

**Thank you for joining  
today's webinar.  
We will begin shortly!**

**HAVE A QUESTION DURING THE  
PRESENTATION?**

*Please use the Q&A function, at the bottom of  
your Zoom screen, to share your query.*



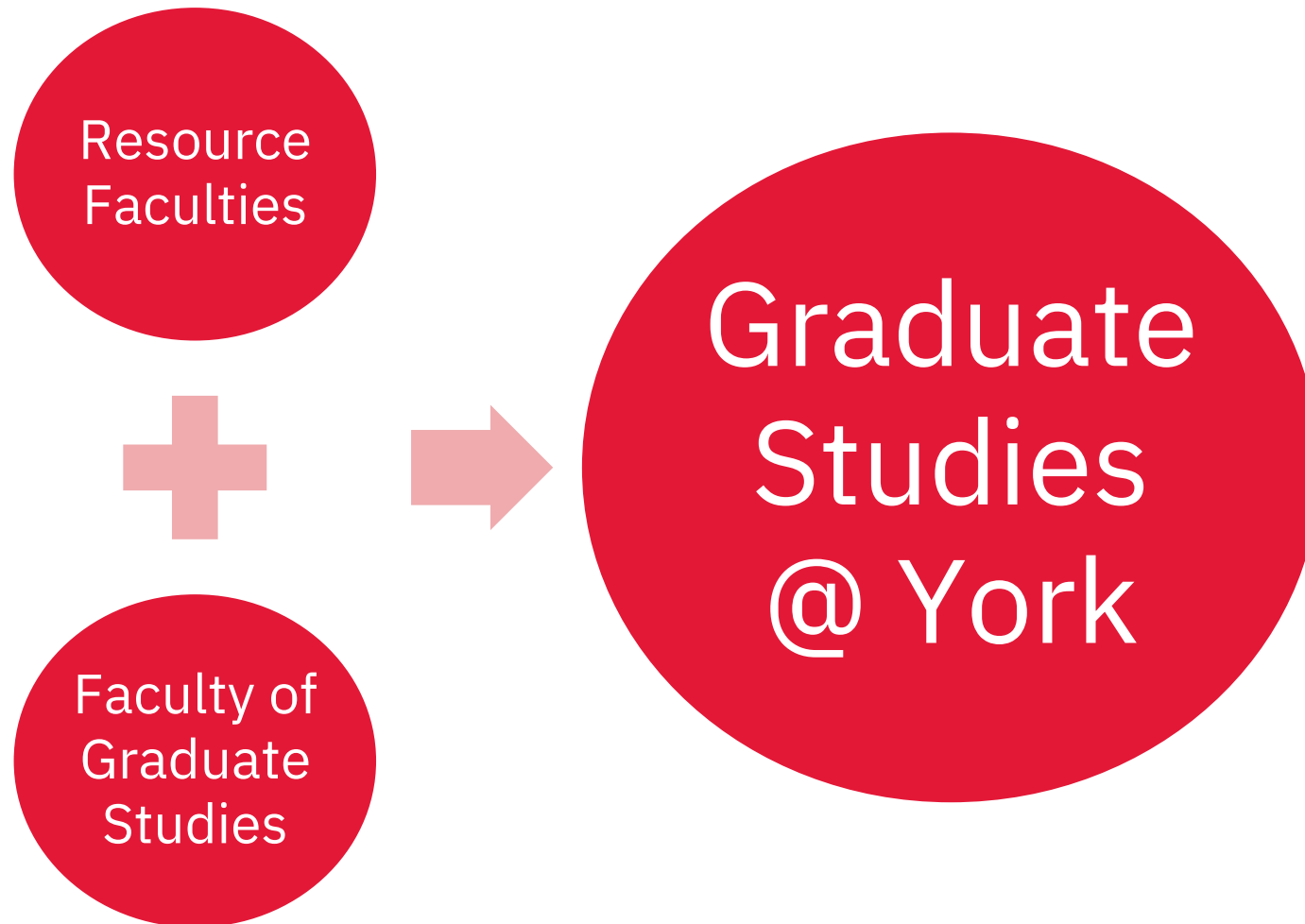
# *GradForward Series:* **STUDENT AFFAIRS**

