Studies checklist](#) as well as to this handbook.
- Ensure that you have accepted your offer by the deadline.
- Confirm your Passport York account user ID (should be the same as your Faculty of Education username and password). If you encounter any technical difficulties, please contact [helpdesk@edu.yorku.ca](mailto:helpdesk@edu.yorku.ca)

### **In Spring**

- Attend orientations and information/advising sessions. Information will be emailed to you.  
**Note:** Students must attend an advising session before they are able to register/enroll in courses!
- Set up your MyFile Student Account and make sure all information is completed and correct, including the email address you will use. Following the Important Dates for the opening day, log in to your student MyFile account and register/enroll in courses.

- Make sure that all conditions of your admission (e.g., degree completion, transcripts) are uploaded to the admissions and admissions website. You will have received instructions from the Registrar's Office; follow these instructions and timelines.
- Ensure that you are **registered for each term (Fall, Winter & Summer)**, and enroll in course(s) prior to the deadlines. Please refer to [FGS Important Dates](#).
- Obtain a YU Card: The [YU Card office](#) is located at 200 William Small Centre. It is best to obtain this card in the summer, since line-ups in September are quite lengthy. You will need to bring your student number and valid government identification, such as: passport, driver's license, citizenship card.
- Parking: There are various parking lots to choose from, you can see about getting a parking pass that is for the lot that is most convenient for you. In order to purchase a parking pass, you will need to go to the [Parking Office](#) which is located at 222 William Small Centre.
- If you require any accommodations in classes, connect with [Student Accessibility Services](#) at York.
- Review the [CUPE-1 Collective Agreement](#) (full-time PhD students *only*) and submit applications for positions in each Faculty of interest.
  - Find details about [funding and employment](#).
  - You are not limited to taking positions in the Faculty of Education. Please apply for Teaching Assistant (TA), Marker-Grader and Course Director positions that are of interest to you *both* in Education and [other departments](#), in adherence to the [CUPE-1 Collective Agreement](#). When hired, please refer to the appropriate manual for your role, and attend all orientations. Find all related forms on the [Current Graduate Students](#) website.
- Set up direct deposit (full-time students *only*). Please see the [FGS website](#) for details on how to complete this process.
- Ensure that your personal information (home address, phone number, email address, emergency contact information) is included on your [online student account](#) and that it is correct. Correspondence will be sent to you by using this information. Use an email that you check daily.
- If you also have an employment contract (i.e., as a GA) complete online training for AODA, Workplace Violence and Harassment, and WHMIS, as required for all York University employees.

### **In August**

- Attend in-person orientation, check your email for details.
- If you are a full-time PhD student who has a TA position, attend scheduled orientation and refer to the TA Handbook that is provided with your contract.

### **Review all of the information in this manual and familiarize yourself with the links and resources**

- Sign up for our social media:
  1. [Faculty of Education Facebook](#)
  2. [Faculty of Education Twitter](#)
- Apply for [scholarships and awards](#)

### **During the academic year(s):**

- Ensure that you have the code to access the Graduate Student Lounge in room 113 Winters College. Get your YU card activated for after hours access.
- If you are hired as a Teaching Assistant (TA), Marker-Grader or Course Director, refer to separate manual and other related orientations.

- *Full-time PhD students: **Apply for TA positions*** to any hiring units that are of interest for the following academic year. Look under “Funding and Employment – Full-time Students”. You can find resources here, [Graduate Funding](#).
- Find out about opportunities to get involved with committee work through the Faculty, Graduate Program in Education and the York Graduate Students in Education (YGSE) student association.
- Ensure that you are on schedule in completing your Major Research Paper (MRP), Thesis and/or Dissertation. (See checklists in this document.)
- Consider applying for research grants (e.g., SSHRC, OGS), apply for [scholarships and awards](#).
- Attend workshops to develop your teaching skills through the [York University Teaching Commons](#).
- Check your email regularly in order to ensure that you are not missing any correspondence, information, deliveries, etc.
- Ensure that you are communicating with your Advisor or Supervisor and that you are progressing in your studies and research. Attend advising sessions as appropriate. Attend events and planned activities. Get involved with the [YGSE](#) and other student organizations. Check your email regularly in order to ensure that you are not missing any correspondence, information, deliveries, etc.
- Milestone Report: Complete this report with your supervisor and submit by the deadline. Communications will be sent out via email.  
**Note:** The online process requires some time to complete, including documents that need to be uploaded. Do not leave this task until the last minute.
- Attend events and planned activities. Get involved with the YGSE and other student organizations.
- Full-Time funded PhD students: between November 15 and January 31, submit your CUPE-1 “blanket application” to hiring units of interest for the next academic year.

**At the end of your program:**

- Ensure that you apply to graduate by the appropriate deadline. Communications will be sent out via email, find [details](#).  
**Note:** If students have not been continually enrolled, owe the university paperwork/forms, owe the university money and/or have not completed degree/diploma requirements, missed the deadline, or have other omissions, they may not be eligible to graduate.
- Have your coursework, MRP, Thesis and/or Dissertation completed and submitted before the deadline.
- Ensure that you have remained continually registered in the program and that you have provided all required documents, met degree-required timelines, complete any payments owed to the university (including library fines) and completed all degree requirements.
- Apply [online for Convocation/Graduation](#) by the appropriate deadlines.

**Need more details? Refer to the [Faculty of Graduate Studies Calendar](#)**

# Addressing Challenges

It is the responsibility of students to make sure that they have completed all program requirements, and that they have submitted all required documents and paid all required fees/fines.

This quick guide is provided to help navigate some of the more common challenges that students may face. We recommend that students follow this guide and refer to official university sources and offices, rather than seeking answers on social media groups.

Challenge	Questions to ask yourself	Possible Solution	Who to Contact
Fulfilling an admission condition	<ul style="list-style-type: none"> <li>What do I need to provide to the university so that I fulfil the condition to my admission <i>before starting</i> in the Graduate Program in Education?</li> </ul>	<ul style="list-style-type: none"> <li>Review <a href="#">admission requirements</a></li> <li>Review your admission letter for <a href="#">conditions</a> and provide the university with the required documents.</li> <li>Note that scanned transcripts that are used in the admission application are <i>not</i> sufficient for full admission. Official transcripts must be sent to York University <i>directly</i> by the institutions you attended.</li> </ul>	<p>Connect with the <a href="#">Registrar's Office</a> for details.</p> <p>Once you have reviewed these documents, if still unsure, contact <a href="mailto:gradprogram@edu.yorku.ca">gradprogram@edu.yorku.ca</a>.</p> <p>Be aware that these conditions are not negotiable.</p>
Block on registration	<ul style="list-style-type: none"> <li>Do I owe the university money?</li> <li>Did I forget to have your previous universities directly send your <a href="#">original, official transcripts</a> to the Admissions Office?</li> <li>Do I have a <a href="#">failing grade</a> on my transcript?</li> <li>Are there <a href="#">conditions</a> on my admission letter that have not been met (i.e., not completing another degree prior to starting)?</li> </ul>	<ul style="list-style-type: none"> <li>Note that the university's Registrar's Office controls blocks on registration/enrollments</li> <li>Check in your <a href="#">student account</a> for details.</li> <li>Pay any money to the university that is owed through your bank, using documentation from your <a href="#">student account</a>.</li> <li>Make sure that you officially drop any courses that you stop attending by the deadline.</li> </ul>	<p>If you are still unsure, contact us at <a href="mailto:gradprogram@edu.yorku.ca">gradprogram@edu.yorku.ca</a></p> <p>Note that the Graduate Program Office may need to direct you to other units on campus, since some processes are controlled by central university offices.</p>

Challenge	Questions to ask yourself	Possible Solution	Who to Contact
	<ul style="list-style-type: none"> <li>Have I not submitted my annual milestone report and/or required documents (e.g., dissertation committee membership, dissertation proposal) on schedule and by the deadlines?</li> </ul> <p><i><b>Note</b> that sometimes a term will almost have completed before a block is placed on a student's registration.</i></p>		
Unable to enrol in a course	<ul style="list-style-type: none"> <li>Have I registered for the term?</li> <li>Is the course already full?</li> <li>Is the course active, or is it inactive, and therefore not available for enrollment (e.g., either cancelled or on backup)?</li> </ul>	<ul style="list-style-type: none"> <li>You must be <a href="#">registered</a> before you can enrol in courses.</li> <li>If the course is full, <a href="#">check back often</a> to see if students have dropped. There are no waiting lists for courses, and enrollment is on a first-come, first-served basis.</li> <li>If a course is full, <a href="#">contact the faculty member</a> directly. They may be open to increasing their minimum class size to include you in the course; note that they are under no obligation to do so.</li> </ul>	<ul style="list-style-type: none"> <li><a href="#">Registration information</a></li> <li><a href="#">Course information</a></li> <li><a href="#">Video on how to enrol in courses</a></li> </ul>
Can't find the name of a faculty member who is teaching a particular course	<ul style="list-style-type: none"> <li>Am I looking at the <a href="#">official university source</a>?</li> <li>If there is no instructor listed, is there any additional information in the Course Notes for the course?</li> </ul>	<ul style="list-style-type: none"> <li>If a faculty member's name is not showing in the <a href="#">university's official course records</a>, it usually means that a hiring process is underway and that a name has not yet been confirmed. Please continue to check back;</li> </ul>	<p>Find the process with <a href="#">FGS</a></p> <p>Contact us with questions at <a href="mailto:gradprogram@edu.yorku.ca">gradprogram@edu.yorku.ca</a></p>

