
NOTICE OF MEETING

**57th Meeting of Faculty Council
Thursday October 13, 2016
3:00 pm – 5:00 pm, Senate Chamber, N940 Ross**

Agenda

1. Call to Order and Approval of the Agenda
2. Chair's Remarks
3. Minutes of the **September 15, 2016** meeting.....1
4. Business Arising from the Minutes
5. Dean's Report to Council
6. Question Period
7. Collegial Conversations: Student Success
 - Dean's Presentation
 - Facilitated Dialogue
8. Reports from Standing Committees of Council
 - Executive Committee.....4
 - Items for Action: Closure of Nominations for Faculty Council and Senate
 - Curriculum, Curricular Policy and Standards
 - Consent agenda.....9
 - Committee on Student Academic Petitions and Appeals
 - Item for Information: Senate Academic Forgiveness Policies.....10
9. Other Business

2016- 2017 Liberal Arts & Professional Studies Faculty Council Meetings are normally on the second Thursday of the month at 3:00pm in the Senate Chamber, N940 Ross.

November 10, 2016
December 8, 2016
January 12, 2017
February 9, 2017

March 9, 2017
April 13, 2017
May 11, 2017
June 8, 2017

**York University
Faculty of Liberal Arts & Professional Studies
LA&PS Faculty Council**

Senate Chamber
Minutes of the 56th Meeting of Council
September 15, 2016
#160915

M. Adriaen, T. Amandi, J. Avery, A. Blake, H. Campbell, C. Cohen, E. Cohen, T. Cohen, G. Colussi-Arthur, R. Coombe, T. Cora, A. Daley, T. Das Gupta, A. Davis, M. Derayeh, M. Dodman, T. Drezner, J. Edmondson, C. Ehrlich, P. Evans, G. Fallis, I. Ferrar, J. Fogel, E. Fresco, A. Glasbeek, R. Grinspun, M. Harper, T. Hudson, R. Iannacito-Provenzano, S. Ingram, M. Jacobs, S. Karimi, P. Keall, R. Kenedy, J. Kerr, P. Khaiteh, M. Khalidi, A. Kimakova, J. Korosi, S. Kwon, J. Letkiewicz, D. Leyton-Brown, M. Liegghio, S. Lino, A. MacLennan, T. Maley, A. Manafu, J. Marcus, C. Marjollet, M. Martel, J. McMurty, K. McPherson, A. Medovarski, J. Mensah, J. Michaud, D. Mutimer, L. Myrie, J. Newson, J. Ng, A. Ouedraogo, E. Pentland, J. Petropoulos, H. Qudrat-Ullah, M. Quirt, A. Ramjattan, N. Razack, A. Redding, J. Rozdilsky, S. Scheffel-Dunand, M. Schotte, A. Schrauwers, R. Sheese, D. Skinner, D. Soennecken, A. Solis, I. Spletstoesser, K. Thomas, B. Tuer, L. Visano, P. Walsh, G. Warls, A. Weiss, S. Whitworth, D. Woody, M. Zito

Guests: R. Arata, S. Boatswain, M. Frascchetti, M. Guihua, M. Kerry, K. Kezunko, R. Rapatzikai, X. Wang

1. Call to Order and Approval of Agenda

The meeting was called to order. It was moved, seconded, and carried that the agenda be approved as amended.

2. Chair of Council's Remarks

The Chair welcomed members to the 56th meeting of Council. She noted that the agenda is full of welcomes, thank yous, and congratulations, and there is a welcome reception following the business of Faculty Council.

The Chair noted that the Chair of Senate was unable to attend, and that he and the Vice-Chair of Senate extend a warm welcome and wish for a productive academic year.

The Chair emphasized that Faculty Council and its various standing committees are creatures of Senate, and that their authority is derived from that relationship. She indicated that the purpose of Faculty Council is to deliberate academic policies and procedures, and that this is not the arena to deliberate on other matters, such as labour relations issues.

There was no request to move items off of the consent agenda, these items were deemed approved.

