

# Critical Disability Studies



## 2023-2024 Student Handbook

# Table of Contents

Welcome from the Graduate Program Director .....	6
Graduate Program Office.....	7
Hours of Operation .....	7
Communicating & Submitting Administrative Forms.....	7
Mailing Address.....	7
Graduate Program Website.....	7
Faculty.....	8
Core Faculty Appointed to Critical Disability Studies.....	8
Full Members Appointed to Critical Disability Studies .....	8
Instructor Members .....	9
Adjunct Faculty .....	10
2023-2024 Important Dates .....	14
<b>Term Registration, Course Enrollment/Drop, Petition, Tuition Payment/Refund ..</b>	<b>14</b>
Classes, Holidays and University Closings.....	15
2023-2024 Course Schedule.....	16
Critical Disability Studies Program Requirements.....	17
Master's Program (MA) .....	19
M.A. Degree-Level Expectations .....	19
Time Limits .....	19
M.A. Program Components .....	19
1) Course Work .....	19
2) Major Research Paper Proposal (MRP-P) & Major Research Paper (MRP).....	20
MRP PROPOSAL .....	20
3) MRP Final Discussion .....	21
M.A. Student Progress Flow-Chart .....	22
Full-time studies (a minimum of 3 terms of registration) .....	22
Part-time studies (a minimum of 6 terms of registration) .....	22
Doctoral Program (PhD) .....	23
Doctoral Degree-Level Expectations.....	23
Program Structure.....	23
Program Length and Minimum Period of Registration .....	24
Time Limits .....	24
Academic Milestone: .....	24
Annual Progress Reports .....	24
Coursework .....	24
Language and Cognate Requirements .....	25
Comprehensive Examinations .....	25

Language of Dissertations .....	25
PhD Student Progress Flow-Chart.....	25
PhD Program Components.....	26
1) Course Work .....	26
Core Courses.....	26
Elective Courses.....	26
2) Comprehensive Papers & Oral Comprehensive Examination.....	27
Comprehensive Papers .....	27
Comprehensive Supervisory Committee Approval.....	27
Oral Comprehensive Examination .....	28
Dissertation Stage.....	28
Establishment of Dissertation Supervisory Committee.....	29
a. Composition.....	29
b. Approval Timeline.....	30
c. Graduate Supervision Guidelines and Roles.....	30
Dissertation Proposal – Oral Examination .....	31
Research Ethics .....	31
Academic Milestone/Timeline: .....	32
Dissertation Writing.....	32
Dissertation Examining Committee .....	32
Doctoral Dissertation Defence.....	33
Conduct of the Oral Examination.....	33
Manuscript-based Dissertation .....	35
Complex Electronic and Multimodal Dissertations .....	36
Administration .....	37
Program-related forms (MA/PhD) .....	37
Registration and Student Financial Account .....	37
Program Fees .....	37
Balance of Degree Fees.....	37
Fee Refunds .....	38
Methods of Payment.....	38
Waivers and Payments by a Third Party (External Agency) .....	38
Outstanding Debt .....	38
Understanding Your Graduate Funding Package & Employment Opportunities .....	39
Funding Package Eligibility .....	39
Conditions.....	39
Funding .....	39
Understanding the disbursement of MA and PhD funding.....	39
Direct Deposit.....	39
Employment.....	39

Online Registration & Course Enrollment Instructions.....	41
Faculty of Graduate Studies Registration Regulations.....	42
Registration Policies .....	42
Continuous Registration .....	42
Minimum Period of Registration.....	42
Simultaneous Registration.....	42
Registration Status.....	42
Full-Time Status .....	42
Part-Time Status.....	43
Change in Status .....	43
Leaves of Absence.....	43
<b>General Leave of Absence</b> .....	43
<b>Family Care Leave</b> .....	44
Other Graduate Student Policies.....	45
Ontario Visiting Scholar (OVGS) Plan .....	45
Withdrawal & Maintaining Academic Standards .....	45
Failure to Maintain Academic Standards .....	45
Reinstatement to Continue/Complete.....	45
FGS Communications.....	46
FGSnews.....	46
Direct Emails .....	46
Policy on Student Records .....	47
Change of Name .....	47
Maintaining Contact Information .....	47
Grading System .....	47
Grade Reports .....	48
Course Extension Policy .....	48
Academic Progress .....	49
Combinations of 'C' Grades Which Require Withdrawal Unless Continued Registration is Recommended and Approved .....	49
Combination of 'F' and 'C' Grades Which Require Withdrawal .....	49
Transfer Credit (Advanced Standing) .....	49
Graduate Academic Petitions and Appeals .....	50
Academic Petitions: Procedural Guidelines.....	50
Academic Honesty.....	50
1. Academic Honesty and Why it is Important.....	50
2. How to Avoid Academic Dishonesty.....	50
3. Faculty of Graduate Studies Procedural Guidelines for a Suspected breach .....	50
Senate Policy on Academic Accommodation for Students with Disabilities.....	51
To Register with Student Accessibility Services .....	51

Information for Faculty .....	51
Workplace Accommodations .....	51
Student Associations & Resources .....	52
York University Graduate Students' Association (YUGSA) .....	52
Graduate Research Association in Public Health (GRASP) .....	52
Canadian Union of Public Employees (CUPE) – Local #3903.....	52
Career Centre.....	52
Writing Centre .....	52
Teaching Commons .....	52
<b>Centre for Indigenous Student Services</b> .....	52
Community and Legal Aid Services Program .....	53
Student Accessibility Services (SAS).....	53
Student Security Escort Service (goSAFE program) .....	53
VanGO Mobility Service.....	53
Parking Services .....	53
Research at York University.....	54
Office of Research Services (ORS) .....	54
Listing of some Organized Research Units .....	54
Centre for Feminist Research.....	54
Israel and Golda Koschitzky Centre for Jewish Studies .....	54
Centre for Refugee Studies.....	54
Centre for Research on Language and Culture Contact.....	54
Centre for Research on Latin America and the Caribbean .....	55
The City Institute of York University .....	55
The Dahdaleh Institute for Global Health Research .....	55
Global Labour Research Centre .....	55
The Harriet Tubman Institute for Research on Africa and its Diasporas.....	55
Institute for Social Learning .....	55
The Jack and Mae Nathanson Centre on Transnational Human Rights .....	55
LaMarsh Centre for Child and Youth Research .....	56
Robarts Centre for Canadian Studies .....	56
York Centre for Asian Research .....	56
YU-CARE – York Centre for Aging Research & Education.....	56
York Keele Campus Map.....	57
York Keele Campus Directory.....	58

# Welcome from the Graduate Program Director

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

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

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

We welcome your questions. Please contact me at: [gpdcds@yorku.ca](mailto:gpdcds@yorku.ca)

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

nancy viva davis halifax

Graduate Program Director  
Critical Disability Studies

# Graduate Program Office

Position	Name	Tel	Email
Graduate Program Director	nancy viva davis halifax	remote	<a href="mailto:gpdcds@yorku.ca">gpdcds@yorku.ca</a>
Graduate Program Assistant	Collette Murray	416-736-2100 ext. 44494	<a href="mailto:gradcds@yorku.ca">gradcds@yorku.ca</a>

## **Hours of Operation**

**Mondays to Thursdays**, 9am to 1pm and 2pm to 4pm; **Fridays**, 9am to noon & 1pm to 3:30 pm

Graduate students are to make an appointment with the Graduate Program Assistant for one-to-one discussion.

## **Communicating & Submitting Administrative Forms**

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

Please submit all administrative forms (e.g., confirmation of supervisor) to Collette, who will the Graduate Program Director's signature as needed. Your forms document your academic progress and should be submitted with all relevant documents and signatures (except for GPD signature, obtained by Collette). In case of doubt, do not hesitate to consult with us.

Finally, **please do not bypass your home graduate office and submit documents to a faculty member or another administrative office.** The University is a complex organization, and the Graduate Program Office is the site to submit administrative documentation. To support your experience with us, please keep us informed about your progress.

## **Mailing Address**

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

## **Graduate Program Website**

Please bookmark and familiarize yourself with the program's website. This online tool has guidelines and resources available for students to access 24 hours a day, 7 days a week. Please consult with the website first to address an inquiry and then proceed to contact the home graduate office.

**CDS Website:** <https://www.yorku.ca/gradstudies/cds>

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

**Please refrain from wearing scented products on campus.**

# Faculty

## **Core Faculty Appointed to Critical Disability Studies**

### **Agnès Berthelot-Raffard**

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

### **Rachel da Silveira Gorman**

(Associate Professor; PhD, University of Toronto)  
Transnational social movements; anticolonial and revolutionary aesthetics; anti-racist disability theory; institutional ethnography and critiques of ideology in corrections, health, community, and social service sectors.

### **nancy viva davis halifax**

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

### **Sean Hillier**

(Assistant Professor; PhD, Ryerson University)  
Indigenous health; health policy; One Health; Indigenous Peoples living with HIV; 2-Spirited & LGBTTIQQA rights; community-engaged research.

### **Geoffrey Reaume**

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

### **Jessica Vorstermans**

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

## **Full Members Appointed to Critical Disability Studies**

### **Farah Ahmad**

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

### **Melanie Baljko**

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

### **Mary Bunch**

(Assistant Professor; PhD in Theory and Criticism, Western University)  
Interdisciplinary and collaborative critical disability; feminist, queer studies and critical theory; research creation and arts-based methodologies.

### **Chris Chapman**

(Associate Professor; PhD, University of Toronto)  
Imprisonment and disability; mad studies; oppression.



**Christo El Morr**

(Associate Professor and Graduate Program Director, Health; PhD, Compiègne University of Technology, France)

Community-based research; health virtual communities; mobile communities; e-collaboration; chronic disease management; health promotion; hospital patient services; patient quality of care.

**Iris Epstein**

(RN; PhD, University of Toronto)

Students who identify with disabilities and practicum placements (sites); technology assisted learning (accommodation); knowledge translation; e-learning; participatory design; health technology and place; critical geography.

**Nazilla Khanlou**

(Associate Professor, School of Nursing, Faculty of Health; PhD, Wayne State University)

Mothering children with developmental disabilities; refugee health.

**Thomas Klassen**

(Professor; PhD, University of Toronto)

The politics of aging; age discrimination in the workplace; disabilities in the workplace and labour market; perceptions of people who stutter; treatment of stuttering; gambling policy.

**Marina Morrow**

(Professor and Chair of the School of Health Policy and Management; PhD in Community Psychology, OISE/UT 1997)

Critical health policy; mental health reform; service provision; access to health services; mental health and social inequity; mental health, citizen engagement and social justice; neoliberal reforms; gender and health; intersectional theory and approaches in mental health.

**Emelia Nielsen**

(Assistant Professor; PhD, University of British Columbia)

Health, arts and culture; medical and health humanities; critical disability studies; feminist queer crip cultural studies; research-creation; lifewriting; poetry and poetics.

**Gillian Parekh**

(Assistant Professor in Faculty of Education; PhD, York University)

Critical disability studies; critical analysis of special and inclusive education; structural barriers to education; academic streaming and structured pathways through school; system-wide trends relating to the social and economic replication of privilege.

**Dennis Raphael**

(Professor; PhD in Educational Theory, University of Toronto)

Human development; social determinants of health; the quality of life of communities and individuals; the impact of government decisions on Canadians' health and well-being.

**Mohamed Sesay**

(Assistant Professor in Department of Social Science; PhD in Political Science, McGill University)

Peacebuilding; development; rule of law; customary justice; international criminal justice; Africa, Sierra Leone, and Liberia.

**Kimberley White**

(Associate Professor in Law and Society; PhD, University of Toronto)

Socio-legal knowledge production; material, experiential, and conceptual conditions of order/disorder, discipline and transgression; Colonial institutions (law, science, education) and processes of institutionalization; the archive; madness and 'mental illness'; politics of difference; dangerous art, graffiti and representation; visual, experimental and post-qualitative methodologies; research-creation and arts-based praxis; anti-colonial epistemologies and pedagogies; practices of narrative inquiry).

**Instructor Members****Brendan Pooran**

(BCom, Queens University; Bachelor of Law, Osgoode Hall Law School)

## **Adjunct Faculty**

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

### **Fatou Bagayogo**

(PhD in Management 2014, McGill University)

Cancer care; elderly cancer patients; emergency room visits.

### **Madeline Burghardt**

(PhD, Critical Disability Studies, York University)

### **Alexis Buettgen**

(PhD in Critical Disability Studies, York University)

poverty reduction and elimination; disability and employment; critical political economic theory; intersectionality; program evaluation; human rights; international development; social, political and economic inclusion; social welfare; community based applied research

### **Cameron Crawford**

(PhD in Critical Disability Studies, York University)

Employment of people with disabilities; income support; organization of social services; education of people with disabilities; transportations; conditions of personal safety, security and empowerment of people with disabilities.

### **Sambhavi Chandrashekar**

(Adjunct Professor (Inclusive Design at OCAD University); PhD in Information Systems, University of Toronto)

Inclusive design of digital technologies; accessible user experience for people with disabilities; assistive technologies; inclusive pedagogy; universal design for learning; accessibility perspectives of people with disabilities; perception of online information credibility by people with vision impairments.