Challenge	Questions to ask yourself	Possible Solution	Who to Contact
		<p>when the faculty member is confirmed, their name will show.</p> <ul style="list-style-type: none"> <li>Also be aware that faculty members' names may change for a number of reasons (e.g., course releases, medical leaves), so the information is always subject to change.</li> </ul>	
I did not maintain continuous registration during my degree	<ul style="list-style-type: none"> <li>Have I checked the FGS policies about the requirement for <a href="#">continuous registration</a>?</li> <li>Am I aware that I could be automatically withdrawn from the program?</li> <li>Am I aware that even if I petition to retroactively return and that the petition is then approved, I will still owe retroactive tuition/fees to the university, and that late fees will apply?</li> <li>Am I aware that this situation could jeopardize my graduation?</li> </ul>	<ul style="list-style-type: none"> <li>The best solution is to mark your calendar in advance with reminders so that you prevent the challenge from occurring in the first place.</li> <li>It is also helpful to register for all three terms in the Fall, rather than expecting to remember to do so during the academic year.</li> <li>If you find yourself in this situation, be aware that you will likely face challenges.</li> </ul>	<p>First, review policies to know what the expectations are.</p> <p>Then contact <a href="mailto:gradprogram@edu.yorku.ca">gradprogram@edu.yorku.ca</a> to see what may (and may not) be possible.</p>
Need to petition	<ul style="list-style-type: none"> <li>What am I hoping to do, (since there are several reasons to submit a petition)?</li> </ul>	<ul style="list-style-type: none"> <li>Complete a petition, following the correct process and using the appropriate forms.</li> <li>Make sure that all appropriate signatures have been obtained before submitting a petition for consideration.</li> <li>Recognize that the standard petition processing timeline is 4 to 6 weeks, excluding</li> </ul>	<p>Find the correct <a href="#">forms</a> Graduate Academic Petition process with <a href="#">FGS</a></p> <p>Contact us with questions at <a href="mailto:gradprogram@edu.yorku.ca">gradprogram@edu.yorku.ca</a></p>

Challenge	Questions to ask yourself	Possible Solution	Who to Contact
		weekends, holidays, and university closures and the process does not guarantee a positive outcome.	
Full-time PhD students: Need a TA position	<ul style="list-style-type: none"> <li>• Am I eligible for a TA position?</li> <li>• Have I submitted my application by the blanket application deadline?</li> <li>• If I have missed the blanket application deadline, have I submitted specific applications for each and every posting that comes out for the upcoming academic year, when they are posted (for all Faculties/Programs that are of interest)?</li> <li>• Have I applied to all Faculties/programs across the university that are of interest to me?</li> </ul>	<ul style="list-style-type: none"> <li>• Find the <a href="#">processes and forms</a> and follow the processes and timelines.</li> <li>• Mark your calendar for blanket application deadlines for personal reminders.</li> </ul>	<p>Find the process with <a href="#">FGS</a></p> <p>Contact us with questions at <a href="mailto:gradprogram@edu.yorku.ca">gradprogram@edu.yorku.ca</a></p>
Unable to attend all classes	<ul style="list-style-type: none"> <li>• If I have another personal event or responsibility in my schedule, what is my priority?</li> </ul>	<ul style="list-style-type: none"> <li>• Be sure to drop the course in order to avoid receiving a failing grade on the transcript.</li> </ul>	<p>Contact us with questions at <a href="mailto:gradprogram@edu.yorku.ca">gradprogram@edu.yorku.ca</a></p>
Unable to attend a class due to illness	<ul style="list-style-type: none"> <li>• If I am slightly ill, can I wear a mask to class and still attend?</li> <li>• If I am quite ill, how can I make sure that I get caught up on the materials that I have missed the class that I miss?</li> </ul>	<ul style="list-style-type: none"> <li>• If you need to miss a class due to illness, contact the Course Director to let them know.</li> <li>• If you have an assignment due that class, submit it online to the Course Director.</li> </ul>	<p><a href="#">Contact</a> your Course Director</p> <p>Contact your classmates (as appropriate)</p>

Challenge	Questions to ask yourself	Possible Solution	Who to Contact
	<ul style="list-style-type: none"> <li>How can I engage in professional communication with my Course Director and classmates?</li> </ul>	<ul style="list-style-type: none"> <li>If you have a presentation that day, consult with the Course Director in advance. If there are classmates also involved, also consult with them in advance.</li> <li>Make arrangements to stay on top of classwork and assignments.</li> </ul>	
Can only attend online classes during my degree program	<ul style="list-style-type: none"> <li>Am I aware that graduate degrees are not guaranteed to be online in this Faculty and Graduate Program?</li> <li>Am I aware that faculty members are under no obligation to teach a course in an online format when the course is scheduled to be in-person?</li> </ul>	<ul style="list-style-type: none"> <li>Consider whether you will be able to complete the degree, given your constraints, since many courses are delivered in-person, and therefore in-person attendance is required.</li> </ul>	Contact us with questions at <a href="mailto:gradprogram@edu.yorku.ca">gradprogram@edu.yorku.ca</a>
Removed from the program	<ul style="list-style-type: none"> <li>Do I have a <a href="#">failing or low grade</a> on my transcript, since this could make me ineligible to continue?</li> <li>Have I not fulfilled my <a href="#">admission conditions</a>?</li> <li>Have I registered on time?</li> <li>Have I <a href="#">exceeded the time limit</a> for my degree program?</li> <li>Have I not met the degree-required milestones, or not submitted the signed paperwork that verifies that I have achieved the milestones on time?</li> </ul>	<ul style="list-style-type: none"> <li>Check your <a href="#">student account</a> for details and follow the instructions there.</li> </ul>	<p>Be aware that staff in the Graduate Program in Education do not have access to your account and cannot see all details.</p> <p>Students must follow instructions in their <a href="#">student account</a>.</p> <p>Once students have investigated and connected with the correct offices at the university, they may also want to set up an appointment with the Graduate Program Director: <a href="mailto:gradprogram@edu.yorku.ca">gradprogram@edu.yorku.ca</a>.</p>



Challenge	Questions to ask yourself	Possible Solution	Who to Contact
FGS has pushed back my thesis/ dissertation defense request	<ul style="list-style-type: none"> <li>• Have I submitted all of the required, signed milestone documentation (e.g., committee members, proposal) on time and in advance of the request to defend?</li> <li>• Am I aware that a delay in my defence could also impact my maximum time to completion, require that I pay for an additional term of tuition, and that my graduation could be delayed?</li> <li>• Am I aware that if I submit my missing documents at this stage, they will still take some time to process, so I should not expect immediate service?</li> </ul>	<ul style="list-style-type: none"> <li>• Submit any missing signed forms and inform your supervisor that there will be a delay.</li> </ul>	Contact <a href="mailto:gradprogram@edu.yorku.ca">gradprogram@edu.yorku.ca</a> and your supervisor.
Coming to the end of the degree	<ul style="list-style-type: none"> <li>• Have I applied to graduate by the deadline for the next convocation?</li> <li>• If I am also completing requirements for a <a href="#">graduate diploma</a> with the degree, have I also completed the form to request this diploma?</li> </ul>	<ul style="list-style-type: none"> <li>• Check that you are about to complete all degree requirements, including any required courses.</li> <li>• <a href="#">Apply to graduate</a> by the deadline in your final term.</li> </ul>	Refer to <a href="#">details and find forms</a> .
About to graduate but owe money to the university	<ul style="list-style-type: none"> <li>• Have I completed the degree more quickly than the <a href="#">minimum time to completion</a>?</li> <li>• Are there parking/library or other fines that I have incurred, which need to be paid?</li> <li>• Do I owe tuition or other fees to the university?</li> </ul>	<ul style="list-style-type: none"> <li>• Pay the amount owing by the deadline, or you will not be able to graduate.</li> </ul>	Check your <a href="#">student account</a> for details and follow the instructions there.  Note that this regulation is not negotiable.

# Students Requiring Learning and/or Physical Accommodations

York University seeks to provide an optimal learning environment for all.

Student Accessibility Services (SAS) provides academic accommodation and support to students with disabilities in accordance with the Ontario Human Rights Commission's [Policy on accessible education for students with disabilities](#) and York University Senate Policy on [Academic Accommodation for Students with Disabilities](#).

## If you need accommodations, please:

- Please make an appointment and visit the [Student Accessibility Services](#) (SAS) office to discuss your needs **before classes begin!**
- After your meeting and any assessments, SAS will provide you with a letter that outlines the accommodations that you require.
- Please provide this letter to each of your professors so that the appropriate accommodations can be made.
- Please be aware that the Graduate Program in Education cannot share this information with faculty members directly.
- Students with physical accommodations may be eligible for support in getting across campus with [Van Go](#).