3. Minutes of the January 14, 2016 Meeting

It was moved, seconded, and carried that the minutes of the April 14, 2016 meeting be approved.

4. Business Arising from the Minutes

There was none.

The Chair noted that advanced notice of any concerns would be appreciated.

5. Dean's Report

Dean Mukherjee Reed welcomed everyone to the first Faculty Council meeting of the academic year. The Dean noted that usually she will report on matters such as enrollment, budgetary issues, etc., and she is happy to address any topics that members are interested in hearing about. She noted she would appreciate advance notice of these requests.

The Dean announced that she will be setting up an award to thank Professor Naomi Adelson, and Professor Diane Woody for their work as Associate Deans. She asked them to name two women they would like to honour, and an award will be set up in the faculty in their names in an effort to make women's work more visible.

The Dean presented the LA&PS new faculty members. She noted that there are 21 appointments which are tenure stream appointments, but there are 50 new people in the faculty in total.

6. Question Period

T. Maley asked for an update/clarification on the research release program.

Dean Mukherjee Reed noted that this was discussed in the Chairs and Directors meeting, and that she asked the Chairs to inform her how they wish to proceed, as this matter is in the hands of the units. She emphasized that this process is outlined in the YUFA collective agreement.

7. Reports of Standing Committees of Council

a) Executive Committee

Vice-Chair Carl Ehrlich presented the Executive Committee Report. The items for information request for nominations for the 2016-2017 Liberal Arts & Professional Studies Council Standing Committees and Liberal Arts & Professional Studies Representatives on Senate were received. The Vice-Chair emphasized that there are a number of vacancies on the standing committees, and encouraged members to nominate themselves and others for these positions. He noted that there is a particular need on the Tenure and Promotions Committee and the Committee on Student Academic Petitions and Appeals.

The Vice-Chair noted that there was a correction regarding the Honorary Degrees Committee position. There currently is a LA&PS representative on this committee, so this was removed from the request for nominations.

b) Committee on Curriculum, Curricular Policy and Standards

Councilor Allan Weiss presented the year-end report as Chair of the Committee. He noted this report highlights the statistics of

what the Committee accomplished this past year. He made note of the approval of the name change for BAS to BComm. He also noted that when completing the form for a new course proposals, faculty members must pay attention to the 'UUDLES', and map the changes of the course in accordance with these criteria. Councilor Weiss thanked the members of the Committee and support staff.

c) Committee on Research Policy and Planning

Councilor Maria Liegghio presented the year-end report. She noted that this Committee is in charge of the implementation of faculty research plan, and is responsible for adjudicating the Minor Research Grants, for which this year 68 applications were submitted, and 24 were fully funded. It was also noted that this Committee is responsible for the Distinction in Research Awards, for which there are two categories; emerging and established. There were five submissions in each category, and one faculty member was recommended in each. Councilor Liegghio thanked the Committee members for all their hard work.

d) Committee on Student Academic Petitions and Appeals

Associate Dean Peter Avery presented the year-end report. He reiterated the Vice-Chair's call for nominees, as he noted there are six vacancies. He emphasized that this is an important Committee because the decisions they make greatly affects students. There is currently a large back-log, as students are currently waiting 12-16 weeks to receive their petition decisions.

e) Academic Policy and Planning Committee

Councilor Peter Khaiteer presented the year-end report. He noted that this Committee examines long and short term academic planning issues, and highlighted the approval of the BAS to BComm. Councilor Khaiteer thanked the Committee's members.

f) Tenure and Promotions Committee

Councilor Ingrid Spletstoesser presented the year-end report as Chair of the Committee. She stated that this Committee reviewed

28 files this past year, and only one was sent back to the unit. She noted that there are six vacancies on this Committee, and that they do the important work of moving faculty members' files forward for consideration for tenure and promotion.

g) Committee on Teaching, Learning, and Student Success

Vice-Chair Ehrlich presented the year-end report on behalf of the Chair of this Committee, Tom Cohen. He thanked the Committee members who had completed their terms.