### **Nirmala Erevelles**

(Professor; Educational Leadership and Foundations of Education, University of Alabama)

Disability studies; critical race theory; transnational feminism; sociology of education; postcolonial studies.

### **Annicia Gayle-Geddes**

(PhD in Social Policy, University of the West Indies)

Critical disability studies; social protection; poverty; health; participatory community development; citizen security; gender and intersectionality analysis.

### **Beth Haller**

(Professor; Journalism/New Media in the Department of Mass Communication & Communication Studies at Towson University, Maryland)

Media images of disability and disability issues; alternative press, ethnic press, disability press (historical and modern); copyright issues in cyberspace; freedom of expression.

### **Ravi Malhotra**

(Associate Professor, University of Ottawa)

Labour and employment law; human rights; globalization and disability rights law.

### **Erin Manning**

(Professor, Concordia University, Montreal)

Relational movement.

### **Robert McRuer**

(Professor, George Washington University, U.S.A.)

Queer and crip cultural studies and critical theory; sex and disability.

### **Vicky Moufawad-Paul**

(Director/Curator; A Space Gallery)

Video and disability; photography and citizenship; Arab art; archival recovery; intersectional curating.

**Joseph Murray**

(Professor of Deaf Studies, Gallaudet University, U.S.A.)

Deaf studies; deaf history; human rights; linguistic human rights; transnationalism; translanguaging; plurilingualism; multimodality; social approaches to difference and diversity.

**Xuan Thuy Nguyen**

(Assistant Professor, Institute of Interdisciplinary Studies, Carleton University)

Critical disability studies; critical policy studies; inclusive education; critical theory; human rights and post-colonial studies; visual methodologies; historiography.

**Michael Orsini**

(Professor, University of Ottawa)

Autism; Critical Disability Studies; affect and emotions in politics; health policy; interest groups; gender and public policy; social movements; HIV/AIDS; qualitative research; interpretive policy analysis; autism politics and policy; contested illnesses; critical obesity studies.

**Carla Rice**

(Professor, University of Guelph)

Narratives of body, identity, and difference in the passage to womanhood; Arts-based inquiry into everyday experiences of women with disabilities and physical differences in social and health care encounters; Qualitative research into girls' accounts of body image as an equity issue within educational settings.

**Candida Rifkind**

(Associate Professor, University of Winnipeg, Canada)

Comics and graphic narratives; Canadian literature and culture; Life Writing/Autobiography; Screen and Cultural Studies; Women writers.

**Louise Tam**

(PhD, Rutgers University)

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

**Roberta Timothy**

(Assistant Professor, Dalla Lana School of Public Health, University of Toronto; PhD, Adult Education, Community Development and Gender Studies)

Anti-oppression psychotherapy; critical expressive arts therapy; trauma and transgenerational violence; work culture and organizational change; anti-oppression/colonial political economy; resistance education and creative resistance.

**Jutta Treviranus**

(Professor, Ontario College of Art and Design University OCADU, Toronto)

Inclusive design of emerging digital systems; networks and practices; accessibility in the digital domain; accessibility legislation.

**AJ Withers**

(PhD, Social Work and MA, Critical Disability Studies, York University)

Social construction of disability; pathologization of trans; pathologization of homelessness.

Please see graduate supervision availability chart.

			MRP Supervisor	MRP Advisor	PhD Supervisor	PhD committee member
Full Name	Category	Email				
Ahmad, Farah	Full Member	farahmad@yorku.ca	Yes	Yes	Yes	Yes
Baljko, Melanie A	Full Member	mb@cse.yorku.ca	Yes	Yes	Yes	Yes
<b>Berthelot-Raffard, Agnes</b>	Full Member	aberthel@yorku.ca	Yes	Yes	Yes	Yes
Bunch, Mary	Full Member	bunch@yorku.ca	Yes	Yes	Yes	Yes
Chapman, Chris	Full Member	chap@yorku.ca	Yes	Yes	Yes	Yes
<b>davis halifax, nancy viva</b>	Full Member	nhalifax@yorku.ca	Yes	Yes	Yes	Yes
El Morr, Christo	Full Member	shillier@yorku.ca	Yes	Yes	Yes	Yes
Epstein, Iris	Full Member	iepstein@yorku.ca	Yes	Yes	Yes	Yes
<b>Hillier, Sean</b>	Full Member	shillier@yorku.ca	Yes	Yes	Yes	Yes
Khanlou, Nazilla	Full Member	nkhanlou@yorku.ca	Yes	Yes	Yes	Yes
Klassen, Thomas R	Full Member	tklassen@yorku.ca	Yes	Yes	Yes	Yes
Morrow, Marina	Full Member	mmorrow@yorku.ca	Yes	Yes	Yes	Yes
Nielsen, Emilia	Full Member	nielsene@yorku.ca	Yes	Yes	Yes	Yes
Parekh, Gillian	Full Member	parekhg@edu.yorku.ca	Yes	Yes	Yes	Yes
Raphael, Dennis	Full Member	draphael@yorku.ca	Yes	Yes	Yes	Yes
<b>Reaume, Geoffrey</b>	Full Member	greaume@yorku.ca	Yes	Yes	Yes	Yes
Sesay, Mohamed	Full Member	msesay19@yorku.ca	Yes	Yes	Yes	Yes
<b>Vorstermans, Jessica</b>	Full Member	jessvort@yorku.ca	Yes	Yes	Yes	Yes
White, Kimberley	Full Member	kjwhite@yorku.ca	Yes	Yes	Yes	Yes
<b>da Silveira Gorman, Rachel</b>	Full Member	gorman@yorku.ca	Yes	Yes	Yes	Yes
Chaufan, Claudia	Full Member	cchaufan@yorku.ca	Yes	Yes	Yes	Yes
Tungohan, Ethel	Associate Member	tungohan@yorku.ca	Yes	Yes	Yes	Yes
Bagayogo, Fatou	Adjunct Member	fatou.bagayogo@mail.mcgill.ca	No	Yes	No	Yes
Bernasky, Tammy	Adjunct Member	tammybernasky@hotmail.com	No	Yes	No	Yes
Buettgen, Alexis	Adjunct Member	a.buettgen@gmail.com	No	Yes	No	Yes
Chandrashekar, Sambhavi	Adjunct Member	Sambhavi.Chandrashekar@D2L.com	No	Yes	No	Yes
Crawford, Cameron	Adjunct Member	cameroncrawford@sympatico.ca	No	Yes	No	Yes
Erevelles, Nirmala	Adjunct Member	nerevell@bamaed.ua.edu	No	Yes	No	Yes
Gayle-Geddes, Annicia	Adjunct Member	gannicia@gmail.com	No	Yes	No	Yes
Gibson, Margaret	Adjunct Member	margaret.gibson@uwaterloo.ca	No	Yes	No	Yes
Haller, Beth Ann	Adjunct Member	bhaller@towson.edu	No	Yes	No	Yes
Malhotra, Ravi	Adjunct Member	ravi.malhotra@uottawa.ca	No	Yes	No	Yes
Manning, Erin	Adjunct Member	erin.manning@concordia.ca	No	Yes	No	Yes
McRuer, Robert	Adjunct Member	rmcruer@gwu.edu	No	Yes	No	Yes
Moufawad-Paul, Vicky	Adjunct Member	vicky@aspacegallery.org	No	Yes	No	Yes
Murray, Joseph J	Adjunct Member	Joseph.murray@gallaudet.edu	No	Yes	No	Yes
Nguyen, Xuan Thuy	Adjunct Member	xuanthuy.nguyen@carleton.ca	No	Yes	No	Yes
Orsini, Michael	Adjunct Member	Michael.Orsini@uOttawa.ca	No	Yes	No	Yes
Rice, Carla	Adjunct Member	carlar@uoguelph.ca	No	Yes	No	Yes
Rifkind, Candida	Adjunct Member	c.rifkind@uwinnipeg.ca	No	Yes	No	Yes

Tam, Louise	Adjunct Member	louise.tam@rutgers.edu	No	Yes	No	Yes
Timothy, Roberta	Adjunct Member	roberta.timothy@utoronto.ca	No	Yes	No	Yes
Treviranus, Jutta	Adjunct Member	jtreviranus@ocadu.ca	No	Yes	No	Yes
Underwood, Kathryn	Adjunct Member	kunderwood@ryerson.ca	No	Yes	No	Yes
Withers, A. J.	Adjunct Member	theajwithers@gmail.com	No	Yes	No	Yes
Burghardt, Madeline	Adjunct Member	madelinb@yorku.ca	No	Yes	No	Yes
Kissi, Evelyn	Adjunct Member	Efkissi@ug.edu.gh	No	Yes	No	Yes
Rinaldi, Jennifer	Adjunct Member	jen.rinaldi@ontariotechu.ca	No	Yes	No	Yes
Rouse, Jenelle	Adjunct Member	multi.lens.existence@gmail.com	No	Yes	No	Yes
Syed, Iffath	Adjunct Member	ixs5254@psu.edu	No	Yes	No	Yes

## 2023-2024 Important Dates

Term Registration, Course Enrollment/Drop, Petition, Tuition Payment/Refund			
	Fall 2023 (Sept - Dec)	Winter 2024 (Jan - April)	Summer 2024 (May - Aug)
Registration Opens for Fall (FA23) and Winter (WI24)	June 14		usually March 2024
<b>petition for a change of status</b> (e.g., leave of absence, change to part-time, extension of program time limit)	July 15	Nov 15	March 15
Final day to (1) register <b>online without a \$200.00 late registration fee</b>	Aug 20	Dec 20	TBD *
<b>First date of classes.</b>	Sept 6	Jan 8	TBD *
Term tuition payment due	Sept 10	Jan 10	May 10
Last day to <b>enroll</b> in courses <b>online without permission</b> of instructor	Sept 20 (F & Y)	Jan 22 (W)	TBD *
100% Term tuition refund	Sept 30	Jan 31	May 31
Last day to <b>enroll</b> in courses <b>with permission</b> of instructor (CTF form)	Sept 28 (F) Oct 20 (Y)	Jan 31	TBD *
80% Term tuition refund	Oct 15	Feb 15	June 15
<b>Online</b> registration ends	Oct 20	Jan 27	TBD *
40% Term tuition refund	Oct 31	Feb 29	TBD *

<b>Deadline to drop course (s) without receiving a grade.</b> Any course dropped after this date is reflected as a W grade	(FA23) Nov 8	(Y) Feb 8 (WI24) March 11	<b>TBD</b>
<b>Manual</b> registration ends. Students not registered are withdrawn for failure to maintain continuous registration.	Dec 15	April TBA	<b>TBD *</b>
<b>Last date of classes.</b>	Dec 5	Apr 8	<b>TBD *</b>

\* click for all [important dates](#)

<b><u>Classes, Holidays and University Closings</u></b>			
	<b>Fall 2023 (Sept - Dec)</b>	<b>Winter 2024 (Jan - April)</b>	<b>Summer 2024 (May - Aug)</b>
Labour Day *	Sept 5		
Thanksgiving *	Oct 10		
Reading Week <b>(Fall)</b> **	Oct 8 – Oct 14		
Holiday/New Year's Break *	TBA		
Family Day *		Feb 19	
Reading Week <b>(Winter)</b> **		Feb 17-23	
Good Friday *		March 29	
Victoria Day *			May 20
Canada Day *			July 1
Civic Holiday *			Aug 5

**\*University Closure**

## 2023-2024 Course Schedule

Term	Course #	Title	Cat #	Instructor	Weekly Day & Time	Location	Start & End Date	Course Selection		
								Core*	Elective*	Research
Fall 2023	<b>GS CDIS 5110 3.0</b>	Methodology	M76Y01	Rachel da Silveira Gorman	Thursdays 11:30 AM to 2:30 PM	Vari Hall 1156	Weekly Sept 7- Nov 30, 2023	<b>X</b>		
	<b>GS CDIS 5100 6.0 Y</b>	Disability Studies: An Overview ( <b>MA students only</b> )	T29C01	Geoffrey Reaume	Wednesdays 11:30 AM to 2:30 PM	Vari Hall 1156	Weekly Sept 13 – Nov 29, 2023 (FA23) and Jan 10 – Apr 3, 2024 (WI24)	<b>X</b>		
	<b>GS CDIS 6100 6.0 Y</b>	Doctoral Seminar ( <b>PhD students only</b> )	T00K01	Marina Morrow	Mondays 2:30 PM to 5:30 PM	Vari Hall 1156	Weekly Sept 11 – Dec 4, 2023 (FA23) and Jan 11 – Apr 8, 2024 (WI24)	<b>X</b>		
	<b>CDIS 5095 3.0/ HLTH 5490 3.0</b>	Intersectionality, Disability and Health	J64A01	Yee Ling Elene Lam	Thursdays 4:00PM to 7:00 PM	Vari Hall 1156	Weekly Sept 7- Nov 30, 2023		<b>X</b>	
	<b>GS CDIS 5035 3.0</b>	Mad People's History	M47T01	Geoffrey Reaume	Fridays 11:30 AM to 2:30 PM	Vari Hall 1156	Weekly Sept 8- Dec 1, 2023		<b>X</b>	
	<b>GS CDIS 5040 3.0</b>	Experience, Identity and Social Theory	P88W01	Rachel da Silveira Gorman	Tuesdays 11:30 AM to 2:30 PM	Vari Hall 1156	Weekly Sept 12- Dec 5, 2023		<b>X</b>	
	<b>GS CDIS 5055 3.0</b>	Knowledge Production	D11J01	Agnes Berthelot-Raffard	Wednesdays 4:00 PM to 7:00 PM	Vari Hall 1156	Weekly Sept 13- Nov 29, 2023		<b>X</b>	
	<b>GS CDIS 5120 3.0</b>	Critical Disability Law	T58R01	Brendon Pooran	Thursdays 11:30 AM to 2:30 PM	Vari Hall 1156	Weekly Jan 11- Apr 4, 2024		<b>X</b>	