FACULTY OF GRADUATE STUDIES | SEPTEMBER 2024

YORK 

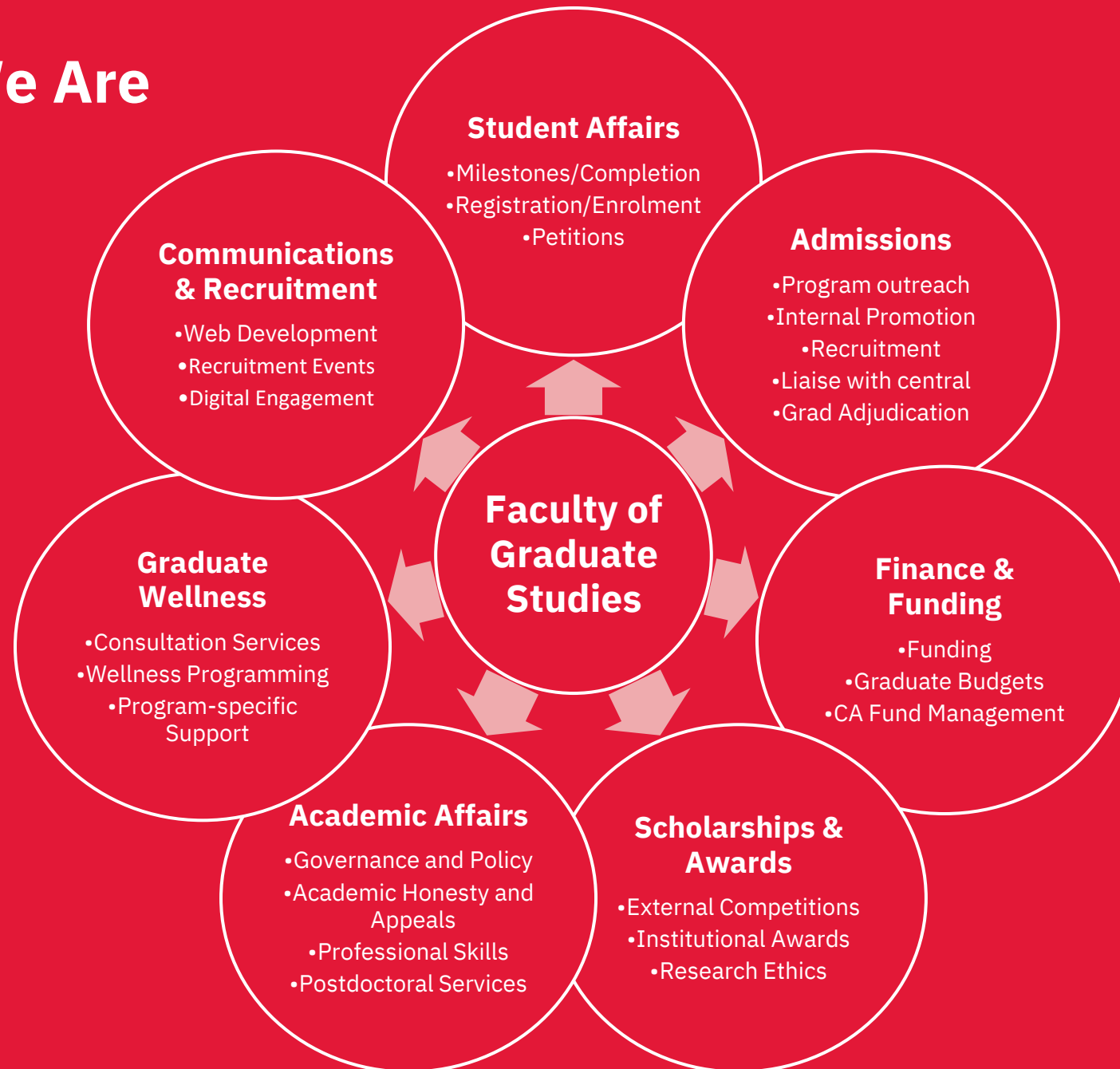


# FGS and Faculties – a Partnership





# FGS: Who We Are



# Program Support Structure & Resources



# Support Teams

Each Graduate Program has a support team that includes:

- **Graduate Funding Advisor** – information & guidance on your students' funding packages
- **Graduate Record & Enrolment Coordinator** – information & guidance on registration, enrolment, debt repayment agreements, convocation
- **Graduate Milestones & Progression Coordinator** – information & guidance on all graduate milestones including supervisor, supervisory committee, thesis, dissertation, defenses, uploading ETD
- **Coordinator, Graduate Petitions** – graduate petitions
- **Graduate Academic Affairs Assistant** – academic honesty and appeals
- **Research Officer** – Research ethics, Internal and External award eligibility and technicalities, workshops and presentations related to scholarships and awards
- **Scholarship & Awards Coordinator** – Applications, updates on competitions, terms & conditions, submissions
- **York International Contact** – for queries related to work permits, immigration, UHIP
- **Faculty Relations Contact** – for support navigating the student/employee dynamic



# Registration





# Academic Important Dates



Sessional dates



Registration & Enrolment



Financial



Thesis & Dissertation



Petition

## Important Dates

Graduate studies at York consists of three academic terms: Fall term, Winter term, and Summer term.