8. SCOLAPS Presentation

A.K. Blake, T. Amandi, and M.P. Zito presented on behalf of SCOLAPS. M.P. Zito stated that their goals were to open communication with Faculty Council, and nurture a positive relationship between students and faculty. T. Amandi noted that SCOLAPS' main goal is to increase student engagement in the academic institution. A.K. Blake stated that they are trying to provide students with a platform to voice their opinions. She noted that voicing their opinion is only half of the equation, and that they want students to know that they are valued and appreciated as well.

9. Presentation: Dean's Awards

Dean Mukherjee Reed presented the Dean's Awards for Distinction in Research:

- Established Researcher: Professor Johnathan Edmondson, *Department of History*
- Emerging Researcher: Professor Boyd Cothran, *Department of History*

She then presented the Dean's Awards for Excellence in Teaching:

- Full-Time Tenured Category: Professor Tania Das Gupta, *Department of Equity Studies*
- Contract Faculty Category: Professor Sirvan Karimi, *School of Public Policy and Administration*
- Teaching Assistant Category: Rhonda George, *Department of Equity Studies*

10. Other Business

The Chair noted that we received no advanced notice of other business, and stated that as this is a requirement, there is no other business.

The meeting adjourned.

B. Spotton Visano, Chair of Council

B. Tuer, Secretary of Council

Executive Committee Report to Council

Report 2
September 2016

ITEMS FOR ACTION (2)

1. Nominations: Council Standing Committees

The Executive Committee recommends the following candidates for election to Council Standing Committees effective immediately. Nominations are also accepted from the floor of Council. A final approval for the slate of nominees is given by Council on a motion that nominations be closed, as moved by the Vice-Chair of Council.

The nomination period opened on September 15, 2016 seeking to fill 23 vacancies among the Council Standing Committees for the 2016-17 academic year.

An election (e-vote) will be held for those committees for which there are a greater number of nominees than vacancies, or multiple nominees from the same academic unit. An announcement regarding the e-vote will be issued following the meeting of Council. For all other committees in which the number of nominees is less than the number of vacancies, those who have been nominated for election will be acclaimed to the respective committee.

Attached is the academic departments/schools represented on the Committees of Council documentation.

Faculty Council Nominees for 2016-17 are as follows:

Executive Committee

Two faculty members for a three-year term

Continuing Members:

Chair: Brenda Spotton Visano, Department of Economics

Ali Asgary, School of Administrative Studies

Ida Ferrara, Department of Economics

Susan Ingram, Department of Humanities

Robert Kenedy, Department of Sociology

Nominations

Tenure and Promotions Committee

Six full-time tenured faculty for a three-year term

Continuing Members:

Ingrid Spletstoesser, School of Administrative Studies

Steve Bailey, Department of Humanities

Matthew Brzozowski, Department of Economics

Rosemary Coombe, Department of Social Science

David Goldstein, Department of English

Uwafiokun Idemudia, Department of Social Science

Nick Mule, School of Social Work

Shobna Nijhawan, Department of Languages, Literatures and Linguistics

Xiaohui Yu, School of Information Technology

Nominations

Niru Nirupama, School of Administrative Studies

Committee on Curriculum, Curricular Policy and Standards

One faculty member for a three-year term

Continuing Members:

Allan Weiss, Department of English

Roberta Iannacito-Provenzano, Department of Languages, Literatures and Linguistics

Christian Marjollet, Department of French

Tokunbo Ojo, Department of Communication Studies

Marcela Porporato, School of Administrative Studies

Robert Tordoff, Department of Humanities

Nominations

Maggie Quirt, Department of Equity Studies

Gordana Colby, Department of Economics

Committee on Research Policy & Planning

Two faculty members for a three-year term

Continuing Members:

Maria Liegghio, School of Social Work

Joel Marcus, School of Administrative Studies

Antonio Ricci, Department of Languages, Literatures and Linguistics

Laura Salisbury, Department of Economics

Jelena Zikic, School of Human Resources Management

Nominations

Committee on Teaching, Learning & Student Success (six vacancies)