<b>Winter 2024</b>	<b>CDIS 5045 3.0/HLT H 5450 3.0</b>	Health Equity & Mental Health Policy	W41N01	Yee Ling Elene Lam	Thursdays 4:00PM to 7:00 PM	Vari Hall 1156	Weekly Jan 11-Apr 4, 2024		<b>X</b>	
	<b>GS CDIS 6150 3.0</b>	Critical Interpretations of Disability History	Q17Z01	Geoffrey Reaume	Fridays 11:30 AM to 2:30 PM	Vari Hall 1156	Weekly Jan 12- Apr 5, 2024		<b>X</b>	
<b>MRP</b>	<b>GS CDIS 6001 0.0</b>	Major Research Paper (after completing all course requirements)	G23U01 ( <b>Fall 2023</b> ) W70F01 ( <b>Winter 2024</b> )	Review MRP Guidelines	Continuing MA students secure a supervisor and advisor and submit program forms to the Graduate Program Office. 1 <sup>st</sup> year students do not enroll until courses are completed					<b>X</b>

# Critical Disability Studies Program Requirements

Type of Course	MA a) Fall 2023 b) existing cohorts	PhD (Students admitted with a Master's degree)	PhD (admitted with MA in CDIS from York U)
<b>Core Courses</b>	a) CDIS 5100 6.0 CDIS 5110 3.0 (9 credits)  b) CDIS 5100 6.0 CDIS 5110 3.0 <b>CDIS 5120 3.0*</b> (12 credits)	CDIS 6100 6.0  • CDIS 5110 3.0 ( <b>see note 1</b> )  • CDIS 5120 3.0, if legal focus in disability is required ( <b>see note 4</b> )	CDIS 6100 6.0
<b>Electives</b>	a) <b>Three</b> 3.0 credits (9 credits) b) <b>Two</b> 3.0 credits (total of 6 credits) • <b>See note 2 below</b>	• <b>Three 3.0 credit courses in CDIS</b> (total of 9 credits) • <b>See note 1 and 4 below</b>	• <b>Three 3.0 credits</b> • Student choice of up to <b>two</b> 3.0 (or 6 credits) in another York graduate program • <b>See note 5</b>
<b>Total Courses</b>	18 course credits	15 course credits (Four graduate courses)	15 course credits (Four graduate courses)
<b>Non-credit Degree Requirements</b>	• <b>Enrol in CDIS 6001 0.0</b> Major Research Paper • Submit MRP Proposal • MRP Final Discussion	• Comprehensive Papers & Qualifying Exam • CDIS Dissertation proposal defense • Dissertation • Oral Defense	• Comprehensive Papers & Qualifying Exam • CDIS Dissertation proposal defense • Dissertation • Oral Defense
<b>Core</b>	Core courses ensure that all graduate students gain a common and foundational understanding of the different aspects of critical disability studies and are REQUIRED courses. <i>Note:</i> Upon discussion with and approval of GPD, Methodology can be replaced with equivalent credits if a student completed an equivalent graduate level research methods course.		
<b>Elective</b>	All students must take a certain number of elective credits that depend on DEGREE PURSUED (MA or PhD) and ADMISSIONS CATEGORY IN THE CASE OF PHD STUDENTS (e.g., accepted for PhD with an MA from York Graduate Program in Critical Disability Studies, an MA from another program, or non-standard applicant). Students are encouraged to take a maximum of one 3.0 credit course elective (or two for PhD students with a York MA in Critical Disability Studies) from another graduate program at York, contingent on student's specific intellectual/research interests, upon discussion with and approval of supervisor and GPD.		

## Notes:

\*GS 5120 3.0 is mandatory for students who started prior to Fall 2022

1. If prior to admission, **PhD students entering with a Master's** did not complete a graduate-level methodology course, **CDIS 5110 3.0 Methodology** is required, in addition to three elective courses.
2. Under special circumstances, **MA students** may take one 3.0 credit course from other graduate programs at York University to fulfill their elective requirement of 3.0 credits, only with the Program Director's approval.

3. **PhD students (admitted with a Masters)** are required to complete at least two 3.0 credit electives within the CDIS program, and one 3.0 credit elective from other graduate programs at York University, with the Program Director's approval, to fulfill their elective requirement of 9.0 credits.
4. If a PhD entrant did not complete a graduate level Law course related to issues of disability, **CDIS 5120 3.0 is required** as one of the three electives.
5. **PhD (admitted with MA from CDIS at York)** discuss your research area with Graduate Program Director. Select a combination of courses from CDIS and up to two 3.0 credit electives from other graduate programs at York will count as electives. This is subject to the permission of the Graduate Program Director.
6. All PhD students are governed by FGS requirements of program study within 18 terms (6 years). If barriers to academic progress are encountered the Graduate Office can support an academic petition.

## **Master's Program (MA)**

### **M.A. Degree-Level Expectations**

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

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

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

### **Time Limits**

All requirements for a graduate degree must be fulfilled within 12 terms (4 years) of registration as a full-time or part-time master student in accordance with [Faculty of Graduate Studies Registration Policies](#), including the requirement of continuous registration. Terms that students register as Leave of Absence, Maternal Leave, Parental Leave, or No Course Available are not included in these time limits.

### **M.A. Program Components**

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

Complete the [Faculty of Graduate Studies Academic Integrity Module](#) at the start of the program.

#### **1) Course Work**

##### **Core Courses (9 credits):**

- **CDIS 5100 6.0:** Disability Studies: An Overview
- **CDIS 5110 3.0:** Methodology
- **CDIS 6001 0.0:** M.A. Major Research Paper

##### **Elective Courses (9 credits):**

In addition to the core courses listed above, Master's students must complete **9 credits** of elective courses, including a minimum of 3 credits offered by the program. A 3-credit elective course in a cognate area may be allowed with permission of the Graduate Program Director. **Please note that not all electives will be offered every year.**

- **CDIS 5020 3.0:** Social Justice in the Labour Force
- **CDIS 5025 3.0:** History of Health Care Ethics from Ancient Times to the Present
- **CDIS 5030 3.0:** Pedagogy and Empowerment
- **CDIS 5035 3.0:** Mad People's History
- **CDIS 5040 3.0:** Experience, Identity and Social Theory
- **CDIS 5045 3.0:** Health Equity and Mental Health Policy (cross-listed as HLTH 5450 3.0)
- **CDIS 5050 3.0:** Disability in Cultural Context
- **CDIS 5055 3.0:** Knowledge Production
- **CDIS 5060 3.0:** Disability in an Age of Information Technology
- **CDIS 5065 3.0:** Health Systems, Issues and Inequities in Comparative Perspective
- **CDIS 5070 3.0:** Geography of Disability
- **CDIS 5080 3.0:** Language, Literature and Disability
- **CDIS 5085 3.0:** Indigeneity and Disability
- **CDIS 5090 3.0:** Public Policy and Disability
- **CDIS 5095 3.0:** Intersectionality, Disability and Health (cross-listed as HLTH 5490 3.0)
- **CDIS 6120 3.0:** Social Inclusion: Theory and Practice in Education and Social Policy
- **CDIS 6130 3.0:** International Development in Disability and Human Rights
- **CDIS 6140 3.0:** Health and Disability
- **CDIS 6150 3.0:** Critical Interpretations of Disability History

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

To find graduate courses, please see the [York University Courses website](#).

## **2) Major Research Paper Proposal (MRP-P) & Major Research Paper (MRP)**

**Students are responsible to review each step of the process, please see MRP guidelines document.**

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

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

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

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

## **MRP PROPOSAL**

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

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

Larger fonts can be used by people with visual impairments, in which case the length of their Proposal and Research Paper will vary with the font size; however, the length will be the proportionate to that required for other students.

**Once the committee has approved the MRP Proposal, fill out the MRP Proposal Submission form, & include the written proposal and the email confirmation from the MRP Committee to the Graduate Program Office. The program requires the original dates of approval.**

When writing the Major Research Paper (MRP) please complete a required **minimum length of 50 pages** and a **maximum length of 65 pages** (15000 - 20000 words). **This length includes only the text of the MRP**; appendices, references, title page and table of contents are additional.

### **3) MRP Final Discussion**

Once the **Supervisor and Advisor** have read and approved the MRP, a final discussion with the student about the MRP will be scheduled by the **Supervisor in consultation with the student & advisor.**

Students who are preparing for their final discussion will submit a e-copy of the final draft of their MRP to their supervisory committee **at least two weeks** before the final discussion.

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

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

**Students should expect minor changes to be requested at the final discussion meeting. Revisions are to be completed within 5 business days of the meeting.**

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

#### **Submission of a Final Electronic Copy**

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

<p><b>The program has zero-tolerance for breaches of academic honesty.</b></p>
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# M.A. Student Progress Flow-Chart

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

## Notes:

1. ALL incoming and returning students must take **CDIS 5100**
2. **CDIS 5110** and **CDIS 5120** are offered each year.
3. Not all CDIS elective courses are available in any academic year.
4. Students must have successfully completed ALL courses (i.e. CDIS 5100, 5110, 5120, and two 3-credit elective courses) and should not hold incomplete grades ("INC") **prior to enrolling in CDIS 6001 0.0 and starting the write up for the Major Research Paper.**

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

<b>Term 1</b>	<ul style="list-style-type: none"> <li>• <b>CDIS 5100 6.0</b></li> <li>• <b>CDIS 5110 3.0</b></li> </ul>
<b>Term 2</b>	<ul style="list-style-type: none"> <li>• continue with <b>CDIS 5100 6.0</b></li> <li>• 2<sup>nd</sup> and 3<sup>rd</sup> elective</li> <li>• Establish a Supervisory Committee for the Major Research Paper</li> <li>• Complete a proposal for the Major Research Paper</li> </ul>
<b>Term 3</b>	<ul style="list-style-type: none"> <li>• <b>Submit approved MRP proposal</b></li> <li>• <b>Enrol in CDIS 6001 0.0</b> - Complete the Major Research Paper</li> <li>• <b>MRP Committee determines if MRP meets academic standard to proceed to MRP Discussion</b></li> </ul>

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

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

<b>Term 1</b>	<ul style="list-style-type: none"> <li>• <b>CDIS 5100 6.0</b></li> <li>• <b>May</b> take a core/elective course</li> </ul>
<b>Term 2</b>	<ul style="list-style-type: none"> <li>• continue with <b>CDIS 5100 6.0</b></li> <li>• <b>may</b> take a core/elective course</li> </ul>
<b>Term 3</b>	<ul style="list-style-type: none"> <li>• either one <b>or</b> two elective courses</li> </ul>
<b>Term 4</b>	<ul style="list-style-type: none"> <li>• final core or elective course</li> </ul>
<b>Term 5</b>	<ul style="list-style-type: none"> <li>• any core <b>or</b> final elective course</li> <li>• approval of the Principal Supervisor for the Major Research Paper</li> <li>• Submit approved MRP proposal</li> </ul>
<b>Term 6</b>	<ul style="list-style-type: none"> <li>• <b>Enrol in CDIS 6001 0.0</b> – Major Research Paper</li> <li>• <b>MRP Committee determines if MRP meets academic standard to proceed to MRP Discussion</b></li> </ul>

# Doctoral Program (PhD)

## Doctoral Degree-Level Expectations

Included below are degree level expectations for doctoral programs offered at York University. Program-specific learning outcomes are expected to be consistent with and build upon degree-level expectations. The structure and requirements of doctoral programs are intended to support the achievement of degree-level expectations and program-specific learning outcomes. This degree extends the skills associated with the master's degree and is awarded to students who have demonstrated the following:

<b>1. Depth and breadth of knowledge</b>	A thorough understanding of a substantial body of knowledge that is at the forefront of their academic discipline or area of professional practice including, where appropriate, relevant knowledge outside the field and/or discipline.
<b>2. Research and scholarship</b>	a) The ability to conceptualize, design, and implement research for the generation of new knowledge, applications, or understanding at the forefront of the discipline, and to adjust the research design or methodology in the light of unforeseen problems; b) The ability to make informed judgments on complex issues in specialist fields, sometimes requiring new methods; and c) The ability to produce original research, or other advanced scholarship, of a quality to satisfy peer review, and to merit publication.
<b>3. Level of application of knowledge</b>	The capacity to: a) Undertake pure and/or applied research at an advanced level; and b) Contribute to the development of academic or professional skills, techniques, tools, practices, ideas, theories, approaches, and/or materials.
<b>4. Professional capacity/autonomy</b>	a) The qualities and transferable skills necessary for employment requiring the exercise of personal responsibility and largely autonomous initiative in complex situations; b) The intellectual independence to be academically and professionally engaged and current; c) The ethical behavior consistent with academic integrity and the use of appropriate guidelines and procedures for responsible conduct of research; and d) The ability to evaluate the broader implications of applying knowledge to particular contexts.
<b>5. Level of communications skills</b>	The ability to communicate complex and/or ambiguous ideas, issues and conclusions clearly and effectively.
<b>6. Awareness of limits of knowledge</b>	An appreciation of the limitations of one's own work and discipline, of the complexity of knowledge, and of the potential contributions of other interpretations, methods, and disciplines.