Note that if students *also* have employment contracts at the university, they are required to obtain any employment accommodations through the [Employee Well-Being Office \(EWB\)](#). Information is not transferred between these two offices at the university.

## Human Rights, Equity and Inclusion

Students, faculty and Staff can make inquiries, voice concerns or make complaints relating to breaches of Provincial Human Rights Legislation and or York Human Rights Policies and Procedures through the [Centre for Human Rights, Equity and Inclusion](#).

## Health and Safety

There are several health and safety resources available which will help you react appropriately in an emergency situation.

- [Office of Emergency Preparedness](#) – contact in case of natural disasters/snowstorms/gas leaks etc.
- [Student Counselling and Disability Services](#) – contact for any counselling/disability support
- [Mental Health and Wellness at York](#) – programs to support well-being

## Students Injured on Campus

If **you are injured on campus**, or while completing your duties for York University, please [follow all of the procedures](#). Please ensure that you make a report right away, to help ensure the safety of yourself and others.

## Mandatory Pre-Employment Health and Safety Training

**Full-time** graduate students who will be working at the university (GA, RA, TA, work-study, etc.) are also considered employees of York University. As a new employee to York University, you will also need to complete some employee training, which is required by law. These include:

- ✓ [WHMIS training](#)
- ✓ [AODA training](#)
- ✓ [Workplace Violence Prevention training](#)

To complete this training, log in with your Passport York username and password, and select the training sessions needed. This training should be automatically recorded in your file, but we advise that you also print out the final “completion screen” on the computer, in case the information doesn’t record correctly.

## Parking

We encourage everyone to take the most environmental transportation to campus, including public transit, cycling, etc. For those who drive to campus, all employees, community members, students and visitors are required to pay for parking while on campus. Students may either purchase a parking permit or pay the daily fee at our visitor lots/garages. With approximately 9200 parking spaces, the Keele and Glendon campuses are comprised of 32 various lots/garages. They include permit only, visitor, and mixed usage lots.

Information regarding lots and prices and how to purchase parking permits can all be found through the [Parking Office](#).

[Here](#) is the information on accessible parking spaces.

[Public transit to campus](#) (York University Station and Black Creek Station) is available. Please visit [Toronto Transit Commission \(TTC\)](#) website for subway map, fare and other information.

# Resources

## Resources Online

There are many websites and resources that students are expected to access online. In order to make navigating website easier, the Graduate Program in Education has compiled them onto one [“hub” resource site](#).

The Graduate Program in Education also sends out a periodic important emails. Be sure to review content for updates, reminders and information.

## Access to Documents & Events: Faculty of Education Website

- Please access important documents on the [Forms page](#).
- The Faculty of Education also [posts news, stores and events](#).
- The Faculty of Graduate Studies also [posts news, stories and events](#)

## Office Space and Workspaces

If you are a Teaching Assistant (TA), there is office space at 027 Winters College that can be booked on an hourly basis. Please refer to the appropriate handbook for Teaching Assistants and/or Course Directors for details.

Workspace for students is also available through the [York University Libraries](#).

If you notice that the printers in the Graduate Student Lounge or the Graduate Student Laboratory in Winters College are out of toner or that any of the equipment is in disrepair, please contact the Information Technology (IT) Department at [helpdesk@edu.yorku.ca](mailto:helpdesk@edu.yorku.ca). Please indicate the room number and what is needed when you are contacting them.

- If you encounter any technical issues, contact [helpdesk@edu.yorku.ca](mailto:helpdesk@edu.yorku.ca)

Teaching Assistants will also need access to classroom spaces. Classrooms owned by the Faculty of Education. Require the use of a Prox card and/or a [YU-card](#) (your student card).

- Please complete the [activation request form](#) *well in advance* of your contract starting so that you will have access to the room, if you are working in one of these spaces. (Note: You must be logged into your staff account in order to be able to access this form.)
- You can also access other spaces and printing services through the [York University Libraries](#).
- *Please consider the environment* before printing any materials.

## Awards

There are various [awards](#) available to York University Graduate Students.

## Internal Awards

Information regarding Graduate Program in Education [internal awards](#) can be found [here](#).

## York University Libraries

York University Libraries' collections (4+ million volumes) comprise both print and e-resources: books, journals, maps, data & statistics, government documents, teacher resources, image collections, video & sound materials, archives, and more. There are five library buildings (Scott, Steacie Science, Bronfman Business, Osgoode Law, Frost) on two campuses (Keele and Glendon). The main Education research collection is situated in the Scott Library, which also offers a Graduate Student Reading Room—a quiet study space reserved for grad students on the 4th floor.

The Libraries' graduate student [webpage](#) outlines special services for graduate students (e.g., extended local borrowing privileges, direct borrowing at other institutions, free interlibrary loan, research skills workshops, aid in writing, researching & publishing, support for TAs, GAs & RAs, and more).

**A guide to doing research in Education at York is available [here](#).**

**York librarians provide research assistance in-person, online, by phone and email, [here](#).**

Faculty of Education graduate students working on a Thesis or Major Research Project, as well as TAs, GAs and RAs, can arrange a research consultation appointment with the Education Liaison Librarian Cora Cody ([ccody@yorku.ca](mailto:ccody@yorku.ca)).

[Library Loan Privileges](#) – Use the [online library](#), sign out books, access to learning commons, etc.

## Education Resource Centre (ERC)

The Education Resource Centre (ERC), located in the lower level of Winters College in room 023D, provides resources and materials for students in Faculty of Education Programs.

The ERC's collection includes teacher instruction materials (activity files and manipulatives). Other teaching-related materials can be obtained in the Scott Library, and French-language course materials can be found in the Frost Library.

York University Faculty of Education members may also access available [Electronic Teacher Resources](#). Passport York authentication is required.

## Supplies & Technology

### Internet:

- Wi-Fi is available across all York University campuses except in residences. Students can log into Air York (log in each time) or Air York PLUS (log in once on your device) with the Passport York user id and password.
- York is also a member of EDUROAM. Once you have logged into AirYorkPLUS on your device, you will be able to automatically log into networks at other universities who are also members. This service is useful around the world, as you complete research or attend conferences at other universities. Please confirm your access username and password for access to Wi-Fi and computers on campus.
- Find instructions for setting up and changing [Passport York](#) password.

### Multimedia Equipment Available for Sign-Out:

There is a variety of multimedia equipment that is available to Faculty of Education faculty and students for sign-out from the Information Technology area. The standard loan period for all technology is one week. Extended loan periods, up to 2 weeks, may be available; please speak with ITS staff.

### IT Services

- Cameras
- Projectors
- Tripods
- Digital Audio Recorders

### Borrowing Process

Equipment loans are available to Faculty of Education staff and students only. To borrow items, please visit Information Technology Services (ITS) at 031 Winters College. There is no fee for borrowing items. You will need to complete and sign a "License to use Equipment" form. Please bring with you your student number and credit card information.

Operating instructions for classrooms with built in IT can be found posted in the classroom. You must use your own personal Passport York account, so be sure to log out at the end as well.

**If you have any difficulties or need support with IT**, please contact the IT Helpdesk directly at [helpdesk@edu.yorku.ca](mailto:helpdesk@edu.yorku.ca). (Hours: 8:30 am to 4:30 pm).

## Email & Communication

**All students must obtain an official Faculty of Education [Passport York](#)** so that they can keep up to date on announcements on our e-mail system, the online learning network of the Faculty of Education.

**All announcements and correspondence will be forwarded to your preferred e-mail.**

Be aware that if you add your personal email to your account as the preferred email, this information can be pulled into other systems such as eClass, where it could be seen by others. It is recommended that students use their York email accounts and that, if they prefer a different email account, they set up the auto-forward feature so that they do not miss information/communications.

Students are responsible for checking their accounts on a regular basis. Make sure your student account lists an email address that you check daily!

As part of the University's broader communications strategy, we have also been asked to ensure that staff and faculty are using the **official email signature** format, example shown below, moving forward. The format looks like this (including the York logo and disclaimer):

**John Smith  
(he/him)  
Doctoral Student, Graduate Program in Education  
Faculty of Education**

4700 Keele Street, Toronto ON, Canada M3J 1P3  
jsmith@edu.yorku.ca



*We recognize that many Indigenous Nations have longstanding relationships with the territories upon which York University campuses are located that precede the establishment of York University. York University acknowledges its presence on the traditional territory of many Indigenous Nations. The area known as Tkaronto has been care taken by the Anishinabek Nation, the Haudenosaunee Confederacy, and the Huron-Wendat. It is now home to many First Nation, Inuit and Métis communities. We acknowledge the current treaty holders, the Mississaugas of the Credit First Nation. This territory is subject of the Dish with One Spoon Wampum Belt Covenant, an agreement to peaceably share and care for the Great Lakes region.*

This electronic mail (e-mail), including any attachments, is intended only for the recipient(s) to whom it is addressed and may contain information that is privileged, confidential and/or exempt from disclosure. No waiver of privilege, confidentiality or any other protection is intended by virtue of its communication by the internet. Any unauthorized use, dissemination or copying is strictly prohibited. If you have received this e-mail in error, or are not named as a recipient, please immediately notify the sender and destroy all copies of it.