### 2024–2025 Academic Year

Winter 2025

Summer 2025

Fall 2025

**Winter 2026**

Types of Dates and Monthly Reminders for the Semester

**[Sessional](#)**

[Registration & Enrolment](#)

[Financial](#)

[Thesis & Dissertation](#)

[Petition](#)

Link: [yorku.ca/gradstudies/students/current-students/registration-enrolment/important-dates/](https://yorku.ca/gradstudies/students/current-students/registration-enrolment/important-dates/)



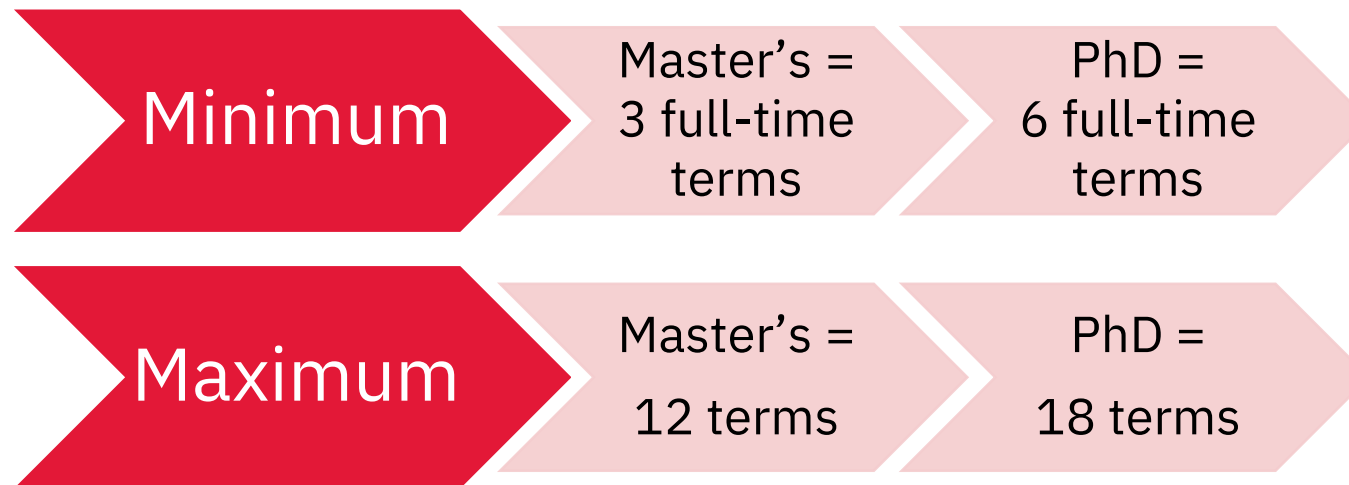
# Important things to know...

- › **Registration & Enrolment:** [yorku.ca/gradstudies/students/current-students/registration-enrolment/registration/](http://yorku.ca/gradstudies/students/current-students/registration-enrolment/registration/)
  - Maintain continuous registration in every term, regardless of course enrolment
  - Pay attention to registration deadlines to avoid late registration fee of \$200
  - Tuition and fees are due each term, approximately: the 10th of the month.
- › **Important Dates:** [yorku.ca/gradstudies/students/current-students/registration-enrolment/important-dates/](http://yorku.ca/gradstudies/students/current-students/registration-enrolment/important-dates/)
  - Registration and Enrolment deadlines
  - Deadlines related to awards, bursaries, petitions, thesis and dissertation
  - Dates for conferences and workshops
- › **Communication from FGS**
  - Keep your email address updated with York
  - Read FGSNews (monthly e-newsletter)
  - FGS website
  - Via Graduate Program Assistants

# Degree Time Limits

Minimum & maximum time limits for degrees

- Minimum – Degree cost (balance of degree fees)
- Maximum – Time to completion



- Part-time Status: For the calculation of balance of degree fees, one full-time term is equivalent to two part-time terms, and vice versa.
- 6 years is the FGS maximum, and the funding limit; however, individual Programs may have academic limits of 4 years or 5 years



# Continuous Registration

- Students must be continuously registered, fall, winter and summer and pay the minimum fees.
- There is a MINIMUM time to completion, which means there is a minimum fee to your degree.
- Examples of Masters programs, minimum completion times →
- There are also MAXIMUM time to completion and fees associated.