## Program Structure

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

All doctoral programs require the submission of a dissertation proposal, including appropriate ethics review and approval; a dissertation embodying the results of original research, and a successful defense

of this dissertation at an oral examination. In addition to the submission of a dissertation and oral examination, individual graduate program may have additional requirements, such as coursework, comprehensive examinations, practicum, fieldwork, language requirements, etc.

## **Program Length and Minimum Period of Registration**

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

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

## **Time Limits**

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

## **Academic Milestone:**

As of Fall 2023, The Faculty of Graduate Studies expects full-time doctoral students to have completed their coursework, graduate milestone examinations, and dissertation proposal by the **end of Term 9** (*Year 3*). Failure to do so will result in an advising block placed on the student's account. The block will necessitate a meeting with the supervisor and Graduate Program Director to enact a plan for a program approved dissertation proposal by the end of **Term 10** (*first term in Year 4*). In most circumstances, students will be required to withdraw from the graduate program and registration in the Faculty of Graduate Studies will be terminated, due to absence of a program-approved dissertation proposal received by the end of Term 10.

Academic accommodations may adjust the expected rate of progress for some students with disabilities. Therefore, at the start of the degree, a student requiring academic accommodations must register with York University's Student Accessibility Services to have a formal individualized plan to be put in place. This plan should be communicated to the Graduate Program Office and Faculty of Graduate Studies through a **petition process** to adjust the proposal milestone by one, two or three terms. In no one case should the accommodation delay the proposal milestone by more than one year.

## **Annual Progress Reports**

Students are required to submit an annual Progress Report to the Critical Disability Studies graduate office **before May 31<sup>st</sup> of each year** (or the following business day if May 31<sup>st</sup> falls on a weekend or public holiday) in accordance with program requirements and Faculty of Graduate Studies procedures. Once established, a dissertation supervisory committee shall meet annually with the student, normally in the Spring, to evaluate the Report on Progress submitted by the student and submit a completed copy of the Report on Progress to the graduate program director after the meeting.

**Reports to the graduate program director of unsatisfactory progress require a discussion for support. The goal is to devise a plan to support and avoid a student withdrawal from a program of studies or withdraw from the graduate program, in which the student is enrolled.**

## **Coursework**

In addition to those courses specified individually by the sponsoring graduate program for each student as constituting the minimum required program of studies, students with permission of the program director,



may elect, on registration, to enrol in additional courses. A minimum of two-thirds of the course requirements for a doctoral program should be completed from among graduate-level courses. If a student wants to take an elective course outside of CDS, complete the [Request to Take a Course in Another Graduate Program at York form](#).

## **Language and Cognate Requirements**

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

## **Comprehensive Examinations**

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

## **Language of Dissertations**

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

# **PhD Student Progress Flow-Chart**

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

<b>Term 1</b>	<ul style="list-style-type: none"> <li>CDIS 6100 6.0 <u>plus</u> one/two 3-credit CDIS elective courses</li> </ul>
<b>Term 2</b>	<ul style="list-style-type: none"> <li>Continue with CDIS 6100 6.0 <u>plus</u> one/two 3-credit CDIS elective courses</li> </ul>
<b>Term 3</b>	<ul style="list-style-type: none"> <li>One/two 3-credit CDIS elective courses</li> <li>Formation of Comprehensive Supervisory Committee, submit to Graduate Office</li> <li>Annual Progress Report (due by May 31<sup>st</sup>)</li> </ul>
<b>Term 4</b>	<ul style="list-style-type: none"> <li>Comprehensive Examination Paper #1</li> </ul>
<b>Term 5</b>	<ul style="list-style-type: none"> <li>Comprehensive Examination Paper #2</li> <li>Secure Supervisor of Dissertation Committee, submit to Graduate Office</li> </ul>
<b>Term 6</b>	<ul style="list-style-type: none"> <li>Oral Comprehensive Examination</li> <li>Annual Progress Report (due by May 31<sup>st</sup>)</li> <li>Secure additional members of Dissertation Committee, submit to Graduate Office</li> </ul>
<b>Term 7</b>	<ul style="list-style-type: none"> <li>Dissertation Proposal Completion &amp; Oral Examination</li> <li>Submit final dissertation and research ethics package to Graduate Office</li> </ul>
<b>Term 8</b>	<ul style="list-style-type: none"> <li>Dissertation Research</li> </ul>
<b>Term 9</b>	<ul style="list-style-type: none"> <li>Dissertation Research</li> <li>Annual Progress Report (due by May 31<sup>st</sup>)</li> </ul>
<b>Term 10</b>	<ul style="list-style-type: none"> <li>Dissertation Research</li> </ul>
<b>Term 11</b>	<ul style="list-style-type: none"> <li>Dissertation Research</li> </ul>
<b>Term 12</b>	<ul style="list-style-type: none"> <li>Dissertation Completion and feedback</li> <li>Dissertation Committee communicates to Graduate Office to begin scheduling Oral Defense, if deemed defensible</li> <li>Annual Progress Report (due by May 31<sup>st</sup>)</li> <li>Oral Defense</li> </ul>

# PhD Program Components

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

Complete the [Faculty of Graduate Studies Academic Integrity Module](#) at the start of the program.

## 1) Course Work

Carefully review the degree requirements table and the accompanying notes at the end of the table. Students are allowed to take a course or courses from outside the Critical Disability Studies graduate program to meet their elective course requirement. To find more graduate courses, please see the [York University Courses website](#).

### Core Courses

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

### Elective Courses

Students are required to complete **three 3-credit courses** from among the program's electives (**see Note 1 and 2 below for exceptions**). Although approval from the Program Director is required, students are encouraged to take one 3-credit elective from other graduate programs to fulfill their elective requirements. The PhD offers three possible fields for study; students will select their major & minor field from the following: critical theory; social policy; human rights & social justice

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

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

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

- **CDIS 5020 3.0:** Social Justice in the Labour Force
- **CDIS 5025 3.0:** History of Health Care Ethics from Ancient Times to the Present
- **CDIS 5030 3.0:** Pedagogy and Empowerment
- **CDIS 5035 3.0:** Mad People's History
- **CDIS 5040 3.0:** Experience, Identity and Social Theory
- **CDIS 5045 3.0:** Health Equity and Mental Health Policy (**cross-listed as HLTH 5450 3.0**)
- **CDIS 5050 3.0:** Disability in Cultural Context
- **CDIS 5055 3.0:** Knowledge Production
- **CDIS 5060 3.0:** Disability in an Age of Information Technology
- **CDIS 5065 3.0:** Health Systems, Issues and Inequities in Comparative Perspective
- **CDIS 5070 3.0:** Geography of Disability
- **CDIS 5080 3.0:** Language, Literature and Disability
- **CDIS 5085 3.0:** Indigeneity and Disability
- **CDIS 5090 3.0:** Public Policy and Disability
- **CDIS 5095 3.0:** Intersectionality, Disability and Health (**cross-listed as HLTH 5490 3.0**)
- **CDIS 6120 3.0:** Social Inclusion: Theory and Practice in Education and Social Policy
- **CDIS 6130 3.0:** International Development in Disability and Human Rights
- **CDIS 6140 3.0:** Health and Disability
- **CDIS 6150 3.0:** Critical Interpretations of Disability History

The program has zero-tolerance for breaches of academic honesty (i.e. plagiarism; cheating; impersonation; improper research practices; dishonesty in publication; dissemination of information

without permission; abuse of confidentiality; falsification or unauthorized modification of an academic document/record; obstruction of the academic activities of another; encouraging, enabling or causing others to do or attempt any of the above with intent to mislead an instructor, academic unit, program).

Access and review available [student support and resources to succeed in academic integrity](#).

## **2) Comprehensive Papers & Oral Comprehensive Examination**

### **Comprehensive Papers**

Doctoral students fulfill Graduate Program in [Critical Disability Studies \(CDS\) comprehensive requirements](#) after their coursework is completed & once they have secured their comprehensive supervisors. Comprehensive requirements are completed prior to commencing the proposal & dissertation. The comprehensive requirement allows students to demonstrate their readiness to undertake independent dissertation research. Completion is meant to demonstrate their comprehensive understanding of a major and minor field within Critical Disability Studies. Students are encouraged to begin planning and preparing for their first comprehensive well before CDS deadlines.

The comprehensive requirement takes the form or its equivalent of two 25-page essays unless otherwise negotiated between the student and their supervisor. Each of the comprehensives is supervised by a faculty member appointed to the Critical Disability Studies Graduate Program. Ideally each written comprehensive paper will be completed in one semester; the oral exam is expected to take place in semester six and no later than semester seven.

The comprehensive examination is a pedagogical exercise that requires candidates to engage in written and oral focused academic inquiry on a topic or problem of interest that extends the bounds of coursework and moves toward the conceptual work of the dissertation. Each component will have an equal weighting, and a single integrated outcome will be provided (i.e. pass or fail). Upon successful completion of the written portion there is an oral exam; its purpose is to demonstrate competence and to allow for questions, reflections & clarifications as needed.

The comprehensive requirement can take special formats such as but not limited to:

1. syllabus \ mini-lecture & teaching materials related to teaching interests
2. research creation - including practice lead research, practice-based research or any research practices that advance knowledge using the arts, broadly defined
3. artistic works \ documentation \ chap books \ zines \ with relevant context (theoretical \ historical...) materials
4. overview of methods & methodologies re knowledge transfer & exchange (for instance land-based \ community inclusive \ arts inclusive)
5. a paper \ project \ policy to be decided upon in consultation with the students' supervisors

One comprehensive field essay may be replaced with a publication in process. The supervising faculty member will provide support and guidance around the publication & peer review process.

### **Comprehensive Supervisory Committee Approval**

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

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

## Oral Comprehensive Examination

The combination of the written and oral work tests the students' grasp of the history of the field, its central themes and debates, and the key theoretical and methodological issues. It reflects the diversity of perspectives in the field and its trans-disciplinary nature.

Scheduling of the oral examination is set by the student and supervisors in consultation with the Graduate Program Office. It is expected to take place in semester six and no later than semester seven. Scheduling information will ordinarily be provided to students and participating faculty at least 20 business days in advance of the written and oral exam. If an examination must be rescheduled, students and all faculty members involved will normally be informed no later than 5 business days prior to the examination date. Unique circumstances such as the availability of ASL interpreters mean that there will be times when scheduling is adversely affected. All scheduling and re-scheduling is done in consultation with the committee to confirm availability.

The comprehensive examination committee includes two supervisors who are responsible for evaluating the student. The comprehensive requirement is composed of two parts: written and oral. The oral comprehensive will be scheduled when the supervisors consider the written components to have passed & the student has exhibited competence in the minor and major fields.

The oral exam is a 90-minute closed exam scheduled when the faculty supervisors have approved the written component. Prior to scheduling the oral exam, the student will send copies of their approved papers to the Graduate Program Director, and both field supervisors.

The comprehensive requirement is assessed by the supervisors using one of the following categories:

- pass
- fail

If there is a split vote the Graduate Program Director or designate will confer with faculty supervisors and cast the deciding vote. Should the student fail, they will be given one opportunity to retake the oral exam within three months; areas for improvement will be clearly laid out by the committee. A second failure will result in removal from the program.

Upon successful completion of the oral examination, the student will submit final e-copies of the comprehensive requirement and the FORM to the Graduate Program Office, for the program record.

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

## **Dissertation Stage**

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

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

The dissertation process has **several stages** as below:

**Stage 1: Establishment & Approval of a Dissertation Committee** – A Supervisory Committee consists of **three faculty members** – a Principal Supervisor and two supervisory committee members – at least two of whom will be members of the Graduate Program in Critical Disability Studies. It can build upon, or differ from, the comprehensive exam committee. Students should submit the FGS Supervisory Committee Approval form between the 5<sup>th</sup> and 7<sup>th</sup> term of study), or earlier if possible. **The form is submitted to the Graduate Program Office.**

**Stage 2: Familiarization with Graduate Supervision Guidelines** - We encourage faculty and students to familiarize themselves with the [graduate supervision guidelines and dissertation process](#). Guidelines encourage a positive, respectful, professional, and productive working relationships between

the Graduate Supervisor and graduate students. In a collaborative process, an initial meeting should be set between supervisor and student to establish expectation and responsibilities for both parties.