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### Email titles:

- If you are a student in the MEd program, you can refer to yourself as a “MEd Student.”
- If you are in the PhD program, you can refer to yourself as a “Doctoral Student” *prior* to completing your Dissertation Proposal/Comprehensive Exam (DP/CE) and *then* as a “Doctoral Candidate” *after* completing your Dissertation Proposal/Comprehensive Exam (DP/CE).

To set up this signature, please do the following:

- In the Outlook menu above, click on DRAFT. Once you click on DRAFT, select SIGNATURES and then EDIT SIGNATURES.

- Once the signature box opens, create the email signature as shown above (including the Faculty of Education logo) into the box. You can copy/paste the signature from a colleague and then edit the information to your own. Change the info to your own personal info (e.g., Name | title, and email).
- You can also [find instructions for Windows users](#) to create and insert email signatures.

## General Regulations

The following information will help you to access information related to your program:

- [Important Dates](#) – dates for classes, holidays, etc.
- [Student Status](#) – access your student account, tuition info, grades, enroll in classes, etc.
- [Registration](#) – registering as an active student if not enrolling in classes
- [Status Forms](#) – forms needed for registration, enrollment, petitions, other, etc.
- [Grades Information](#) – grading system and info.
- [Ontario Visiting Graduate Student \(OVGS\)](#) - If you would like to take a course outside of York University at another Ontario university.

## Degree Requirements

All program and degree requirements are outlined each year in the [program requirements calendar](#).

## Petitions

Information and forms for petitions can be found through the [FGS website](#).

## Grade Reappraisal

Find details about the [process](#) of obtaining a grade reappraisal. To obtain the Grade Reappraisal Form, request the form by email at [gradprogram@edu.yorku.ca](mailto:gradprogram@edu.yorku.ca)

## Dispute Resolution

York University has a [code of student rights and responsibilities](#). Please refer to this code in order to file a complaint, where appropriate.

The [Centre for Human Rights, Equity and Inclusion](#) is also available for consultation.

There are also [university-wide services](#) available.

If you need advice in resolving and academic-related dispute, please contact the Graduate Program Director.

## Class Cancellations

York University has a [policy on the cancellation of classes](#).

Course schedules are set out at the beginning of the term and also outlined in your course outline. During inclement weather, the cancellation of classes will only take place if York University has closed the University. You can see the information [here](#). Faculty members may also post information about last-minute changes/cancellations (i.e., illness) on [eClass](#).



## Plagiarism and Academic Integrity

The University takes academic integrity very seriously. In addition to the strategies presented in this document, please visit [an overview of Academic Integrity at York University](#) from the Office of the Vice-President Academic.

- [Senate Policy on Academic Honesty](#)
- [Academic Integrity Module](#) – *mandatory*
- Full [information about academic integrity](#) at York University

## Research Ethics

If you are involved in research that involves human participants, please speak with your supervisor and refer to the [policies and procedures](#).

## International Opportunities

Speak with the Graduate Program Office in Education and [York International](#) regarding any international mobility opportunities available during your degree program.

## Policies

All university policies can be found on the [York University Secretariat website](#). In addition to these, there are also program regulations and various mandates that are also binding.

## Information for Students: Student Code of Conduct and Expectations

Students have a [code of conduct](#) that they are expected to follow at York University.

If students are completing placements or research in schools, and/or with children or seniors, they are expected to have an updated Criminal Record Check with Vulnerable Sector Screening, as required by law. The Practicum Office in the Faculty of Education has details about this information, if required. Email to [experientialeducation@edu.yorku.ca](mailto:experientialeducation@edu.yorku.ca)

## Research Involving Human Participants

The [Senate Policy for the Ethics Review Process for Research Involving Human Participants](#) states that all University-based research involving human participants, whether funded or non-funded, faculty or student, scholarly, commercial or consultative, is subject to the ethics review process. If you are completing a Thesis or Dissertation that involves humans, your application will be reviewed with the University Ethics Committee.

All information pertaining to the university's policies on Research Involving Human Participants, including forms, can be found [here](#).

If you are completing an MRP, your application will be reviewed by the Faculty of Education Ethics Committee. All information pertaining to Research Involving Human Participants, through the Faculty of Education, including forms, can be found [here](#).

# Student Financial Information

Find [information on funding](#) for full-time students.

Most full-time students entering the Graduate Program in Education are guaranteed financial assistantship. Check your admission letter for details and find [further information](#).

Full-time funded MEd students are guaranteed funding for up to two academic years and full-time funded doctoral students are guaranteed funding up to five academic years. Full-time funded students should apply for Teaching Assistant (TA) or Marker-Grade positions to each faculty of interest. Postings can be found at the [webpage](#). Please be aware of blanket application deadlines, which are outlined in the CUPE-1 Collective Agreement.

## Course Information

In addition to regularly scheduled courses in the fall, winter, and summer terms, the Program offers opportunities for independent study with individual faculty members. More information can be found on our [Current Students - Graduate](#) page under “Graduate Forms”. There are three kinds of negotiated studies course (independent courses):

- **Independent Reading Course (EDUC 5900 3.0)**

- Do you have an idea for a course that isn’t offered in our program? Would you like to spend time reading and writing about a specific issue or question? You may want to consider an independent reading course.
- With permission, students can take up to two independent reading courses. (6.0 credits total)
- You must find a faculty member willing to supervise it and complete required paperwork in advance.

- **Student Initiated Collaborative Inquiry (SICI) (EDUC 5910 3.0)**

- A SICI is similar to an Independent Reading Course but is designed by a *small group* of students. Like the Independent Reading Course, you and your colleagues will develop a course of study on a specific issue or questions not covered in our regular course offerings. student must then find a faculty member willing to supervise the course.

- **Practicum Seminar (EDUC 5915 3.0)**

- Would you like to spend some time working in an education-related experiential placement, understanding how the ideas and questions explored in the Graduate Program impact community-based settings?
- The Practicum Seminar is like the Independent Reading Course—students propose a placement for themselves in a community-based organization, arts institution, school, government or non-profit agency (or any other related workplace). Working with a faculty supervisor, you develop a course of study that is linked to your work in that placement.
- Note that for many practicum placements, a valid criminal record check with vulnerable sector screening must be presented to the Graduate Program and Placement Office prior to the commencement of the placement (Please view guidelines attached to the form).
- All paperwork must be completed in advance of starting the placement. There are health and safety requirements for the workplace must also be completed.

**Note:** All degree courses and programs adhere to Graduate Degree-Level Expectations (GDLEs), which are articulated at Program Learning Outcomes for the Graduate Program in Education. These can be found at:

- [Master of Education \(MEd\)](#)
- [Master of Leadership and Community Engagement \(MLCE\)](#)
- [Doctor of Philosophy \(PhD\)](#)

## Course Format

You will see a format listed for each course that is mounted. Please use the following guide to help you understand the course format and related expectations.

<b>Code</b>	<b>What this code means for faculty members and for students</b>
<b>ONLN</b>	This course is offered <b>fully online</b> . There may be synchronous class meetings scheduled; please check to see if a date and time are included with the <a href="#">course listing</a> to see if there are synchronous meetings scheduled. Generally, online courses will include synchronous meetings.
<b>BLEN</b>	This course is offered through a <b>combination of online and in-person meetings</b> .  <i>Note: Students are expected to be available and to attend all synchronous class meetings, either in-person or online. If students have a job or other responsibilities, they must plan their schedules in order to be available for the synchronous meeting times.</i>
<b>SEMR</b>	This meeting is scheduled to be <b>fully in-person, on-campus</b> with specific meeting dates/times.  <i>Note: Students are expected to be available and to attend all class meetings, either in-person. If students have a job or other responsibilities, they must plan their schedules in order to be available for the synchronous meeting times.</i>

Please note that courses are offered in the format in which they are scheduled. Check the “course notes” in each course offering for additional details. Please create your personal schedule in order to make attending schedule classes possible.

# Facilities & Classrooms

You can find maps of the York campuses:

- [Keele Campus Map](#)
- [Glendon Campus Map](#)

## Classrooms & Meeting Room Capacity

All rooms have a room capacity, which is based on fire code and health and safety assessments. Please adhere to the room capacity, social distancing (as mandated) and furniture layouts that are indicated.

Please note that we rely on faculty and students to maintain the spaces and to report any problems with regard to any leaks, broken equipment, dislodged carpet, broken furniture, or other hazards. Please contact Adriano Morassutti [adrianom@yorku.ca](mailto:adrianom@yorku.ca) right away. **Safety** is a prime concern and responsibility for everyone, and we must all do our part.

For emergency hazards, call extension 22401 and/or York Security.

Please report broken equipment to [helpdesk@edu.yorku.ca](mailto:helpdesk@edu.yorku.ca)

## Accessibility in Education Classrooms

In some of our classrooms, **an accessibility space** has now been mapped. Please *keep these spaces clear* of furniture, bags and other materials at all times.