Three full-time faculty, one for a three-year term, two for a two-year term. One contract faculty for a one-year term. Two teaching assistants for a one-year term

Continuing Members:

Tom Cohen, Department of Humanities

Simone Bohn, Department of Political Science

Stephen Chen, School of Information Technology

Tsvetanka Karagyoza, Department of Economics

Jodi Letkiewicz, School of Administrative Studies

Kiyoko Toratani, Department of Languages, Literatures and Linguistics

Nominations

Contract Faculty Representative:

William Gleberzon, Department of History

Julie Dowsett, School of Gender, Sexuality and Women's Studies

Teaching Assistant Representative:

Michael Fraschetti, Department of Social science

Committee on Student Academic Petitions and Appeals

Six faculty members for a two-year term

Continuing Members:

Chris Robinson, School of Administrative Studies

Sarah Blake, Department of Humanities

Cheryl Cowdy, Department of Humanities

Mary Goitom, School of Social Work

Kwok Ho, School of Administrative Studies

Ann Kim, Department of Sociology

Anita Lam, Department of Social Science

Margaret Schotte, Department of History

Andrei Semenov, Department of Economics

Jon Sufrin, Writing Department

Nominations

Lykke de la Cour, Department of Social Science

Rob Heynen, Department of Communications Studies

Jeremy Trevett, Department of History

Alla Lileeva, Department of Economics

Alexandru Manafu, Department of Philosophy

Cael Cohen, Department of Philosophy
Gordana Colby, Department of Economics

2. Nominations: Liberal Arts & Professional Studies Contract Faculty Representatives on Senate

Contract Faculty Representatives on Senate (two vacancies)

The Executive Committee recommends the following candidates for election to serve as Liberal Arts & Professional Studies **contract faculty (2)** representatives on Senate, effective immediately. Nominations are also accepted from the floor of Council. A final approval for the slate of nominees is given by Council on a motion that nominations be closed, as moved by the Vice-Chair of Council. An election (e-vote) will be held. An announcement regarding the e-vote will be issued following the meeting of Council.

Nominations

Contract Faculty Nominations:

Cael Cohen, Department of Philosophy
Michael Frascetti, Department of Social Science
Andrea Medovarski, Department of Humanities
Ardehir Noordeh, Department of Economics
Julie Dowsett, School of Gender, Sexuality and Women's Studies

Academic Departments/Schools Representation on Council Committees 2016-2017

Department/School	faculty		Continuing Members		Nominees	
	#	%	#	%	#	%
Administrative Studies	53		8	15.1%	1	1.9%
Anthropology	17		0	0.0%	0	0.0%
Communication Studies	13		1	7.7%	1	7.7%
Economics	44		6	13.6%	2	4.5%
English	37		2	5.4%	0	0.0%
Equity Studies	10		0	0.0%	1	10.0%
French Studies	15		1	6.7%	0	0.0%
Geography	22		0	0.0%	0	0.0%
History	41		1	2.4%	2	4.9%
Humanities	56		6	10.7%	0	0.0%
Human Resources Management	16		1	6.3%	0	0.0%
Information Technology	13		2	15.4%	0	0.0%
Languages, Literatures, and Linguistics	41		4	9.8%	0	0.0%
Philosophy	26		2	7.7%	0	0.0%
Political Science	54		1	1.9%	0	0.0%
Public Policy and Administration	10		0	0.0%	0	0.0%
Social Science	53		3	5.7%	2	3.8%
Social Work	20		3	15.0%	0	0.0%
Sociology	42		2	4.8%	0	0.0%
Writing	10		1	10.0%	0	0.0%
Women's Studies	13		0	0.0%	1	7.7%
	606		44		11	

Note: Highlighted above are those Units which will have less than 7.5% of the Department/School represented on Standing Committees of Council effective Fall 2016, if nominations from them are not received.