**Stage 3: Preparation of a Dissertation Proposal** - The Dissertation Proposal consists of **3500 words maximum** and should follow appropriate research ethics standards. **The completed proposal and research ethics documents are submitted to the Graduate Program Office.** Students must complete the approval of both the proposal and Research Ethics package before **Term 9**. Only upon receipt of an approved notice from Research Ethics can the student proceed with data collection.

**Stage 4: Writing of a Dissertation** – The Dissertation should be acceptable to the Supervisory Committee and formally approved as examinable by the members of that committee prior to its defense.

**Stage 5: Scheduling the Oral Examination** – The oral examination is scheduled at least 3 months before an intended date of defense **by the Graduate Program Office.** The Principal supervisor must inform the GPA when a dissertation is deemed defensible.

**Stage 6: Distributing e-copies of dissertation** - The student is responsible to provide e-copy of the thesis to the Graduate Program office to distribute for all dissertation members to read, with exception of the external examiner, who will be provided a copy by the Supervisor or Graduate Program Assistant.

**Stage 7: Completion of an Oral Defense** - The successful completion of an Oral defense is centered on the dissertation and related matters. It is presided over by an Examining Committee at York University. The Examining Committee will be recommended by the Graduate Program Director for approval and appointment by the Faculty of Graduate Studies. All final forms and given to the Graduate Program Administrator and the student must follow up with post-defense items with the Graduate Program Office.

**Stage 8: Post-defense items** - revisions, formatting, working with the Faculty of Graduate Studies to upload the final dissertation to the Electronic Thesis Database

## **Establishment of Dissertation Supervisory Committee**

Students in PhD program should make themselves aware of when and how to establish their Dissertation Supervisory Committee in terms of composition, approval process, and eligible faculty in Health graduate program.

### **a. Composition**

A dissertation supervisory committee will consist of a minimum of three members from the Faculty of Graduate Studies, at least two of whom must be members of the graduate program in which the student is enrolled.

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

In other words, all faculty in the Critical Disability Studies graduate program can serve on the dissertation supervisory committee and the examining committees for doctoral dissertation. However, not all of them are eligible to be a Principal Supervisor (see Faculty Members Eligible for Supervision provided in earlier section).

## b. Approval Timeline

For doctoral students to remain in good academic standing, they must have a supervisor and supervisory committee in place in accordance with program requirements.

The minimum Faculty of Graduate Studies requirements are as follows:

- A **principal supervisor** must be recommended by the Graduate Program Director for approval by the Dean of Graduate Studies **no later than the end of the 5<sup>th</sup> term** of study. Unless a principal supervisor has been approved, students will **not be able to register in the 7<sup>th</sup> term** of study
- A **dissertation supervisory committee** must be recommended by the Graduate Program Director for approval by the Dean of Graduate Studies **no later than the end of the 8<sup>th</sup> term** of study. Unless a supervisory committee has been approved, students will **not be able to register in the 10<sup>th</sup> term** of study.
- 
- For the graduate program to meet the above stated deadlines, students are required to submit a [Supervisor & Supervisory Committee Approval form](#) to the Critical Disability Studies graduate program office no later than **two weeks prior** to the FGS deadlines.

## c. Graduate Supervision Guidelines and Roles

Graduate supervision serves an important role in training promising scholars. Positive, respectful, professional, and productive working relationships are paramount to the success of graduate students and their advisors/supervisors. These guidelines are designed to support an environment in which such a professional working relationship can flourish.

Students and supervisors are strongly encouraged to review and discuss the "[Discussion Topics to Inform Productive Supervisory Relationships Guidelines for Advisors/Supervisors and Graduate Students](#)" document, as a way of clarifying mutual expectations and setting the foundation for a productive supervisory relationship.

Review the [Supervision Guidelines for Supervisors and Graduate Students](#) to understand how to relationship unfolds and access Conflict Resolution policies, if required.

**The Graduate Program Office (GPO) has a specific and important roles** in supporting graduate student supervision. The GPO is responsible for setting program expectations, ensuring that graduate students have a clear sense of understanding of how to successfully fulfill their degree requirements in a timely manner, and assist in resolving difficulties.

Programs differ greatly across Faculties and disciplines and therefore operate in different ways. The GPO role in supervision may include:

- assisting students in confirming a supervisor;
- reviewing the student's progress from time to time and reminding students of important deadlines;
- reviewing and approving supervisory committee composition;
- reviewing and filing annual progress reports, with input from both supervisors and students;
- reviewing, approving and scheduling oral defences;



- assisting and supporting students with personal difficulties impacting their progress; and
- participating in the resolution of any supervisor-student conflicts.

A **dissertation supervisor** (Chair of the supervisory committee) shall:

- be reasonably accessible to the student normally meeting once a month and never less than once each term.
- ensure that a copy of the student's dissertation has been sent by the student to all of the dissertation examining committee except the external committee members, as far as possible in advance of the date of the student's oral examination but no later than 4 weeks prior to the date set.

A **dissertation supervisory committee** shall:

- review the student's research proposal and recommend its approval to the Graduate Program Director and the Dean not less than six months prior to the date set for the oral;
- review the student's progress normally each month and never less than once each term. (Reports to the Graduate Program Director of unsatisfactory progress may require a student to withdraw from a program of studies or withdraw from the graduate program in which the student is enrolled);
- meet annually with the student, normally in the Spring, to evaluate the Report on Progress submitted by the student and submit a completed copy of the Report on Progress to the Graduate Program Office after the meeting; and,
- read the dissertation and make a recommendation to the Graduate Program Director regarding oral defence.

## **Dissertation Proposal – Oral Examination**

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

The dissertation proposal examination consists of a 15-20 minute presentation followed by a round of questions, with the Supervisor asking questions last. The Committee has an in-camera discussion to decide on **Pass** or **Fail**. Students who fail the oral examination have one opportunity to retake the oral examination within three months of the date of the first examination. A second failure will result in expulsion of the student from the program. Graduate Program Director fills out an evaluation form and submits it to the Graduate Program Office.

## **Research Ethics**

After the oral examination of the dissertation proposal, the student submits a complete package to the Graduate Program Office for ethics clearance.

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

- FGS Thesis/Dissertation Proposal Submission Form (TD1)
- an approved copy of the dissertation proposal
- CORE-22 Research Ethics tutorial certificate

For dissertation research involving human participants that is **unfunded and minimum risk**, students submit:

- CORE-22 Research Ethics tutorial certificate
- One copy of the dissertation proposal, along with an original copy of the FGS Thesis/Dissertation Proposal Submission Form (TD1)
- One original and one photocopy of a completed York University Graduate Student Human Participants Research Protocol Form (TD2)

- d. One original and one photocopy of the Written Informed Consent Document **or** the Script for the Verbal Informed Consent Statement; and
- e. One original copy of the completed Informed Consent Document Checklist for Researchers (TD3).

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

- a. CORE-22 Research Ethics tutorial certificate
- b. an approved copy of the proposal along with an original copy of the FGS Thesis/Dissertation Proposal Submission Form (TD1);
- c. One original and one photocopy of a completed York University Graduate Student Human Participants Research Protocol Form (TD2)
- d. One original and one photocopy of the Written Informed Consent Document **or** the Script for the Verbal Informed Consent Statement; and
- e. One original copy of the completed Informed Consent Document Checklist for Researchers (TD3).

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

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

## **Academic Milestone/Timeline:**

As of Fall 2023, all incoming doctoral students must complete a dissertation proposal and have research ethics approval **by Term 9**. Failure to do so will result in an advising block placed on the student's registration account.

Doctoral students with disabilities are to be mindful that they must complete and have an approved dissertation proposal by Term 9 (end of Year 3). If the academic milestones are not completed, an advising block is placed to necessitate a meeting with the supervisor and Graduate Program Director and student. Academic accommodations may adjust the expected rate of progress for some students with disabilities, however **all doctoral students** are expected to meet this dissertation proposal timeline.

## **Dissertation Writing**

Doctoral dissertations shall be on a topic approved by the student's supervisor and supervisory committee and shall include submission and approval of a dissertation proposal, including appropriate ethics review and approval, in accordance with Faculty and graduate program requirements and procedures.

The doctoral dissertation must embody original work and must constitute a significant contribution to knowledge. By submitting a thesis or dissertation, a student is making the representation that it is entirely their own work and that it has been done while they were a graduate student at York University. It should contain evidence of critical understanding of the relevant literature. The material embodied in the dissertation should merit publication.

The general form and style of dissertation and doctoral candidates are to refer to the [style, organization and technical requirements](#) listed at the Faculty of Graduate Studies. This means that if a thesis contains separate manuscripts (i.e., manuscript-based thesis), there needs also to be introductory and concluding chapters that explain how these separate manuscripts fit together into a unified body of research. Please refer to FGS regulations for complex electronic, multimodal and research creation dissertations.

## **Dissertation Examining Committee**

Prior to the establishment of a doctoral dissertation exam committee, the student's supervisory committee must read the dissertation and agree that the version read is ready to proceed to oral examination and **notify the Graduate Program Assistant**. The student must be registered as active for the term in which the oral exam is scheduled to take place.



Following agreement by the supervisory committee that the dissertation is ready to proceed to oral examination, recommendation for membership of a doctoral dissertation exam committee (as well as the date and location of the oral exam) is **formally initiated by the graduate program office** via submission of a Recommendation for Oral Examination Form.

Final approval of doctoral dissertation exam committee membership recommendations rests with the Dean of the Faculty of Graduate Studies.

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

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

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

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

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

In consultation with the student and the members of the exam committee, the graduate program director will recommend the date, time and location of an oral exam. Members of the examining committee are normally expected to attend the oral examination in-person, except where decanal permission for the use of alternative technologies such as video- or teleconferencing has been granted.

## **Doctoral Dissertation Defence**

### **Conduct of the Oral Examination**

1. Before an oral defence exam can be convened, a majority of the examining committee members must agree that the dissertation is examinable. The graduate program director shall poll the members of that committee **one week before** the scheduled date for the oral. If the student does not receive a majority vote, the members of the examining committee who do not agree that the dissertation is examinable are required to give their reasons in writing to the student, the supervisor, and the Dean within one week after the poll. In such cases, the oral shall be postponed for a period not to exceed 12 months. However, the student has the right to insist that the oral proceed as planned.
2. The oral examination will focus on the dissertation.
3. The Chair of the exam committee normally participates fully in questioning of the candidate, the discussion and the vote. In general, the role of the Chair of the exam committee is to ensure:
  - that the process of oral exam is fair and orderly,
  - that the student is truly being examined and challenged, and

- that high standards of scholarship are met.
  - Details of the Chair roles during the defense, see [here](#):
4. At the oral exam, the student may be given the opportunity to present an oral summary of his or her work. If this procedure is followed, the Chair of the exam committee will inform the student and indicate the time available.
    - Normally, the first round of questions will refer to general aspects of the work. Subsequent questions will deal with more detailed matters. For all doctoral dissertation oral exams and for those master's programs that require an external or outside examiner, the external examiner will normally begin each round of questioning and will be followed by the other members of the committee in an order agreed upon before the exam.
    - The Chair of the exam committee will ensure that each member of the exam committee has an equal opportunity to pose questions. After the formal rounds of questioning, general discussion and order of further questioning will be at the Chair's discretion.
    - The question period should normally run its natural course, with members of the exam committee indicating when they are satisfied. The Chair of the exam committee will, however use his/her discretion as to the appropriate closing point
  5. The oral examination is a public academic event. Faculty members, graduate students and others may attend oral examinations at the discretion of the Chair of the examining committee. They attendees will not participate in the questioning. Only members of the examining committee will be present for the evaluation and for the vote at the conclusion of an oral examination.
  6. The dissertation oral examination requirement is met if one of the following situations exists:
    - a. if the committee accepts the dissertation with no revisions; or,
    - b. if the committee accepts the dissertation with specified revisions.
  7. **Specified revisions** could range from typographical errors or changes of a minor editorial nature, to specified insertions or deletions which do not radically modify the development/argument of the dissertation. The committee must specify such changes with precision. It is the responsibility of the supervisor to ensure that all such changes are made, and the Dean's representative will confirm that this is the case. Specified revisions must be completed within six months of the date of the oral examination.
  8. In cases where there are no more than two votes for major revision or one vote for failure, then specified revisions are expected.
  9. A dissertation is referred for **major revision** if any of the following conditions exist:
    - a. the committee agrees that the dissertation requires substantive changes in order to be acceptable; or,
    - b. there are two votes for failure; or,
    - c. there is one vote for failure **plus** a minimum of one vote for major revision: or,
    - d. there are at least three votes for major revision.
  10. In the cases of major revision, one of the following procedures, agreed upon by the committee before the examination is adjourned, must be used to finalize the oral results:
    - a) the committee will reconvene within twelve months to continue the oral examination; or,
    - b) the revised dissertation will be circulated within twelve months to all members, who will inform the Dean's representative whether they feel the stipulated requirements have been met.
  11. Detailed reasons for referring pending major revisions must be supplied in writing by the Chair to the Dean, the program director and the student concerned within two weeks.
  12. After an adjournment and when the major revisions have been completed, the dissertation is failed if there are two or more votes for failure. A dissertation cannot be referred for major revisions more than once and no further adjournment is permitted. In the event of failure, detailed reasons must be supplied in writing by the Chair to the Dean, program director and student within two weeks.