In classrooms where this accessibility mapping is not possible (e.g. with carpeting on the floor) please continue to maintain a **three-foot perimeter** around the classroom in order to maintain accessibility.

Even if the people in your class do not have accessibility needs, the class and instructor who arrive in the next class may need the space to be clear! In an education program, we expect everyone to be diligent in maintaining space for everyone.

Please also ensure that chairs stay in *the assigned classrooms*, to avoid crowded conditions. Chairs are now labelled for easy identification.

Here is an example of marked accessibility in Education classrooms:



## Classroom Etiquette

In order to maintain our classrooms in a professional, collegial, healthy and safe condition, please:

- Shut down and log out of classroom technology at the end of class.
- Remove all garbage at the end of class and put it in the correct waste receptacle in the hallway.
- Ensure that windows are closed and locked.
- Do not bring in chairs from other rooms or offices.
- Refrain from bringing in kitchen appliances or other appliances/machines.
- Remove all projects from the bulletin boards at the end of class (since other classes may need to use the spaces during their *own* time).
- Do not hang things from the ceiling or to disturb the ceiling tiles in any way.
- Refrain from taping/pinning things to the walls, windows, ceilings and Smart Boards at any time... the tape peels the paint from the walls and makes a mess on shiny surfaces!
- Inform Adriano Morassutti [adrianom@yorku.ca](mailto:adrianom@yorku.ca) if the room is in disrepair or needs to be cleaned. For immediate spills or messes call extension 22401.
- Inform the IT Department ([helpdesk@edu.yorku.ca](mailto:helpdesk@edu.yorku.ca)) if technology needs to be repaired.
- Do not leave personal items in the room.
- If accessibility spaces are indicated, refrain from placing furniture into the space. Please also be responsive to accessibility needs.
- Ensure that the door is locked and closed firmly at the end of class.

**Thank you so much for helping to maintain an appropriate environment for our classes!**

## Kitchen/Lounge Space for Graduate Students

Graduate students are welcome to use the shared graduate student kitchen space and lounge in **113 Winters College**. This space is available to all graduate students in Education. The lounge:



**To keep the room secured, please do not prop the door open at any time.** (Propping the door will actually break the closing mechanism!) This kitchen and lounge space is open Monday to Friday from 8:30 to 5:30. For access after-hours and on weekends, YU cards must be activated and used.

In order to be a good “neighbour”, please also place personal garbage into the kitchen garbage/recycling/compost containers directly. Please work with us mutually to ensure that we maintain a hygienic and professional working environment.

With this shared space in mind, we ask that you not leave valuables unattended. Lockers are available for same-day storage. Please do not store items that could attract critters. If you choose to use a locker, please bring your own lock and remember to *retrieve your items before leaving for the day*.

Likewise, outside appliances, furniture (e.g., chairs, stools) and dirty dishes will be discarded without notice—please leave household items at home.

### Access to Kitchen/Lounge Space

In order to open the door for the Kitchen/Lounge, the activated YU Card must be touched *directly onto* the card reader. For accessibility, touch the card to the reader *first* and then wave in front of the sensor.



#### **You must activate your YU card in order to access the following:**

- **Education classroom access** (for TAs in Faculty of Education courses)
- **TA shared workroom access** (for TAs in Faculty of Education courses)
- After-hours and weekend **graduate student kitchen/lounge access** (all graduate students in Education)

**To activate your YU card**, complete the following steps:

1. Obtain your [YU card](#).
2. Fully complete and [submit the request form](#).
3. Please be aware that this is not an instant process. Once you complete the form, the Dean's office will review and then make a request to York Security to activate your card. This process may take several weeks. Please plan ahead!

## Non-Credit Learning Opportunities

- [Graduate and Postdoctoral Professional Skills program offered by FGS](#)
- [Teaching Commons – courses and resources for TAs](#)

# York University Graduate Students in Education (YGSE)

The YGSE is the student group that represents part- and full-time graduate students in the Faculty of Education. It is a forum for graduate students to exchange views on their experience in the faculty, to share information from the various committees on which they may be sitting, to help committee members make important decisions which can affect the running of the graduate program, to participate in social and learning activities and to meet new colleagues. Membership is drawn from volunteers each September and it meets approximately every six weeks during the fall-winter terms. Graduate students are encouraged to put forward their names for one of the committee positions available (the nomination and election process is usually announced in September) and to attend the first YGSE meeting which will be held towards the end of September (the date, time and place will be provided closer to the beginning of the academic year). This is an excellent opportunity to better understand and more fully participate in the faculty and the university, including in social and learning events!

## Get Involved!

- Graduate students are a key part of the governance at York University. We value students' input, feedback and ideas in all aspects of the organization. We encourage you to get involved! There are a number of Committees that you can take on roles in, including:
  - York Graduate Students in Education (YGSE) student association
  - Faculty of Graduate Studies (FGS)
  - Graduate Program in Education Committees
  - Faculty of Education – Committees of Faculty Council
- Please note that most meetings take place during the day. If you commit to fulfilling a position, you are expected to attend **all** meetings.

A call for nominations will usually be sent out in the fall. YGSE may hold elections for positions. **A list of Committees will be available at the first YGSE meeting or via email beforehand.**

Find [further details about YGSE](#).

# Working at York University

Full-time funded graduate students are generally able to apply to the following as a part of the funding package:

1. Teaching Assistant (TA) CUPE-1
2. Marker-Grader CUPE-1
3. Course Director (for a very limited number of positions each year) CUPE-1
4. Graduate Assistant (GA) CUPE-3

Please remember that these positions are jobs with responsibility for the learning of students in our undergraduate programs. These roles are great work experience in an academic environment, and require skills in leadership, teaching, mentorship etc.

When working at York University in any of these roles, you are a unionized employee. Please refer to the CUPE-1 or CUPE-3 [Collective Agreement](#) for details and deadlines on applying for positions.

Deadline for CUPE **blanket applications is from November 15 to January 31** (or by the next business day January 31 falls on a weekend. Applications will be considered for the following 12-month period). You can find the job postings [here](#). NOTE: If students miss the blanket application deadline, they are still eligible to apply to specific job postings, with one application per posting. You can find the application forms [here](#).

Full details on the hiring process can be found under [Funding and Employment – Full-time students](#).

NOTE: Part-time students are not eligible for student funding, but they are able to apply to job positions in [CUPE-2](#).

Note: If full-time students receive an award, they may not be able to take on a full workload.

## Awards

Full-time students are encouraged to apply for awards. Speak with your supervisor or the Graduate Program Director for details and possible assistance with applications. Some awards include:

- [Ontario Graduate Student \(OGS\) Award](#)
- [Social Science and Humanities Research Council \(SSHRC\)](#)
- [University-wide Awards](#)
- [Faculty-wide Awards](#)

## Course Evaluations

- Each course will include an evaluation at the end, which students can complete online. We encourage all students to complete the evaluation.
- If you would like to access the [course evaluation](#) site, log in with your Passport York login information and select the course(s).
- Course Evaluations are completed online; if you have not received information about the course evaluation at the end of a course, please contact the Course Instructor.



# Convocation/Graduation

- The university hosts two [convocation ceremonies](#) each year:
  - A fall convocation/graduation, which usually takes place in mid-October.
  - A spring convocation/graduation, which usually takes place in mid-June.
- You can also complete a Convocation in Absentia to graduate in the month of February.
  - Since there is no February ceremony, you will automatically be invited (by the Convocation Office) to the June convocation ceremony.

NOTE: When you are in your final term of your program and expect to graduate, you must apply to graduate online. See important convocation/graduation info and links in our periodic important emails and on the [convocation website](#).

# Program Information

This section of the handbook includes important information about various programs within the Graduate Program in Education.

**Read on!**

# Academic Advising and Supervision Procedures

Advising and Research Supervision are important elements in the Graduate Program in Education.

To expedite students' progress toward their degrees, to reduce the need for students to petition for extensions, and generally to enhance the quality of our program, the following procedures will be used.

## Academic Advising

Upon entering the Graduate Program in Education, MEd students must attend a Group Advising Workshop conducted by the Graduate Program Director. These workshops help students understand the courses that are available to them and to help to develop a program plan. As proof of attendance, students hand in a signed advising worksheet and the block on their registration is then lifted, allowing them to enroll in fall/winter courses.

PhD students are provided with interim supervisors upon the offer to the program and must meet with them prior to enrolling in classes as well.

## Supervisor

If an MEd student decides to complete a Major Research Project (MRP) or Thesis, they should approach faculty members to see if they would be willing to serve as their supervisor (by the second term of studies for full-time students and by the fourth term of studies by part-time students). Once a faculty member agrees to be the student's supervisor, the "[Supervisor & Supervisory Committee Approval Form](#)" must be submitted to the Graduate Program in Education Office at [gradprogram@edu.yorku.ca](mailto:gradprogram@edu.yorku.ca).

PhD students will need to submit the [Supervisor & Supervisory Committee Approval Form](#) upon entering into the program.

All students should be in regular contact (at least once a month) with their supervisors.