**Committee on Curriculum, Curricular Policy and Standards
Report to Faculty Council**

**Consent Agenda
September**

New Course Proposals

AP/SOSC 4052 3.00 Nonprofit and Cooperative Human Resource Management & Governance
AP/SOSC 4053 3.00 Nonprofit and Cooperative Marketing
AP/SOSC 4054 3.00 Nonprofit and Cooperative Accounting and Finance
AP/SOSC 4055 3.00 Nonprofit and Cooperative Strategy and Leadership
AP/SOWK 2060 3.00 Social Justice Work with Groups, Communities and Social Movements
AP/SOWK 2070 3.00 Indigenous Understanding in Social Work Theory and Practice
AP/WRIT 4001 6.00 Digital Authoring Practicum
AP/WRIT 4002 6.00 Periodical Writing and Publishing Practicum
AP/WRIT 4003 6.00 Institutional/Business Writing Practicum

Changes to Existing Courses

AP/FND 0100 3.00 Fundamentals of Learning: Essentials for a Successful University
Experience
AP/HUMA 2115 6.0 Law and Culture in the Ancient World

Expired Courses

AP/HUMA 2115 6.0 Law and Culture in the Ancient World
AP/SOWK 2030 3.00 Critical Perspectives on Society
AP/SOWK 3530 3.00 Social Works and Groups

A consent agenda item does not involve new programs, significant new principles, or new policies. These proposals are clearly identified on the notice of the meeting as consent agenda items. Full proposal text is not reproduced in the hardcopy agenda package. Proposal text is available at the following URL: <http://laps.yorku.ca/office-of-the-faculty-council/council-agenda/>.

A consent agenda item is deemed to be approved unless, prior to the commencement of a meeting, one or more members of Council advises the chair of a request to debate it

Please contact the Secretary to the Committee (apccps@yorku.ca) if you have any questions regarding the changes to existing courses section.

Committee on Student Academic Petitions and Appeals Report to Council

September 2016

ITEM FOR INFORMATION:

Senate Academic Forgiveness Policies

Over the past year, the Senate Academic Standards, Curriculum & Pedagogy Committee has been advancing three separate but related initiatives aimed at enhancing student success for undergraduates at York University. They are as follows:

1. Establishment of the **Senate Policy and Guidelines on Withdrawn from Course Option (W)**
2. Changes to the **Senate Policy on Repeating Passed or Failed Courses for Credit**
3. Establishment of the **Senate Policy on Course Relief**

The policies, with accompanying individual rationales, follow in the ensuing pages. It is planned to introduce the new legislation as a four-year pilot-project, commencing FW 2016-17. A four-year span will provide a sufficient period to assess whether they are effectively achieving the intended outcomes, as described in the above-noted rationales.

Senate “Academic Forgiveness” Policies

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2. Changes to the ***Senate Policy on Repeating Passed or Failed Courses for Credit***
3. Establishment of the ***Senate Policy on Course Relief***

The policies, with accompanying individual rationales, follow in the ensuing pages. It is planned to introduce the new legislation as a four-year pilot-project, commencing FW 2016-17. A four-year span will provide a sufficient period to assess whether they are effectively achieving the intended outcomes, as described in the above-noted rationales.

Background and Context

Each policy is distinct but they are designed to work in tandem to provide undergraduate students enhanced opportunities to complete their degree program. They are not proposed as the panacea to the various and many challenges encountered by students during their studies. No group of policies accomplishes that goal. Similarly, these policies are not intended to capture extreme student circumstances or unique predicaments that do arise in York's sizeable student body. Faculties retain the ability to respond to those scenarios on an individual basis as appropriate, and Petitions and Appeals committees will of course continue to be an option for students seeking special consideration due to extenuating circumstances.

Motivating the “academic forgiveness” policies are three core objectives:

- Responding to the concrete need for academic support for students while balancing academic standards;
- Furthering the University Academic Plan goal of cultivating student success; and
- Improving the integrity of the University's student records.