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

Decisions of the thesis examining committee are communicated to the Faculty of Graduate Studies, usually in the form of an oral examination report containing appropriate signatures, through the **Graduate Program Office**, on or before the deadline specified for those students expecting to be awarded degrees at Convocation. The student has additional items to complete *after* the oral examination and before the Graduate Program Assistant can complete a final degree audit for the purposes of Convocation.

## **Manuscript-based Dissertation**

The manuscript-based dissertation is an alternative to the traditional doctoral dissertation, with many strengths: doctoral students are encouraged to, and often do, disseminate their research as conference presentations or manuscripts in journals, so completing a manuscript-based dissertation allows them to network early in their careers, gain publishing experience, and disseminate their research sooner than they otherwise would - especially important in fields as dynamic as Health Policy and Equity Or Health System Management & Health Data Analytics – while working towards their degree.

### **Faculty of Graduate Studies regulations on manuscript-based dissertations**

In the “Thesis, Dissertations & Supervision Guidelines,” the Faculty of Graduate Studies at York states the following about manuscript-based dissertations: The general form and style of a thesis/dissertation may differ from program to program, but a thesis/dissertation should be a coherent work. This means that if a thesis/dissertation contains separate manuscripts, there needs also to be introductory and concluding chapters that explain how these separate manuscripts fit together into a unified body of research. If previously published materials are included, then it should be made clear what exactly is the student’s own work and what is the contribution of other researchers, as outlined above under Originality of a Thesis/Dissertation.

### **Components of a manuscript-based dissertation**

As with traditional dissertations, manuscript-based dissertations form a cohesive and unified narrative on a specific research area. They must be current and include the following:

- **Introduction:** provides the background and situates the manuscripts within the larger theoretical and methodological contexts and substantive concerns. It also situates the questions guiding the research.
- **Manuscripts:** formatted as chapters within the dissertation, a series of three or four manuscripts provides new, original, and relevant contributions to the field of study, jointly exploring the various aspects of the dissertation’s research questions. The number of manuscripts varies by discipline and should be decided by the student in consultation with the supervisor. Connecting text may be added between them so that the dissertation functions as an integrated whole, with continuity and logical progression from one manuscript to the next.
- **Discussion:** shows the overall significance and contribution to knowledge of each manuscript in the context of the entire body of work and research field, lists and elaborates on limitations, points to future research directions, and provides policy recommendations. Importantly, this section is not a detailed account of the discussion section in each manuscript but rather an integrated discussion of individual manuscripts.

### **Requirements for each manuscript**

- Each manuscript must be current.
- When co-authored manuscripts are included, the student must be the first author and a signed statement that authorizes the use of the co-authored manuscript must be collected by the student from each of the co-authors. The template for the co-authors’ signatures will be drafted by the student that argues for including the manuscript in the dissertation.
- Co-authored manuscripts must be prefaced by a statement of authorship and contributions. This statement will detail the role of the student and of those who provided support with conceptualizing

the research question and study design; acquiring, analysing and interpreting the data; drafting or revising the manuscript for substantive intellectual content; and supervising the overall study. The statement should also include the names of the journals to which the manuscripts have been, or will be, submitted. If any manuscript has already been published, copyright information should be provided.

- By the time of the defence, manuscripts should be ready for submission or should have already been submitted, although they need not have been accepted for publication. In all cases, journals must be peer reviewed.

### **Formatting the manuscript-based dissertation**

As with traditional dissertations, the manuscript-based dissertation must be formatted as a unified whole. Formatting must be consistent throughout the dissertation: font style and size, line spacing, and margin sizes should be uniform; numbering scheme for tables, figures, footnotes, and citations should also be consistent. Lastly, while each manuscript will have its own bibliography, the dissertation as a unified body of work should have a single, comprehensive bibliography that includes all the sources listed throughout the dissertation. This bibliography should be situated after the main body of text and before the appendices. This formatting may require changing the formatting of the manuscripts for submission to the academic journals for publication.

## **Complex Electronic and Multimodal Dissertations**

All theses and dissertations must contain a written component. Theses and dissertations may, however, include other components in addition to the written component.

A complex electronic dissertation is a work with a high reliance on slides, film or videos, electronically interactive word/image-based text on CD-ROM or the internet. For complex electronic theses/dissertations, part of the work can be produced in traditional written form, but key elements of the work depend on direct experience with or interaction with a text whose physical form may be changed as a consequence of the interaction. Students producing a multimedia dissertation should consult with the [Library and Archives Canada](https://www.libraryandarchives.ca/) website for advice on formats supportable for preservation. However, a student may work in or submit work in an unsupported format as part of the oral exam as long as the work is readily accessible by the exam committee and the student submits a written component.

A multimodal dissertation is a work in which the key component is a performance or piece of art. For multimodal theses/dissertations, part of the work can be produced in traditional written form, but key elements of the work depend on direct experience by the exam committee with, for example, displayed artworks or theatrical productions.

For both electronic and multimodal theses/dissertations, students may wish to include supplementary files as part of their final submission (see Final Dissertation Submission below).

<https://www.yorku.ca/gradstudies/students/current-students/thesis-and-dissertation/doctoral-dissertation/>

### **Works consulted**

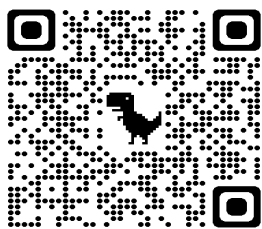
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# Administration

## Program-related forms (MA/PhD)



Graduate students are responsible access, review program guidelines and submit program forms for each academic milestone. Doing so will satisfy meeting the [degree requirements](#). Refer to the guidelines and then approach the graduate program office at [gradcds@yorku.ca](mailto:gradcds@yorku.ca).

Bookmark the following webpage program website (QR code provided)  
<https://www.yorku.ca/gradstudies/cds/current-students/guidelines-policies-forms/>

## Registration and Student Financial Account

All newly admitted and continuing graduate students at York University are responsible for being familiar with and registering in accordance with Faculty of Graduate Studies Registration Policies, including the requirement of continuous registration. Registration in any term is conditional on acceptance and payment of fees in the **Registration and Enrolment Module**.

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

The term and registration deadlines are accessible at the [FGS Important Dates calendar](#).

**There is a non-refundable fee to be registered as inactive** (\$15.00 registration fee). This includes an elective, parental leaves, exceptional circumstances (including a leave for compassionate, medical, or professional grounds).

It is the student's responsibility to monitor their [student financial account](#) for all transactions. If there is a discrepancy, email the Graduate Program Office, who will assist with a resolution.

## Program Fees

Graduate program fees consist of a flat-rate tuition and supplementary fees, set for each term. The fees are reviewed and approved by the provincial government and the York University Board of Governors. The Ministry of Training, Colleges and Universities implement guidelines after consultation and are subject to change. The associated fees support student advocacy, equity-seeking groups and services that support the student experience.

Information the Faculty of Graduate Studies program fees, please visit the Graduate [drop-down menu](#) to select "*Faculty of Graduate Studies – Masters*" or "*Faculty of Graduate Studies – PhD*".

## Balance of Degree Fees

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

**Doctoral students must register and pay fees for a minimum of the equivalent of six terms of full-time registration.** With respect to total minimum fee requirements for PhD programs, students who

successfully complete a PhD program in less than the equivalent of six terms of full-time registration will be responsible for payment of the remaining balance of degree fee.

**Master's students must register and pay fees for a minimum of the equivalent of three terms of full-time registration**, except in programs where a longer program length is specified. Students who successfully complete a master's program in less time than the program length will be responsible for payment of the remaining balance of degree fee. In both cases, the student will be notified and see transactions prior to convocation date.

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

## **Fee Refunds**

Students are entitled to refunds of portions of fees **depending upon the date by which withdrawal or completion of degree requirements** from the University are authorized.

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

## **Methods of Payment**

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

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

Information regarding fee waivers for York University employees or dependents, fee waivers for senior citizens, and fees paid by an external agency: [Fees and waivers](#).

## **Outstanding Debt**

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

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

# Understanding Your Graduate Funding Package & Employment Opportunities

## **Funding Package Eligibility**

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

**Domestic Graduate Health MA:** MA fellowship (3 terms only in Year 1) + one-time \$1000 Healthcare bursary

**Domestic Graduate Health PhD:** PhD fellowship (Years 1- 5) and priority for Teaching Assistantship employment (Years 1 - 6) + CUPE 3903 Health coverage when in priority pool

## **Conditions**

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

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

## **Funding**

**Understanding MA and PhD Domestic funding package:** Visit the 'Standard Package Details' section and click on '*Master's, Domestic*' or '*Doctoral, Domestic*' to review each component below.

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

## **Understanding the disbursement of MA and PhD funding**

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

## **Direct Deposit**

Students are encouraged to [sign up for direct deposit](#) so that any student refunds or student account payments are deposited to your personal banking account.

## **Employment**

Some of the funding packages include student-related employment in the form of a teaching assistantship, graduate assistantship and research assistantships.

**Teaching Assistantship:** Teaching assistants help with the delivery of a course, either in the School of Health Policy & Management or in another department at York University. All doctoral students and members of the CUPE Unit 1 priority pool are required to submit an updated application and CV for a



teaching assistantship in each academic year. This assignment is part of the standard funding commitment entitled to full-time, domestic students. Any questions about entitlements please speak to and refer to the CUPE 3903 Unit 1 collective agreement.

- **NEW PhD Admits** - With exception of newly admitted doctoral students, the procedure to apply requires completion of a paper application. Access the pdf copy of the CUPE Unit 1 [TA Application form](#), include a curriculum vitae and submit one copy to each of the hiring units that the graduate office specifies.
- **EXISTING PhD Students** - Submit blanket online application and CV to each of the hiring departments between November 15 and January 31st. If an existing student misses the deadline, there may be a few specific openings of (CUPE 1) positions found online. Otherwise, a paper application must be submitted to each department. Please visit the [York CUPE jobs site](#) and review available (CUPE 1) job postings listed under each faculty. Review the application deadline date. If open, select the position and login with your Passport York access. Instructions to apply online are found within this [document](#) (UIT instructions).
- Refer to [Unit1-Teaching-Application-FAQs](#) when completing a TA application form

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

**Student responsibility:** Once you begin your Graduate Assistantship, meet with your hiring supervisor and complete a [GA workload form](#) together. Submit the signed document to your home graduate program office within 20 days of the assignment. Any questions about entitlements please speak to and refer to the CUPE 3903 Unit 3 collective agreement.

Please note that part-time students are ineligible for a funding package and Graduate Assistantships.

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

If a current student has any financial discrepancy, please email [gradcds@yorku.ca](mailto:gradcds@yorku.ca) with your inquiry.



# Online Registration & Course Enrollment Instructions

**Prior registration and course enrollment**, new students are required to have an advising appointment. Existing students are to ensure they meet the conditions to avoid registration, advising or financial blocks.

1. Log in [here](#) using your **Passport York** username and password.
  2. Click on ADD/DROP course
  3. To register in a given term, choose **"TERM– "Graduate students or Osgoode Students"** from the pull-down menu. Students register for each term separately.
  4. The system will display your fee rate. As well, it will ask you to agree to the contractual tuition fee agreement by answering "Yes" to all the questions.
- NOTE: If you do not agree to the contract, you will not be allowed to register and enroll in courses.**
5. To enroll in a course offered during this term, click **"add a course"** and type in a **catalogue number** (not the course number) corresponding to the course. You can find all catalogue numbers on the [York University Courses Website](#). Repeat this step to enroll in other courses offered during this term.
  6. Log out.
  7. Repeat steps 1-6 to register in the Winter term and then enroll in course(s) offered during this term. Choose **"Winter - Graduate students or Osgoode Students"** from the pull-down menu this time.

**NOTES:**

- a) **Once you are registered in a term, you are obliged to pay the tuition fee for that term at either the full-time or part-time rate, whichever applies to you. This is the case even though you do not enroll in any courses during that term.**
- b) **Registration and course enrollment for the Summer 2024 term will start in March 2024 with the date \*TBD.**

\* click for all [important dates](#)

# Faculty of Graduate Studies Registration Regulations

## FGS Regulations

The followings are some regulations extracted from the FGS Calendar.