# MEd Program Information

The Thesis, Major Research Project (MRP) and Course-Only option represent the three models for completing the MEd in combination with the appropriate coursework, any of the three options take roughly the same amount of time for completion of the Master's Degree.

Every graduate student in the Graduate Program in Education decides which program model (Thesis, MRP or Course-Only) best suits their interests and needs. This conversation about research options should be a part of advising. Graduate students' engagement with coursework should have two kinds of concerns: those concerns of the specific course, and concerns about the final requirement leading to the degree. Students are urged finally to have ongoing and informal conversations with their Course Directors, Advisors and Supervisors about their research interests.

If a student decides to complete a Thesis or MRP, they will need to find a supervisor for their work. Conversations with the Supervisor will shape the work to be undertaken. The shape that the research takes may be guided by the suggestions, advice and official regulations, but it should also be guided by discussions between the Supervisor and the student.

The major differences between the three options include:

- Number of courses required:
  - Four half-courses for the Thesis option
  - Six half-courses for the research option
  - Eight half-courses for the Course-Only option
- The scope of the written product:
  - Research project provides a more flexible format
  - Thesis requires in-depth, analytic discussion
- The committee structure (see the next page for checklist)
- Evaluation procedures

**Note: Students who have completed course work and are working on a Major Research Project (MRP) or Thesis should enrol in EDUC 6000 each term.**

# MEd Thesis Procedural Checklist

Thesis information and all forms can be found on our [Forms page](#)

	<p>Students admitted to a Graduate Diploma, Master’s degree program or Doctoral degree program must maintain <a href="#">continuous registration</a>, including payment of applicable fees, in every fall, winter and summer term up to and <a href="#">including</a> the term in which all requirements for their program of study are successfully completed. Familiarize yourself with the processes and links available to you on our Graduate Program in Education (GPE) <a href="#">Current Students</a> page. <b>Note:</b> Students who have completed course work and are working on a Thesis should enrol in EDUC 6000 each term.</p>
	<p><b>No later than the 2<sup>nd</sup> term (FT) or 4<sup>th</sup> term (PT) of study</b>, students are required to officially assign a Supervisor by submitting a completed/signed <a href="#">Supervisor &amp; Supervisory Committee Approval Form</a> to <a href="mailto:gradprogram@edu.yorku.ca">gradprogram@edu.yorku.ca</a> for GPE and Faculty of Graduate Studies (FGS) approval.</p>
	<p>While consulting with your Supervisor, begin work on your Thesis Proposal. Be sure to also consult the GPE and FGS guidelines for Thesis Proposals.</p>
	<p>In discussions with your Supervisor, agree upon the membership of your <i>Supervisory Committee</i> and submit the another <i>completed/signed Supervisor &amp; Supervisory Committee Approval Form</i> to <a href="mailto:gradprogram@edu.yorku.ca">gradprogram@edu.yorku.ca</a> for GPE and FGS approval.</p>
	<p>Submit the draft of your Thesis Proposal to your Supervisory Committee for approval <b>no later than three months prior to the planned final oral exam</b>. Further detailed Thesis info can be found on the <a href="#">FGS-Master's Thesis site</a>.</p>
	<p>Once all your Committee members approved your Thesis Proposal, and if no ethics review is required, submit an <b>electronic copy</b> of the Thesis Proposal (<b>plus the completed/signed TD1 form</b>) to the GPE Office (<a href="mailto:gradprogram@edu.yorku.ca">gradprogram@edu.yorku.ca</a>) for GPE and FGS approval.</p>
	<p>OR, if ethics review is required the student submits an <b>electronic copy</b> of the Thesis Proposal, <b>plus the completed/signed TD1 form &amp; ethics forms</b> to the GPE Office for GPE and FGS approval. See the Ethics info and FGS links on our <a href="#">Forms</a> page for the appropriate forms to accompany the proposal.</p>
	<p>Conduct your research while under the supervision of your Supervisory Committee.</p>
	<p>Once your Supervisory Committee agrees that your Thesis is ready for the oral exam, you must submit a completed/signed <a href="#">Recommendation for Oral Examination</a> form to <a href="mailto:gradprogram@edu.yorku.ca">gradprogram@edu.yorku.ca</a> no less than <b>four weeks</b> prior to the date of the exam for GPE and FGS approval and you <b>must be registered as active for the term in which the oral exam is scheduled to take place</b>. Follow the Master’s deadlines for graduation eligibility found on the <a href="#">FGS-Important Dates</a> site.</p>
	<p>Students must provide copies of their Thesis to each member of their Supervisory Committee, no later than three weeks prior to the exam. <b>For the Internal Examiner</b>, either your Supervisor or the GPE Office can send the Dissertation to the examiner, if your Supervisor prefers the GPE Office to send the e-copy with a memo from the Graduate Program Director then submit an electronic copy of your Thesis to <a href="mailto:gradprogram@edu.yorku.ca">gradprogram@edu.yorku.ca</a>.</p>
	<p>Immediately following the Oral Exam, the Supervisor submits the completed/signed <b>Oral Examination Report</b> form to <a href="mailto:gradprogram@edu.yorku.ca">gradprogram@edu.yorku.ca</a> for GPE and FGS approval.</p>
	<p>If you are required to make some revisions. You work out these revisions in consultation with your Supervisor. See the FGS regulations on this. Once revisions are complete your Supervisor will need to submit the completed/signed <b>Revisions Approved Memo</b> to <a href="mailto:gradprogram@edu.yorku.ca">gradprogram@edu.yorku.ca</a> for GPE and FGS approval.</p>
	<p>Submit an <b>electronic</b> copy of your Dissertation through the ETD portal (FGS will contact student). Check the <a href="#">FGS guidelines</a> for formatting the final version of your Dissertation.</p>
	<p><a href="#">Apply to graduate online</a>; see important convocation/graduation info and links in our emails.</p>

## Major Research Project (MRP) Procedural Checklist

MRP information and all forms can be found on our [Forms page](#)

	Students admitted to a Graduate Diploma, Master's degree program or Doctoral degree program must maintain <a href="#">continuous registration</a> , 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. Familiarize yourself with the processes and links available to you on our Graduate Program in Education (GPE) <a href="#">Current Students</a> page. <b>Note:</b> Students who have completed course work and are working on a Major Research Project (MRP) should enrol in EDUC 6000 each term.
	No later than the <b>2nd term of full-time</b> study or <b>4<sup>th</sup> term for part-time</b> study submit a <a href="#">Supervisor &amp; Supervisory Committee Approval Form</a> to <a href="mailto:gradprogram@edu.yorku.ca">gradprogram@edu.yorku.ca</a> for GPE and Faculty of Graduate Studies (FGS) approval.
	While consulting with your Supervisor, begin work on your MRP Proposal. Be sure to also consult the GPE guidelines for MRP Proposals found on our forms page.
	Submit the draft of your MRP Proposal to your Supervisor for approval <b>no later than three months prior to the planned final summative discussion.</b>
	Once your Supervisor has agreed that you may proceed with your MRP Proposal, and if no ethics review is required, submit an <b>electronic copy</b> of the MRP Proposal ( <b>plus the completed/signed MRP Proposal Cover form</b> ) to <a href="mailto:gradprogram@edu.yorku.ca">gradprogram@edu.yorku.ca</a> for GPE approval.
	OR, if ethics review is required the student submits an <b>electronic copy</b> of the MRP Proposal ( <b>plus the completed/signed MRP Proposal Cover form &amp; ethics forms</b> ) to <a href="mailto:gradprogram@edu.yorku.ca">gradprogram@edu.yorku.ca</a> for GPE and Ethics Committee approval. See the Ethics info and links on our <a href="#">Forms</a> page for the appropriate forms to accompany the proposal.
	Conduct your research under the supervision of your Supervisor.
	Once your Supervisor decides that your Major Research Project (MRP) is ready to be evaluated a second reader is assigned. This is done by the Supervisor submitting the completed/signed <b>MRP Second Reader</b> form to <a href="mailto:gradprogram@edu.yorku.ca">gradprogram@edu.yorku.ca</a> for GPE approval.
	If the second reader is not a member of the Faculty of Graduate Studies, the second reader must be approved by the Graduate Program Director prior to setting the summative discussion meeting.
	The second reader reviews the Major Research Project and indicates if it is ready to be evaluated at a summative discussion.
	Once an MRP Summative Discussion date has been decided on you must submit a completed/signed <b>MRP Discussion Date</b> form to <a href="mailto:gradprogram@edu.yorku.ca">gradprogram@edu.yorku.ca</a> no less than <b>four weeks</b> prior to the date of the exam for GPE approval and you <b>must be registered as active for the term in which the discussion is scheduled to take place.</b> Follow the Master's deadlines for graduation eligibility found on the <a href="#">FGS-Important Dates</a> site.
	Immediately following the MRP discussion, the Supervisor submits the completed/signed <b>MRP Discussion Report</b> to <a href="mailto:gradprogram@edu.yorku.ca">gradprogram@edu.yorku.ca</a> for GPE approval.
	The student submits an electronic copy (with title page signed by the supervisor) of the final MRP to <a href="mailto:gradprogram@edu.yorku.ca">gradprogram@edu.yorku.ca</a> for GPE approval.
	<a href="#">Apply to graduate online</a> ; see important convocation/graduation info and links in our emails.