Each of these motivations is briefly described below as context for the proposals.

Academic Support for Students

Successive reports to Senate from the Vice-President Academic & Provost have highlighted the ongoing undergraduate retention challenges. While there are several factors contributing to the growing attrition rates, difficulty completing the degree requirements / standards has been highlighted as one of the causes. The steadily

increasing number of academic petitions and appeals at the Faculty and Senate levels is seen as evidence of students' difficulties with their studies and efforts to maintain their eligibility. ASCP reviews pan-university grades distribution reports which convey the courses in which 30% or more of the grades are D or below, or the course was dropped. The number of courses with such a profile in recent years is substantial, which is seen as further evidence of students' challenges to successfully complete courses and requirements. A further indication is the decision in the Faculty of Liberal Arts & Professional Studies to re-establish several 90-credit undergraduate programs as exit degrees for a growing cohort of students ineligible to continue in and/or complete an Honours degree. Collectively these indications are a call to improve academic support and accommodation for students. The proposed new and revised legislation is in response to that need.

UAP Goal of Student Success

Enhancing *student success* was identified as one of three overarching themes of the 2010-2015 University Academic Plan. On one hand it is related to the companion UAP goal of *academic quality*, where strategies are summoned to raise the quality of students who choose to study at York. Equally important and true to York's mission, student success in the context of this Plan embodies access and providing a positive and valuable student experience. The 2014 Strategic Mandate Agreement submitted to the Province further articulates York's commitment to creating and sustaining a culture of student success.

Integrity of the University's Records

Universities are accountable for the quality and integrity of the degrees they confer. One of the functions of the University Registrar is to maintain the integrity and security of the academic records of students. A university transcript should be a complete copy of a student's academic record at the institution. Petitions for waiver of an academic deadline or regulation are permitted to take into account exceptional circumstances that have negatively affected a student's performance. Increasingly petitions decisions are resulting in alteration of students' enrolment history at the University, such that their transcripts are not reflecting a true and accurate account of their academic record. There is a growing imbalance between the University's enrolment records and students' transcripts. The University Registrar has raised concern about the integrity of the transcripts with Senate ASCP and is advocating action to address it.

ASCP Consultation

Through its Coordinating & Planning Sub-committee, ASCP has facilitated broad and extensive consultation on the policies. Insightful feedback and responses to framing questions have been received from faculty, staff and students through various fora during the past year. The scope of the consultation was as follows:

Group Consulted	Form of Consultation	Date
Associate Deans, Academic Affairs (UG) Faculty Academic Standards committee Chairs Faculty Petitions/Appeals Committee Chairs Senate Appeals Committee Chair	Request for written feedback on new draft policy on <i>Withdrawn from Course Option</i>	February 2015
Associate Deans, Academic Affairs (UG) Faculty Academic Standards committee Chairs Faculty Petitions/Appeals Committee Chairs	Request for written feedback on revisions to the <i>Course Repeat Policy</i>	February 2015
Associate Deans, Academic Affairs (UG) Faculty Academic Standards committee Chairs Faculty Petitions/Appeals Committee Chairs Secretaries, Faculty Petitions Committees Faculty advising staff	In-person consultation meeting	May 2015
Academic Advising Staff across the University	In-person consultation meeting	November 2015
Representatives of the York Federation of Students (YFS) Executive Members of the Student Senator Caucus	In-person consultation meeting	December 2015

At each stage the input from the different groups was taken back, discussed and revisions made to the policies to address substantive issues communicated in the meetings / written submissions.

Additionally, the Committee reviewed and weighed accordingly comparative information to inform policy directions and standards, including;

- policies and practices in place at a broad selection of Canadian universities regarding withdrawn from course options and the use of “W” to denote late course drops on transcripts
- the results of the 2015 comprehensive survey on course repeat practices at universities worldwide (1000 in total) conducted by the *American Association of Collegiate Registrars and Admissions Officers*, with the results from Canadian universities specifically extrapolated for review.