## Minimum Time to Completion

3-Term Programs	4-Term Programs	5-Term Programs	6-Term Programs
Biology	Disaster & Emergency Management	Art History	Conference Interpreting
Chemistry	Financial Accountability	Cinema & Media Studies	Geography
Civil Engineering	Human Resources Management	Communication & Culture	Mathematics & Statistics Applied & Industrial MSc
Critical Disability Studies	Kinesiology & Health Science MFSc	Dance MFA	Psychology
Dance MA	Mechanical Engineering	Design (MDes)	Public Policy, Administration & Law (part-time)

[yorku.ca/gradstudies/students/current-students/](https://yorku.ca/gradstudies/students/current-students/)

A photograph of a red running track with large, white, 3D block letters spelling 'YORK' and 'U'. The letters are mounted on a red base. In the background, there is a black metal fence and a modern building with large windows. The sky is overcast. The entire image is framed by a thick red border.

# Milestones & Progression



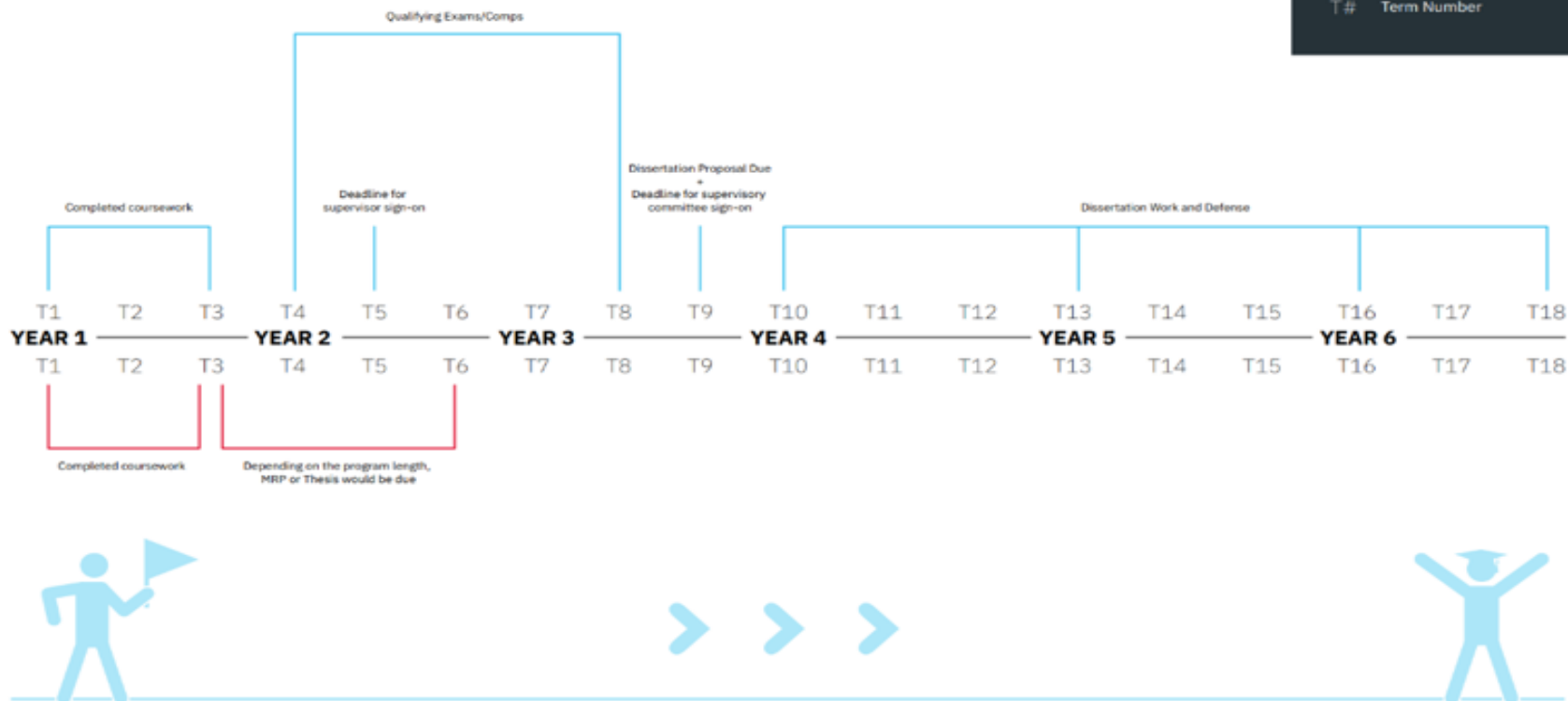
# Academic Milestones



## GENERAL GRADUATE MILESTONES

### LEGEND

- Doctoral Programs
- Master's Programs
- T# Term Number



\* This graphic depicts a general flow. Some specific milestones and term dates may be different, depending on one's program.



# Academic Milestones – Supervisor & Supervisory Committee

Supervisors and supervisory committees are initiated by the GPA or Student through the **Supervisor & Supervisory Online Form**

## MA – MRP

- **2<sup>nd</sup> term of study** - Supervisors must be approved

## MA - Thesis

- **2<sup>nd</sup> term of study** - Supervisory Committee must be approved (except FES – 3<sup>rd</sup>)
- 2 faculty appointed to FGS, minimum 1 in student's program

## Doctoral

- **5<sup>th</sup> term of study**: Supervisor must be approved
- **8<sup>th</sup> term of study**: Supervisory committee must be approved
- **9<sup>th</sup> term of study**: approved proposal due; supervisory committee appointed (3 faculty appointed to FGS, 2 of which need to be in student's program)
- Supervisor must be in student's program

# Petitions

A photograph of a modern, multi-story building with a glass facade. The building is reflected in the glass windows. In the foreground, there is a sidewalk, a grassy area, and some trees. The entire image is framed by a thick red border. The word "Petitions" is written in white, bold, sans-serif font on the left side of the image.

# Petitions

A petition is a request for exemption from a regulation.