## MEd Course-Only Option

### Requirements

- A student taking the Course-Only option must complete the equivalent of *eight* half courses, for a **total of 24 credits** (8 courses x 3.00 credits = 24 credits).
- Up to one full-course (6.00) equivalent may be taken outside of the program, in other Graduate Programs at York, or in an acceptable Graduate Program at another university (*with prior approval* from the Faculty of Graduate Studies).
- You must submit an email informing the Graduate Program in Education Office ([gradprogram@edu.yorku.ca](mailto:gradprogram@edu.yorku.ca)) that you have chosen the Course-Only option, at the beginning of the term in which you will be taking your last course(s).
- You will also [apply to graduate online](#) in your final term. See important convocation/graduation info and links in our emails.

# Graduate Diplomas in Education

The Graduate Program in Education offers [Graduate Diplomas](#), which can be pursued either: 1. Concurrently with a Masters or Doctoral degree, or 2. As stand-alone certificates. More diploma information and checklists can be found on our [Current Students - Graduate](#) page under “Forms”.

Current students who are interested in pursuing one of these diplomas should speak with the appropriate Diploma Coordinator. Coordinators may change from year to year; please check online for the most updated [List of Coordinators](#).

**Note:** Courses that are counted toward one Graduate Diploma cannot be double-counted towards an additional, separate Graduate Diploma. Students can take a maximum of two Graduate Diplomas concurrently with a degree program.

**Note:** Diplomas are part-time; not all courses are offered every year.

## Graduate Diplomas in Education include the following:

[Graduate Diploma in Early Childhood Education](#) gives formal recognition to those graduate students who have undertaken concentrated research and study concerning the education of young children (birth to age eight).

[Graduate Diploma in Environmental/Sustainability in Education](#) is designed to provide opportunities for educators in schools, community organizations, cultural institutions and advocacy groups to develop expertise and to participate in research, theory and practice in the field of environmental and sustainability education.

[Graduate Diploma Language & Literacy Education](#) invites students with an interest in language and literacy to explore what it means to develop citizens whose personal, economic, and intellectual lives are enhanced by advancing their skills in language and literacy.

[Graduate Diploma in Mathematics Education](#) focuses on mathematics education as an area of study grounded in the critical examination of teaching practice, learning theories, and curriculum, and is supported by analyses of socio-cultural, equity, and gender issues in the teaching and learning of mathematics.

[Graduate Diploma in Post-Secondary Education](#) students with an interest in the study of universities, colleges, adult and community-based education to deepen their knowledge of and research expertise in these areas.

[Graduate Diploma in Education in Urban Environments](#) is designed to provide opportunities for graduate level study of theories and research in urban education. Included in the diploma’s programming are enriched experiences for teachers to continue to develop their expertise to meet the ongoing challenges of education in a cosmopolitan city. Diversities include class, race, citizenship status, sexual orientation, religion and language, among others. Coursework within the programs may explore current theories and practices about urban spaces, issues in urban community education, and the development of group and individual identities within urban landscapes.



# PhD Program Information

Doctoral programs are intended for those who are interested in education as an academic field of study. This degree involves advanced, in-depth experience in research.

Within the program, students can focus on areas of educational practices and/or theoretical orientations to particular issues and problems, and on research concerns encompassing classrooms, other educational contexts, or study of young children, youth and adults.

## PhD Course Requirements

The PhD is an interdisciplinary program. Here are the course requirements:

EDUC 5100 (6.0) Doctoral Seminar on Language, Culture and Teaching.  This is a year-long course. Although you are enrolling in a full-year course, please be sure to register for both Fall and Winter terms now!	1 course × 6.0 credits = 6.0 credits
15 credits course work (equivalent of 5 courses).  Please note: One of these courses (3.0 credits) should include an advanced research methods course. Select this course from several options, in consultation with your supervisor.	5 courses × 3 credits = 15.0 credits
<b>Total credits</b>	<b>21.0 credits</b>

## Progress Reports

Students will file a **Progress/Milestone Reports** once (possibly twice) a year. The MachForm link will be sent by email from the [GPE](#) Office, to be completed with student's supervisor and approved by the GPD once submitted. Students must be registered as active to have access to complete their progress report.

**Note: Students who have completed course work are working on their dissertation should enrol in EDUC 6000 each term.**

## Proposal/Comprehensive Examination Checklist (DP/CE)

All (DP/CE) information and forms can be found on our [Forms page](#)

	Students admitted to a Graduate Diploma, Master's degree program or Doctoral degree program must maintain <a href="#">continuous registration</a> , 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. Familiarize yourself with the processes and links available to you on our Graduate Program in Education (GPE) <a href="#">Current Students</a> page. <b>Note:</b> Students who have completed course work and are working on a DP/CE should enrol in EDUC 6000 each term.
	Once students accept their offer to the PhD program and meet with their assigned Supervisor, students are required to have the Supervisor "officially assigned" by submitting a completed/signed <a href="#">Supervisor &amp; Supervisory Committee Approval Form</a> to <a href="mailto:gradprogram@edu.yorku.ca">gradprogram@edu.yorku.ca</a> for GPE and Faculty of Graduate Studies (FGS) approval at that time.
	In discussions with your Supervisor, <b>no later than the end of the sixth term (F/T) or the ninth term (P/T) or end of second term of study of PhD year 3</b> , students are required to have their Supervisory Committee "officially assigned" by submitting another completed/signed <a href="#">Supervisor &amp; Supervisory Committee Approval Form</a> to <a href="mailto:gradprogram@edu.yorku.ca">gradprogram@edu.yorku.ca</a> for GPE and FGS approval.
	While consulting with your Supervisor, begin work on your Dissertation Proposal. Be sure to also consult the <i>GPE and FGS guidelines for Dissertation Proposals</i> .
	Meetings with Supervisor should normally be held once a month.
	Meet with members of your Supervisory Committee to discuss the proposal.
	Once all your Committee members have approved that you may proceed to the Dissertation Proposal/Comprehensive Oral Examination (DP/CE), you must submit the completed/signed <b>Request for Comprehensive Exam</b> form to <a href="mailto:gradprogram@edu.yorku.ca">gradprogram@edu.yorku.ca</a> and <b>must be registered as active for the term in which the Comprehensive Exam is scheduled to take place</b> .
	Immediately following the <i>DP/CE</i> the supervisor submits the completed/signed <b>Comprehensive Exam Final Report</b> form to <a href="mailto:gradprogram@edu.yorku.ca">gradprogram@edu.yorku.ca</a> for GPE approval.
	If no ethics review is required, the student submits an <b>electronic copy</b> of the Dissertation Proposal, <b>plus the completed/signed TD1 form</b> to <a href="mailto:gradprogram@edu.yorku.ca">gradprogram@edu.yorku.ca</a> , within two weeks of the Comprehensive Exam for GPE and FGS approval.
	OR, if ethics review is required the student submits an <b>electronic copy</b> of the Dissertation Proposal, <b>plus the completed/signed TD1 form &amp; ethics forms</b> to the GPE Office for GPE and FGS approval. See the Ethics info on our <a href="#">Forms</a> page for the appropriate forms to accompany the proposal.

Further detailed Dissertation information can be found on the [FGS-Doctoral Dissertation site](#).

### Progressing through the PhD: The Four Year, Full-time Plan

Year 1	Year 2	Year 3	Year 4	Year 5
Doctoral Seminar	1-2 courses	Defend dissertation proposal before January 1 <sup>st</sup> or petition to remain in program.	Toward the end of year 4, finish writing dissertation.	<b>Complete and DEFEND DISSERTATION</b>
3-4 courses	Complete research methods course			
<b>Complete Doctoral Seminar + research methods course+ 4 half courses</b>		Meet with supervisor 1-2 times per term; review report on progress in Winter; meet with committee members as necessary	Meet with supervisor 2-3 times per term; review report on progress in Winter	
Meet with supervisor 1-2 times per term; review report on progress in Winter	Meet with supervisor 1-2 times per term; review report on progress in Winter; meet with committee members as necessary			
	With supervisor, put together a dissertation committee, complete necessary paperwork	Apply for ethics review, if applicable Complete fieldwork, if applicable	Work with supervisor to put together examining committee	
Apply for external scholarships (SSHRC & OGS) if full-time	Apply for external scholarships (SSHRC & OGS) if full-time	Apply for external scholarships (SSHRC & OGS) if full-time	Apply for external scholarships (OGS) if full-time	
Begin outlining possible dissertation projects	Maintain a daily writing practice; draft dissertation proposal and, working with supervisor, circulate to committee for feedback	Maintain a daily writing practice; begin writing dissertation	Maintain a daily writing practice; write dissertation	
	Defend dissertation proposal		Share drafts of chapters with supervisor and, when appropriate, committee	
			<b>DEFEND DISSERTATION</b>	