### Registration Policies

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

### Continuous Registration

Students admitted to a graduate diploma, master's degree program or doctoral degree program must maintain continuous registration, including payment of applicable fees, in every fall, winter and summer term up to and including the term in which all requirements for their program of study are successfully completed, in accordance with Faculty and program regulations and as confirmed by the program director. **Students who fail to maintain continuous registration, including payment of applicable fees, will lose their status as full-time or part-time graduate students and will be withdrawn from their program of study.** Students who have been withdrawn because of failure to observe registration requirements may petition for reinstatement.

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

### Minimum Period of Registration

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

### Simultaneous Registration

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

### Registration Status

#### **Full-Time Status**

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

- is pursuing his or her studies **as a full-time occupation**;
- identifies himself or herself** as a full-time graduate student;
- is geographically available and visits the campus regularly.** (A graduate student may be absent from the campus while still under supervision, *e.g.*, visiting libraries, attending a graduate course at another institution, field work, enrolled in distance or on-line courses, *etc.* **If such**

**periods of absence exceed four weeks in any term, approval of the graduate program director and the Dean of Graduate Studies is required.);**

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

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

## Part-Time Status

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

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

## Change in Status

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

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

## Leaves of Absence

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

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

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

## General Leave of Absence

Students applying for a leave of absence under exceptional circumstances are students who are facing a type of hardship that takes them away from their studies. A General Leave of Absence is available to students who need to be absent from their studies. Students can take a maximum of 3 terms of a General Leave of Absence over the course of their studies. Students do not pay tuition or receive funding or awards during a leave.

*Examples of exceptional circumstances:*

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

*Restrictions:*

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

## Family Care Leave

A Family Care Leave of Absence is available to students for whom significant care-giving responsibilities of a family member require the student to be absent from their studies. Leaves considered under this category include those arising in relation to: pregnancy; the birth or adoption of a child; and providing care and support for an ill child, spouse, parent, grandparent or other family member. Students can take **a maximum of 5 terms** of a Family Care Leave of Absence over the course of their studies. Students do not pay tuition or receive funding or awards during a leave.

# Other Graduate Student Policies

## **Ontario Visiting Scholar (OVGS) Plan**

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

York University graduate students interested in taking a graduate course at another Ontario University under the OVGS plan should complete the ‘Outgoing’ [OVGS application process](#). York University graduate students may complete **up to 6 credits** in coursework under the OVGS Plan towards any one-degree program.

York University graduate students must submit Ontario Visiting Graduate Student Application forms no later than **two months** before the start date of the term during which they wish to take an OVGS course at the HOST university.

## **Withdrawal & Maintaining Academic Standards**

**To withdraw in good standing from the Faculty of Graduate Studies, a student must notify their graduate program office by completing the [Program Withdrawal Form](#).** The effective date of withdrawal is the date the program was notified by the date indicated on the Program Withdrawal Form. To be eligible to withdraw in good standing, a student’s academic record **may not include any coursework “Incompletes” and may not include any combination of C grades or combination of C and F grades.**

## **Failure to Maintain Academic Standards**

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

## **Reinstatement to Continue/Complete**

Students who have withdrawn in good standing may petition for *reinstatement to continue* within three terms (12 months) following a withdrawal. After that time, students must normally apply for readmission rather than reinstatement. Reinstatement to continue in a program does not guarantee that funding will continue as outlined in the student’s original offer letter.

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

# FGS Communications

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

## **FGSnews**

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

## **Direct Emails**

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

# Policy on Student Records

## Change of Name

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

## Maintaining Contact Information

A student must maintain current and up-to-date permanent and mailing address information on the records of the University to receive pertinent mailings. The University also routinely uses e-mail to communicate with students.

**Students are responsible for maintaining up-to-date e-mail addresses on the records of the University and for ensuring that there are no problems with their external e-mail provider or individual account that would prevent York University from delivering an e-mail to that address.**

Changes to contact information are done online through [My Online Services](#).

## Grading System

Grades will be awarded for every course in which a student is enrolled in accordance with the following system. The letter grade system is the fundamental system of assessment of course performance in graduate programs at York University. In courses where percentages are used as a means of reporting grades on individual pieces of work, the following conversion table is to be used in converting percentage grades to letter grades, unless alternative provisions for scaling and/or conversion are announced to students in writing within the first two weeks of classes. The percentages indicated are not part of the official grading scheme and are meant only to be used as guidelines.

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

## **Grade Reports**

In addition to letter grades, the following course performance designations may be used on grade reports (Incomplete, Withdrawn and Auditor status).

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

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

Should a **grade reappraisal** for a final grade be requested by a student, see the [guidelines](#).

## **Course Extension Policy**

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

Students who wish to request an extension, which does not enable the instructor to finish grading and to report their final grade by the above stated reporting dates, must file a [Course Transaction Form](#) to be submitted to the graduate program office to ensure the Registrar's Office is notified.

The length of extension can be up to within 2 months or 4 months of the above stated reporting dates for one-term or two-term courses respectively.

Students who wish to request an extension which *goes beyond this period* must file an [online academic petition](#) for a course extension and subsequently be reviewed for a decision by a Faculty of Graduate Studies committee. If the grade of 'Incomplete' is not removed by the end of the specified period, it will become a grade of 'Fail' ("F").

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



# Academic Progress

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

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

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

In no cases will grades be averaged.

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

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

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

In no case will grades be averaged.

## **Transfer Credit (Advanced Standing)**

Following initial registration in a graduate program at York University, graduate-level courses completed at another institution that have not been used to fulfill the requirements of another degree program or graduate diploma may be accepted towards fulfillment of the degree program in which the student is registered. Credit for such work will be determined by the Faculty of Graduate Studies on the recommendation of the program concerned. Transfer credit may count for up to 50% of the coursework requirements for a York graduate diploma or degree program. To request Advanced Standing, students are required to submit an [Academic Petition](#) form (select "advanced standing" category) to the graduate program office.

# Graduate Academic Petitions and Appeals

Academic petitions and appeals in the Faculty of Graduate Studies are governed by the Senate Guidelines for the consideration of petitions/appeals by Faculty Committees. A petition is a formal request for a change to an anticipated academic pathway or a waiver of an academic regulation or deadline. Petitions must be initiated within 12 months of an issue arising. Petitions on issues beyond the 12-month timeline will not be considered, except in truly exceptional circumstances.

Review the categories, prepare required documents to upload with your petition. It is the student's responsibility to initiate and submit a completed [petition](#). Each petition will, on its way to the Faculty of Graduate Studies, pass through the student's graduate program director (GPD) for their recommendation. Graduate program assistants (GPAs) are knowledgeable consultants who can aid petition package preparation.

Please login to our [graduate petition portal](#) to create and submit your petition. The portal will prompt you to upload all mandatory forms and supporting documents with your petition application. We've created a [step-by-step instruction guide \(.pdf\)](#) to assist you with navigating the portal. In addition, the [petition submission diagram \(.jpg\)](#) offers a quick overview of the process.

## **Academic Petitions: Procedural Guidelines**

For instructions how to appeal a petition decision, see [here](#)

## Academic Honesty

### **1. Academic Honesty and Why it is Important**

York University's [Senate Policy on Academic Honesty](#) is an expression of the academic conduct appropriate to and expected of students studying and researching in Academe. These expectations, particularly with respect to plagiarism, are grounded in a principle and practice that forms the basis of the academic enterprise—namely, that the work one submits for evaluation is the product of one's own original ideas, and that any material that belongs to someone else, because he or she first produced and/or presented it, must be properly referenced and cited. If there is no way for a reader to tell which words and ideas are those of the author and which are those of others, then the work demonstrates plagiarism. It loses its integrity as a document of original scholarship and is academically dishonest.

It is mandatory for every incoming graduate student to complete the [FGS Academic Integrity Module](#), using their Passport York student username and password.

### **2. How to Avoid Academic Dishonesty**

The Faculty of Graduate Studies requires all students to complete the FGS Academic Integrity Module, sign up for library support as a graduate student and utilize the modules from the York University Learning Commons. Additional supports are available to discuss with the Writing Centre, Graduate Wellness consultations, and your Graduate Program Directors. Visit this [resource](#) for more details.

### **3. Faculty of Graduate Studies Procedural Guidelines for a Suspected breach**

The procedures outlined [here](#) are consistent with those specified in the *Senate Policy on Academic Honesty*.

# Senate Policy on Academic Accommodation for Students with Disabilities

York University is committed to provide an accessible campus and learning environment for students with visible and invisible disabilities. As such academic accommodations are developed in accordance with the Ontario Human Rights Commission. The nature and extent of accommodations shall be consistent with and supportive of the integrity of the curriculum and of the academic standards of programs or courses. Students requesting academic accommodation can contact York's Student Accessibility Services.

## **To Register with Student Accessibility Services**

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

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

## **Information for Faculty**

It is the responsibility of faculty members and teaching assistants to be conversant with policies and resources related to teaching students with disabilities, to ensure specific rights and entitlements of students with disabilities are upheld in their class, and to create an equitable and respectful environment in their courses.

If there is any issue with receiving accommodations, please contact the Graduate Program Office and GPD.

## **Workplace Accommodations**

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

For assistance and contacts, please visit [here](#)

# Student Associations & Resources

## York University Graduate Students' Association (YUGSA)

Representing full and part-time graduate students, York University Graduate Student's Association (YUGSA) is organized around principles of accessibility, social justice and equity as it works to improve the learning, teaching, and working environments for all graduate students at York University. YUGSA provides advocacy and support to all members across various graduate departments on campus.

Location: 325 Student Centre

Tel: 416-736-5865 / Email: [info@yugsa.ca](mailto:info@yugsa.ca) / Web: <http://www.yugsa.ca/>

## Graduate Research Association in Public Health (GRASP)

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

357 Bethune College / <http://grasp.student-org.yorku.ca>

## Canadian Union of Public Employees (CUPE) – Local #3903

CUPE 3903 represents contract faculty, tutors, markers, demonstrators, as well as teaching, research, and graduate assistants at York University.

Dahdaleh 2050 / Tel: 416-736-5154 / <http://3903.cupe.ca/>

## Career Centre

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

Suite 202, McLaughlin College / Tel: 416-736-5351 / <https://careers.yorku.ca>

## Writing Centre

Practical instruction is offered to assist York students in academic writing, including graduate students. Some tutors specialize in working with ESL students, and in working with students who have disabilities affecting language learning and language skills. Individual tutoring lasting 25 to 50 minutes is the primary method of instruction.

S311 Ross Building / Tel: 416 736-5134

<https://www.yorku.ca/laps/writing-centre/writing-support/one-to-one/graduate-students>

## Teaching Commons

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

1050 Dahdaleh Building / Tel: 416 736-5754 / <https://www.yorku.ca/teachingcommons/>

## Centre for Indigenous Student Services

ASAY's primary mandate is to advocate for the Aboriginal student body of York University. ASAY's mandate includes community awareness campaigns, cultural programming, social events and alliance building.

246 York Lanes <https://aboriginal.info.yorku.ca> [cissinfo@yorku.ca](mailto:cissinfo@yorku.ca)

## Community and Legal Aid Services Program

CLASP provides **free legal advice and representation** to members of the community, and to York students. We are funded by [The Law Foundation of Ontario](#), [Legal Aid Ontario](#), York students, and Osgoode Law Hall School. Students work in our clinic under the supervision of experienced lawyers.

Ignat Kaneff Building, Osgoode Hall Law School

Tel: 416-736-5029

<https://www.osgoode.yorku.ca/community-legal-services>

## Student Accessibility Services (SAS)

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

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

Tel: 416-736-5755

<https://accessibility.students.yorku.ca/>

## Student Security Escort Service (goSAFE program)

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

Tel: 416-736-5454

<https://www.yorku.ca/safety/gosafe/>

## VanGO Mobility Service

York University offers an complimentary on-campus scheduled mobility service to help persons with disabilities get from one on-campus location to another. The VanGO service is available year-round, Monday to Friday, to assist students, faculty and staff with their mobility needs between the hours of 8:00am and 10:00pm daily. Service is provided to and from on-campus building entrances via an accessible van, fully accessible low-floor bus and golf cart, depending on daily service demand and the needs of the patron being transported.

Email: [transit@yorku.ca](mailto:transit@yorku.ca) / Tel: 416-736-2100 ext. 22456

<https://www.yorku.ca/transportation/vango-mobility-services/>

## Parking Services

All faculty, staff and students who park on University property are required to purchase an annual or sessional parking permit or to pay the daily parking fee using the Honk app, and abide by the parking and traffic regulations of the University. Application forms for permits are available [on-line](#).

Information about obtaining accessible parking permit is available at

<https://www.yorku.ca/parking/parking-rates-permits/accessible-parking/>

Contact the Parking and Transportation office at 222 William Small Centre

Tel: 416-736-5335

E-mail: [parking@yorku.ca](mailto:parking@yorku.ca)

<https://www.yorku.ca/parking/>

# **Research at York University**

## **Office of Research Services (ORS)**

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

Current York University students interested in getting involved in, and learning more about research, may visit the ORS website and log-in using their Passport York password and user ID. Access to information about student research funding opportunities and careers in research is available in that section. In addition, students are encouraged to subscribe to the [Peer Review Magazine](#). The magazine presents academic research and ideas coming out of Canadian universities in an approachable and populist voice with articles ranging from research stories to advice on academic careers.