Petitions are submitted on the Graduate Petition Portal.

The role of the GPD is to review and provide comments supporting, partially supporting or not supporting an academic petition.

Students must maintain *continuous registration* each term of their studies, or account for their absence with a Leave or Withdrawal. Academic status is only logged by full terms (F, W, S).

A student is either active or inactive for an entire term. If a retroactive Leave of Absence is granted (exceptional) then all academic and financial transactions for that entire term are reversed.



# Graduate Petitions - Types

A petition is a request for exemption from a regulation.

*Types include:*

- Leave of Absence (General, Family Care or No Course Available)
- Extension of program time limits (CUPE 3903 or Non-CUPE 3903)
- Reinstatement (to Continue or to Complete)
- Course Extension (for Incomplete Coursework)
- Course Drop (Withdrawal)
- Transfer Credit (Advanced Standing- credits can only count for York degree if they have not counted elsewhere)
- Substitute Degree Requirement
- Other Petition





# Graduate Petitions – Process Overview



- GPDs need to put their recommendation on a petition before it comes to FGS

# FGS Emergency Bursary

Available for all graduate students, with the exception of Osgoode and Schulich, who have their own bursaries

Supports rent, food, utilities, medical, and other emergency expenses

**To apply**, students must contact FGS to request an online application: [fgseb@yorku.ca](mailto:fgseb@yorku.ca)

# Important things to do.....

## ➤ **Introduce Yourself**

- To your Graduate Program Assistant (GPA); they are your first point of contact for all things grad
- To your program's graduate student association

## ➤ **Make sure to**

- Register for the Fall (and/or Winter) term
- Set up direct deposit (for payroll and your student account)
- Pay your fees by the September 10<sup>th</sup> due date
- Sign up for Health Care Benefits (GSA plan, or CUPE plan, or UHIP)
- Prioritize completion of the FGS Academic Integrity Module

➤ **Visit Knowledge Now** – learn about cutting edge graduate student research from the community you have just joined: [yorku.ca/gradstudies/knowledge-now/](https://yorku.ca/gradstudies/knowledge-now/)

➤ **Ask Questions** – We are here to help! Reach out via our social channels or to [fgsinfo@yorku.ca](mailto:fgsinfo@yorku.ca).

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