### Progressing through the PhD: The Part-Time Five to Six Year Plan

Year 1	Year 2	Year 3	Year 4	Year 5	Year 6
Doctoral Seminar	2-3 courses	Write dissertation proposal	Defend dissertation proposal before January 1 <sup>st</sup> or petition to remain in program	<b>Write DISSERTATION</b>	
1-2 course	Complete research methods course				
<b>Complete Doctoral Seminar + research methods course+ 4 half courses</b>		Meet with supervisor 1-2 times per term; review report on progress in Winter; meet with committee members as necessary	Meet with supervisor about 1-2 times per term; review report on progress in Winter; meet with committee members as necessary	<b>DEFEND DISSERTATION</b>	
Meet with supervisor once per term; review report on progress in Winter	Meet with supervisor once per term; review report on progress in Winter; meet with committee members as necessary				
	With supervisor, put together a dissertation committee, complete necessary paperwork	Apply for ethics review, if applicable Complete fieldwork, if applicable	Work with supervisor to put together examining committee		
Begin outlining possible dissertation projects	Maintain a regular writing practice	Maintain a regular writing practice; draft dissertation proposal and, working with supervisor, circulate to committee for feedback	Maintain a regular writing practice; begin writing dissertation	Maintain a regular writing practice	
				Share drafts of chapters with supervisor and, when appropriate, committee	

## Dissertation Checklist

All Dissertation information and forms can be found on our [Forms page](#)

	<p>Students admitted to a Graduate Diploma, Master's degree program or Doctoral degree program must maintain <a href="#">continuous registration</a>, 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. Familiarize yourself with the processes and links available to you on our Graduate Program in Education (GPE) <a href="#">Current Students</a> page. <b>Note:</b> Students who have completed course work and are working on a Dissertation should enrol in EDUC 6000 each term.</p>
	<p>Await approval of your Dissertation Proposal (DP) and research from the Faculty of Graduate Studies (FGS) and if applicable the York University's Research Ethics Review Committee.</p>
	<p>Conduct your research under the supervision of your Supervisory Committee. Be sure to also consult <a href="#">FGS guidelines</a> for the Preparation and Examination of Theses and Dissertations.</p>
	<p>Once your Supervisory Committee agrees that your Dissertation is ready for oral examination, you must submit a completed/signed <a href="#">Recommendation for Oral Examination</a> form to <a href="mailto:gradprogram@edu.yorku.ca">gradprogram@edu.yorku.ca</a> no less than <b>five weeks prior to the date of the exam</b> for GPE and FGS approval and <b>must be registered as active for the term in which the oral exam is scheduled to take place</b>. Follow the Doctoral deadlines for graduation eligibility found on the <a href="#">FGS-Important Dates</a> site.</p>
	<p>Students must provide copies of their Dissertation to each member of their Supervisory Committee. <b>For the Internal &amp; External Examiners;</b> either your Supervisor or the GPE Office can send the Dissertation to the examiners, if your Supervisor prefers the GPE Office to send the e-copy with a memo from the Graduate Program Director then let us know and submit an electronic copy of your Dissertation to <a href="mailto:gradprogram@edu.yorku.ca">gradprogram@edu.yorku.ca</a>.</p>
	<p>Immediately following the Oral Exam, the Supervisor submits the completed/signed <b>Oral Examination Report</b> form to <a href="mailto:gradprogram@edu.yorku.ca">gradprogram@edu.yorku.ca</a> for GPE and FGS approval.</p>
	<p>If you are required to make some revisions. You work out these revisions in consultation with your Supervisor. See the FGS regulations on this (will receive from FGS prior to oral exam/defence). Once revisions are complete your Supervisor will need to submit the completed/signed <b>Revisions Approved Memo</b> to <a href="mailto:gradprogram@edu.yorku.ca">gradprogram@edu.yorku.ca</a> for GPE and FGS approval.</p>
	<p>Submit an <b>electronic</b> copy of your Dissertation through the ETD portal (FGS will contact student). Check the <a href="#">FGS guidelines</a> for formatting the final version of your Dissertation.</p>
	<p>Apply to graduate online, see important convocation/graduation info and links in our emails.</p>

Further detailed Dissertation information can be found on the [FGS-Doctoral Dissertation site](#).

# Master of Leadership and Community Engagement (MLCE)

More MLCE information and forms can be found on our [Forms page](#)

This part-time, cohort-based degree provides diverse opportunities for students to: deepen understandings of leadership, policy processes, community and community engagement; develop professional leadership and communication skills; and become astute users of university and community-based research. The program focuses on leadership, policy, program design and evaluation, community engagement, and social justice, and draws on the multi-disciplinary experiences of those in the class in order to develop a professional network of practitioners.

Students will be required to accumulate 24 credits by successfully completing eight courses in the order specified by the program. The program will be offered over five terms, normally beginning with the summer session. During the two summer terms students will complete blended courses (i.e. meet face-to-face and online), and over the fall and winter terms they will complete courses in a blended or online format including two community-based placements. In term four, students will complete one blended course and in term five they will complete a course in which they design and present a capstone project representing their learning across the degree as part of their course requirements.

## Course Information

Students in the program must successfully complete the eight required courses. *Normally* the courses will be offered in the following sequence (though this information is subject to change):

### SPRING/SUMMER (TERM 1)

- EDUC 7000 3.0 Critical Issues in Leadership and Community Engagement
- EDUC 7005 3.0 Engaging Research in Professional Practice

### FALL (TERM 2)

- EDUC 7010 3.0 Enacting Leadership and Policy
- EDUC 7015 3.0 Experience-based Inquiry I (includes [community-based practicum](#))

### WINTER (TERM 3)

- EDUC 7020 3.0 Initiatives in Program Design, Interpretation, and Evaluation
- EDUC 7025 3.0 Experience-based Inquiry II (includes [community-based practicum](#))

### SPRING/SUMMER (TERM 4)

- EDUC 7030 3.0 Current Practices in Community Engagement and Innovation
- FALL (TERM 5)
- EDUC 7035 3.0 Leadership and Community Engagement Capstone Project

## MLCE Community Placements

- Students will participate in two 50-hour community placements in public sector or other community-engaged organizations or settings. Students are expected to secure their own placements, and to follow all of placement procedures in accordance with course schedules. Our Associate Director, Experiential Education is available to support students in the process. Students may be able to arrange their own placement in their place of employment with ***prior approval***. It is anticipated that students will arrange their own placements and complete the required paperwork in advance of starting practicum courses (EDUC 7015 and EDUC 7025). Please find the required forms at the [webpage](#).
- Our Associate Director, Experiential Education is available to support students with the paperwork for placements in advance. Students may also arrange their own placement in their place of employment *with prior approval*.

## MLCE Student Checklist

To keep on track with your studies, please follow all of the steps in the checklist below. If you have any questions, please contact us at [gradprogram@edu.yorku.ca](mailto:gradprogram@edu.yorku.ca).

### When you have been accepted to the program:

- Accept your offer before the deadline.
- Review the [important dates](#) for the university. Mark your calendar accordingly!
- Register for the program online and pay your tuition before the deadline. Late fees will apply!
- Make sure your employer knows that your program will require you to make arrangements to complete two community placements as a part of the program. You may be taking vacation days in order to complete this requirement.

### Before the program starts:

- Review the [online orientation materials](#) for York University.
- Ensure that you have access to the Graduate Students' Lab and Graduate Student Lounge; contact the Graduate program office for details.
- Review the [Graduate Student Guidebook](#)
- Set up your [Passport York account](#). If you need technical assistance, contact [helpdesk@edu.yorku.ca](mailto:helpdesk@edu.yorku.ca).
- Mark your calendar for all on-campus orientation and class days.
- Enroll in courses online for the upcoming term.
- If you need accommodations, register with [Student Accessibility Services](#) (SAS).
- Once you have your letter from SAS, provide this to **each** of your instructors. Please inform your instructors *before* classes begin, to ensure that the appropriate accommodations are in place for your first class.
- Register for [each term](#) before the deadlines. There are three terms per year (summer, fall and winter).

### During the Spring/Summer Term (Term 1):

- Start to secure your fall-term community placement now! Follow the steps and required paperwork [here](#).
- Please be aware that if you have not submitted the required documents, you will not be able to enroll in EDUC 7015 next term.
- If the placement requires a valid criminal record check with vulnerable sector screening, complete this process now!
- Enroll in courses online for the upcoming term.

### During the Fall Term (Term 2)

- Following the approved arrangements, complete your fall-term community placement in conjunction with EDUC 7015.
- Start to secure your winter-term community placement now! Follow the [steps and required paperwork](#)
  - Please be aware that if you have not submitted the required documents, you will not be able to enroll in EDUC 7025 next term.
- Enroll in courses online for the upcoming term.

**During the Winter Term (Term 3)**

- Following the approved arrangements, complete your fall-term community placement in conjunction with EDUC 7025.
- Enroll in courses online for the upcoming term.

**During the Spring/Summer Term (Term 4)**

- Enroll in courses online for the upcoming term.

**During the Fall Term (Term 5)**

- Apply for [convocation by the deadline!](#) Find details about the steps involved.