Telephone: 416-736-5055 / Website: <https://www.yorku.ca/research/research-services/>

## **Listing of some Organized Research Units**

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

### **Centre for Feminist Research**

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

Telephone: 416.736.2100 ext. 55915 / Web site: [www.yorku.ca/cfr](http://www.yorku.ca/cfr)

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

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

Telephone: 416.736.5823 / Web site: <https://cjs.yorku.ca>

### **Centre for Refugee Studies**

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

Telephone: 416.736.2100 ext. 30391 / Web site: <https://crs.info.yorku.ca>

### **Centre for Research on Language and Culture Contact**

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

other countries throughout the world. The CRLC includes external members who are leading researchers in the field of Language Contact.

Telephone: 416.736.2100 ext. 88483 / Web site: <https://www.glendon.yorku.ca/crlcc/>

## **Centre for Research on Latin America and the Caribbean**

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

Telephone: 416.736.5237 / Web site: <http://www.yorku.ca/cerlac>

## **The City Institute of York University**

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

Telephone: 416.650.8125 / Web site: <https://www.yorku.ca/cityinstitute/>

## **The Dahdaleh Institute for Global Health Research**

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

Telephone: 416.736.2100 ext. 22124 / Web site: <https://www.yorku.ca/dighr/>

## **Global Labour Research Centre**

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

Telephone: 416.736.2100 ext. 44704 / Web site: <https://glrc.info.yorku.ca>

## **The Harriet Tubman Institute for Research on Africa and its Diasporas**

The Harriet Tubman Institute for Research on Africa and Its Diasporas seeks to be the preeminent, interdisciplinary centre for research, both historical and contemporary, on Africa and its global diasporas. The Institute offers an internationally recognized hub for studies and documentation on Africa and its diasporas.

Telephone: 416.736.2100 ext. 33058 / Web site: <https://tubman.info.yorku.ca>

## **Institute for Social Learning**

The Institute for Social Research undertakes research that engages interdisciplinary social issues through research methodologies that involve survey, quantitative and mixed methods research. It also provides research services within York University for students, faculty and senior administrators that supports these research methodologies and undertakes studies of the university community.

Telephone: 416.736.5061 / Web site: <http://www.isryorku.ca>

## **The Jack and Mae Nathanson Centre on Transnational Human Rights**

The focus of the Nathanson Centre on Transnational Human Rights, Crime and Security is the development and facilitation of a cross-disciplinary programme of research and project initiatives that



enhance knowledge of issues related to a variety of transnational phenomena that are now, and for the foreseeable future, rapidly changing (and challenging) society, law and governance.

Telephone: 416.736.5030 / Web site: <http://nathanson.osgoode.yorku.ca/>

## **LaMarsh Centre for Child and Youth Research**

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

Telephone 416.736.5528 / Web site: <https://www.yorku.ca/lamarsh/>

## **Robarts Centre for Canadian Studies**

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

Telephone: 416.736.5499 / Web site: <https://robarts.info.yorku.ca>

## **York Centre for Asian Research**

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

Telephone: 416.736.5821 / Web site: <https://ycar.apps01.yorku.ca>

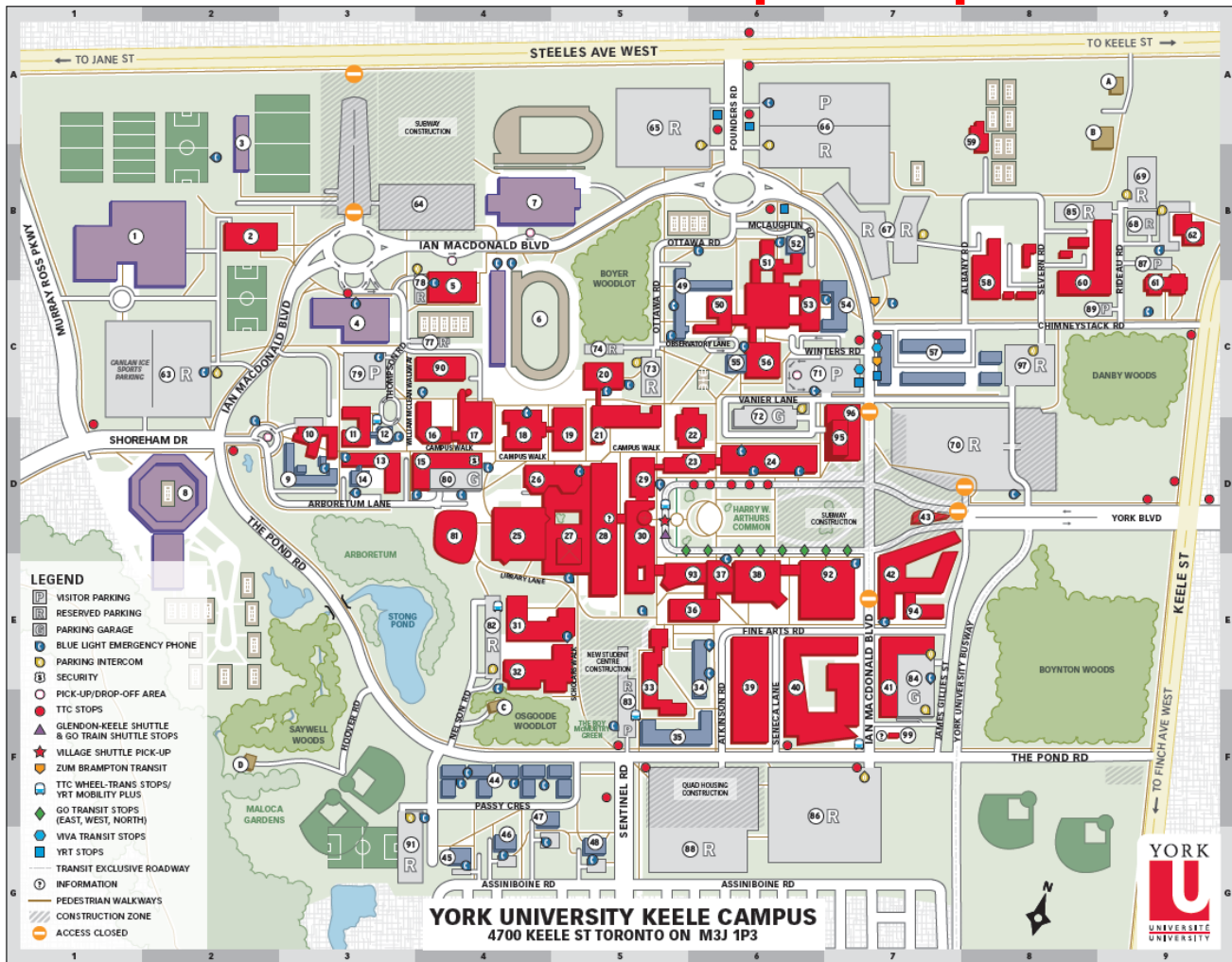
## **YU-CARE – York Centre for Aging Research & Education**

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

Telephone: 416.736.2100 ext. 22896 / Web site: <http://yucare.info.yorku.ca/>



# York Keele Campus Map



# York Keele Campus Directory

## CAMPUS DIRECTORY

### ■ ACADEMIC, ADMINISTRATIVE & COMMERCIAL BUILDINGS

59	190 Albany Road	ALB	A8
92	Accolade East	ACE	E7
93	Accolade West	ACW	E6
96	Archives of Ontario*	AO	D7
33	Atkinson	ATK	E5
29	Behavioural Science	BSB	D5
41	Bennett Centre for Student Services, Admissions	BCS	E7
81	Bergeron Centre for Engineering Excellence	BRG	E4
24	Bookstore, York Lanes	YL	D6
10	Calumet College	CC	D3
27	Central Square	CSQ	D5
58	Central Utilities Building	CUB	B8
38	Centre for Film & Theatre	CFT	E6
16	Chemistry	CB	D4
62	Computer Methods Building**	CMB	B9
26	Curtis Lecture Halls	CLH	D5
94	Executive Learning Centre	ELC	E7
21	Farquharson Life Sciences	FRQ	D5
50	Founders College	FC	C6
31	Health, Nursing & Environmental Studies	HNE	E4
32	Ignat Kaneff Building, Osgoode Hall Law School	OSG	E4
36	Joan & Martin Goldfarb Centre for Fine Arts	CFA	E5
95	Kaneff Tower	KT	D7
61	Kinsmen	K	C9
19	Lassonde Building	LAS	D5
90	Life Sciences Building	LSB	C4
43	Loma R. Marsden Honour Court & Welcome Centre*	HC	D7
20	Lumbers	LUM	C5
51	McLaughlin College	MC	B6
11	Norman Bethune College	BC	D3
17	Observatory, Petrie	PSE	D4
17	Petrie Science & Engineering	PSE	D4
60	Physical Resources Building	PRB	B9

28	Ross Building	R	D5
25	Scott Library	SCL	D4
27	Scott Religious Centre, CSQ	SRC	D5
40	Seneca @ York, Stephen E. Quinlan Building**	SAY	E7
42	Seymour Schulich Building	SSB	E7
2	Sherman Health Science Research Centre	SHR	B2
18	Steele Science & Engineering Library	STL	D4
22	Stedman Lecture Halls	SLH	D6
13	Stong College	SC	D3
23	Student Centre	STC	D6
4	Tait McKenzie Centre	TM	C3
99	Temporary Welcome Centre		F7
56	Vanier College	VC	C6
30	Vari Hall	VH	D5
39	Victor Phillip Dahdaleh Building (Formerly Technology Enhanced Learning - TEL)	DB	E6
5	West Office Building	WOB	C4
15	William Small Centre	WSC	D4
53	Winters College	WC	C6
24	York Lanes	YL	D6

### ■ RESIDENCES & APARTMENTS

48	320 Assiniboine Road	AS2	G5
47	340 Assiniboine Road	AS4	F4
46	360 Assiniboine Road	AS6	G4
45	380 Assiniboine Road	AS8	G4
34	Atkinson Residence	AR	E6
12	Bethune Residence	BR	D3
9	Calumet Residence	CR	D3
49	Founders Residence	FR	C5
57	Harry Sherman Crowe Housing Co-op**	HCC	C7
44	Passy Gardens, 2-18 Passy Cres.	PASSY	F4
35	The Pond Road Residence	PON	F5
14	Stong Residence	SR	D3
52	Tatham Hall	TH	B6
55	Vanier Residence	VR	C6
54	Winters Residence	WR	C7

### ■ PARKING GARAGES – VISITORS

80	Arboretum Lane Parking Garage	ARB	D4
84	Student Services Parking Garage	SSP	E7
72	York Lanes Parking Garage	YLP	D6

### ■ PARKING LOTS – VISITORS

83	Atkinson Lot		E5
66	Founders Road East Lot		A6
77	Tait McKenzie Lot		C3
79	Thompson Road Lot		C4
71	Vanier Lot		C7
87	Kinsmen Lot		B9
89	Physical Resources Building South Visitor Lot		C9

### ■ PARKING LOTS – RESERVED

67	Albany Road Lot		B7
83	Atkinson Lot		E5
97	Chimneystack Lot		C8
66	Founders Road East Lot		A6
65	Founders Road West Lot		A5
73	Lumbers Lot		C5
74	Lumbers North Lot		C5
82	Nelson Road Lot		E4
64	Northwest Gate Lot*		B4
91	Passy Crescent Lot		G3
85	Physical Resources Building North Lot		D7
68	Physical Resources Lot		B9
69	Rideau Road Lot		B9
88	Sentinel Road Lot		F6
63	Shoreham Drive Lot		C2
86	The Pond Road Lot		F7
71	Vanier Lot		C7
78	West Office Building West Lot		C4
70	York Boulevard Lot		B8

### ■ VISUAL PERFORMANCE ARTS FACILITIES

92	Art Gallery of York University	ACE	E7
37	Burton Auditorium*	BU	E6
92	Gales Gallery	ACW	E6
38	Joseph G. Green Studio Theatre	CFT	E6
92	McLean Performance Studio	ACE	E7
92	Price Family Cinema	ACE	E7
92	Sandra Faire & Ivan Fecan Theatre	ACE	E7
92	Tribute Communities Recital Hall	ACE	E7

### ■ SPORT & RECREATION FACILITIES

1	Canlan Ice Sports*	ICE	B1
4	Tait McKenzie Centre	TM	C3
8	Tennis Canada - Aviva Centre*	TC	D2
7	Track & Field Centre*	TFC	B4
3	York Stadium	STA	A2
6	York Lions Stadium	YLS	C4

### ■ HISTORICAL HOUSES

C	Hart House	HH	F4
D	Hoover House	HOH	F2
B	Stong Barn	SB	A9
A	Stong House	SH	A9

\* Shared use  
\*\* Non-York facility  
x Temporarily Closed

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SEPTEMBER 2016

Please visit [yorku.ca/mapskeele](http://yorku.ca/mapskeele) for the most up to date version of the campus map