The resultant policies being proposed by ASCP are a product of the Committee’s collaboration and comparative analysis. They embody fairness to students and academic integrity. Most significantly, they are a measured response to the needs of a growing segment of York’s undergraduate student population for improved opportunities

to complete their degree programs. To that end, these policies further the UAP goals of student success and academic quality, and the specific priorities of enhancing the learning environment and enriching the student experience.

Policy Implementation

A common dispatch received from many of the groups consulted was the need for a detailed, well-thought out implementation plan for the new / revised policies. Throughout this initiative the Senate Committee has been working very closely with the Registrar's Office and the Office of the Vice-Provost Academic and all their related departments and staff (including University Information Technology) to identify and list the critical issues and details necessary to implement and deliver the policies. There is commitment from the relevant divisions to deliver the work necessary for the implementation. Academic advisors in the Faculties will play an important role and the Vice-Provost Academic will continue to liaise with this group on this exercise. An essential component of the implementation is a communications plan to inform students, staff and faculty of the new options; the York Federation of Students emphasized, and the Committee heard clearly, this message. The preparation of a comprehensive operational plan will be overseen by ASCP and the University Registrar upon approval of the policies.

The Senate Policy and Guidelines on Withdrawn From Course (W) Option

Policy

The Withdrawn from Course Policy has the following applications:

a) Course Withdrawal and Transcript Notation: Student Selection

In the period between the last day to drop a course without receiving a grade and the final day of classes in a term, undergraduate students are permitted to withdraw from a course with the condition that the course enrolment remains on a student's transcript, denoted by a "W" in the University's records and on the student's transcript as the grade decision. No credit value will be retained for the course and no value will be included in the calculation of a student's grade point average (GPA). Petitions for removal of the W notation are not permitted and no refund of tuition fees shall be provided for courses dropped through the late withdrawal option. Courses with this decision recorded will not be considered an attempt¹ in the context of the *Senate Policy on Repeating Passed or Failed Courses for Academic Credit*.

Exceptions

The late drop option of the *Withdrawn from Course Policy* does not apply for the following:

- Graduate programs
- JD program
- Practica / internships / co-op or other experiential learning placements
- Exchange / Co-registration courses taken at another institution

b) *Withdrawn from Course* as a Petition / Appeal Decision

Withdrawn from Course shall be a decision available to Faculty Petitions / Appeal Committees and the Senate Appeals Committee for petitions for late withdrawal from a course. When *Withdrawn from Course* is granted by a committee the course(s) in question remains on a student's transcript, denoted by a "W" in the University's records and on the student's transcript as the grade decision. No credit value will be retained for the course and no value will be included in the calculation of a student's grade point average (GPA). No refund of tuition fees shall be provided for courses dropped through the late drop option. Courses with this decision recorded will not be considered an attempt in the context of the *Senate Policy on Repeating Passed or Failed Courses for Academic Credit*.

Standards governing late withdrawal decisions are set out in the Guidelines. They are also included in the Senate Appeals Committee's *Guidelines for the Consideration of Petitions / Appeals by Faculty Committees*.

¹ "Attempt" is defined as a completed course for which a final grade has been recorded.

Guidelines for Granting *Withdrawn from Course*

Consistent with the *Withdrawn from Course Policy*, the option of *Withdrawn from Course* is available to Petitions / Appeals Committee as a decision for a petition / appeal for late withdrawal from a course on the ground of hardship. Decisions to grant *Withdrawn from Course* shall be guided by the following considerations:

- the hardship can reasonably be seen to have caused the student's decision to not drop, or inability to drop the course, before the withdrawal deadline
- hardship includes transition difficulties experienced by students in their first University session
- the hardship is clearly documented
- the petition is filed promptly following the missed withdrawal deadline, "promptly" to be defined by the period affected by the hardship

Guidelines for Granting *Removal of a Course from the Transcript*

Removing a course from a transcript represents a significant alteration of a student's academic record. Accordingly it should be granted infrequently only in recognition of exceptional circumstances, or to correct an error. Decisions to grant *Removal of a Course from the Transcript* should be guided by the following circumstances and considerations:

(i) Removal on grounds of non-participation in a course

Considerations:

- the instructor confirms that to his/her knowledge the student never attended the course and submitted no assignments
- the student has not previously petitioned on same grounds, or received prior written warning concerning withdrawal deadlines

(ii) Removal on grounds that the academic feedback provided before the withdrawal deadline is less than required by the *Senate Policy on Grading Scheme and Feedback*

Considerations:

- it is confirmed by the instructor that he/she did not provide the required feedback to the class before the withdrawal deadline (not intended to cover cases where students do not receive feedback as a result of not completing work without extenuating circumstances, attending class or contacting the course director)
- the petition is filed promptly following return of the first piece of graded work by the instructor

(iii) Removal on grounds of severe and prolonged hardship

Considerations:

- the severe hardship (e.g., critical illness, overwhelming life circumstances) prevented a student from continuing their participation in a course(s) after the withdrawal deadline
- the hardship is clearly documented

Policy on Repeating Passed or Failed Courses for Academic Credit

1. (a) Students may repeat¹ a passed or failed course twice for academic degree or certificate credit, for a maximum of three (3) attempts² at a course. Students should note that course availability and space considerations may preclude the possibility of repeating a course in the session they choose.
 - (b) When a student repeats a course for academic degree or certificate credit, the grade of the latest attempt will be the grade of record and the only grade calculated in the student's grade point average (Major, Sessional and Cumulative). A course shall be credited only once towards the satisfaction of degree or certificate academic credit requirements.
 - (c) The record of each attempt will appear on the student's transcript, with the prior attempt(s) designated as 'No Credit Retained'. The grade awarded in the prior attempts will continue to appear on the transcript beside the NCR designation but will not be included in the calculation of the student's grade point average.
 - (d) Cross-listed courses and course credit exclusions count as a course repeat and are subject to (c) above.
 - (e) Students who have been conferred a degree may repeat courses counted towards their degree thereafter as a Non-Degree Student. Such courses will have no impact on the student's completed degree program or the grade point average on record.
2. The above items do not apply to graduate degree or diploma programs, the BEd degree program in the Faculty of Education, or the JD degree program in the Osgoode Hall Law School.
 3. The above items do not apply to practicum courses offered in the Bachelor of Social Work (BSW) degree program or practicum courses in the Bachelor of Science in Nursing (BScN) degree program.

¹ In the context of this policy, "repeat" is defined as a subsequent enrolment in the course.

² "Attempt" is defined as a completed course for which a final grade has been recorded.

Course Relief Policy

Policy

In order to support student success, eligible undergraduate students who transfer program majors or degree programs may opt to exclude courses completed toward the prior major requirements from their Overall Cumulative GPA (OCGPA) and credit accumulation for their new program of study.

Regulations

The Course Relief Policy applies as follows:

- a. The policy is only applicable to:
 - i. continuing students who have completed fewer than 84 earned credits, who meet the eligibility requirements for the new program
 - ii. students returning from a Required Withdrawal or Debarment who meet the eligibility requirements for the new program and whose request for a program change has been approved by the new program.
- b. Course Relief is available to a student once. Petitions for subsequent applications are not permitted.
- c. Courses eligible to exclude from the OCGPA are all subject courses taken previously that will not count as major credits in the new degree program. Students are permitted to select former Major courses to be counted as elective credits toward the new degree program.
- d. A record of all completed courses and grades awarded remain on a student's transcript; courses that are excluded from a student's OCGPA under this relief policy are denoted as such on the transcript.

The Course Relief Policy does not apply to the following:

- General Education and elective courses completed in the first Major program
- Second or subsequent program changes
- Course(s) in which a penalty for a breach of academic honesty has been imposed
- Students pursuing second or subsequent degrees

Students must confirm their eligibility for the Course Relief Policy. It is the responsibility of students to be informed of the degree requirements for their new program.