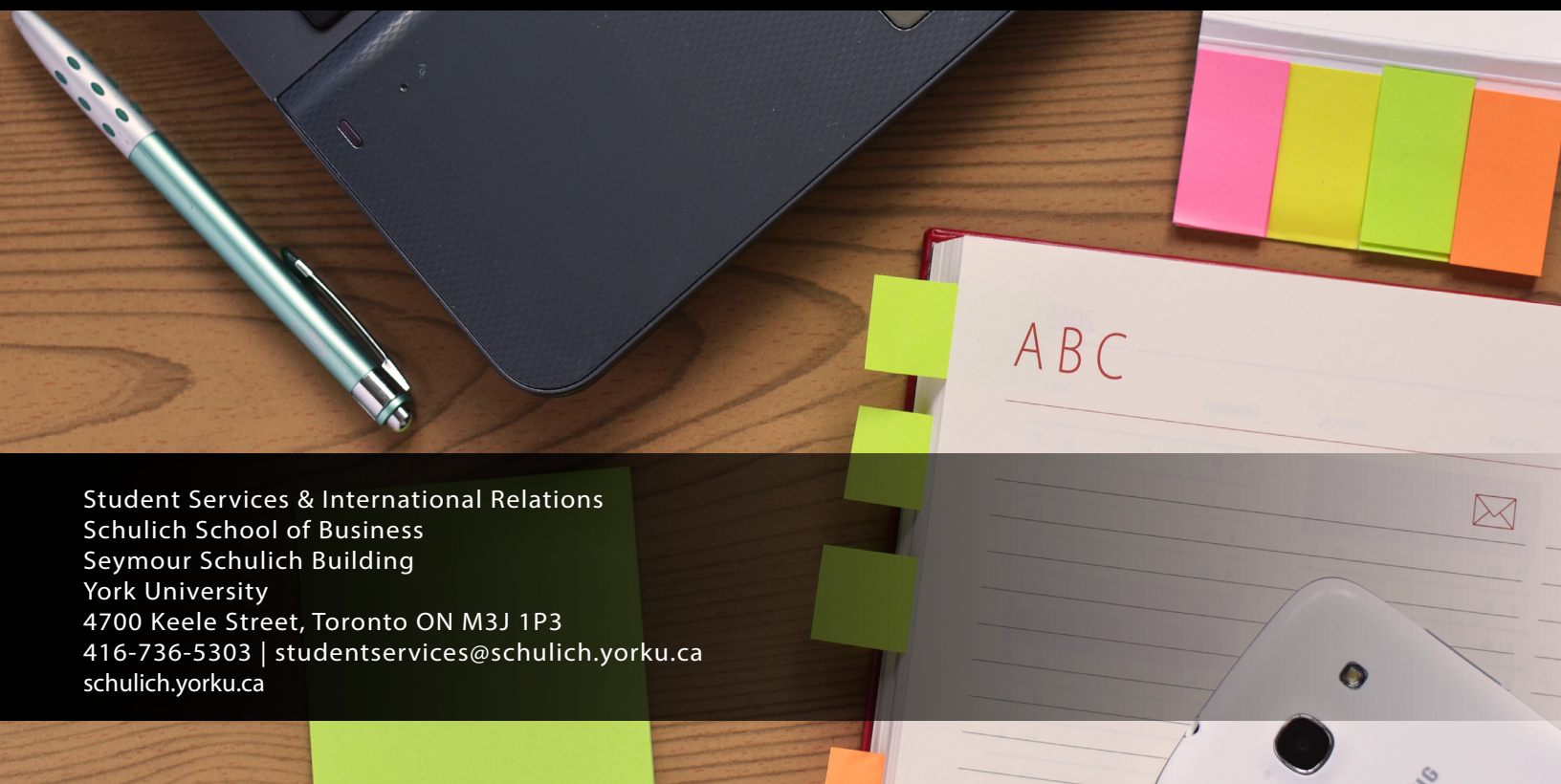


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# Schulich School of Business

## Graduate Policy Handbook 2017-2018



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For an accessible version of this handbook, [click here](#).

## Disclaimer

The material contained in this Handbook has been submitted by the administrative departments and academic units concerned. All general information and course references have been checked for accuracy as much as possible. If errors or inconsistencies do occur, please bring these to the attention of the responsible department. York University reserves the right to make changes to the information contained in this publication without prior notice. Not every course listed in this handbook need necessarily be offered in any given academic year.

It is the responsibility of all students to familiarize themselves each year with the general information sections of this Handbook and with the sections covering the Schulich School of Business, as well as with any additional regulations that may be on file in the Division of Student Services and International Relations in the Schulich School of Business.

It is the responsibility of all students to be familiar with the specific requirements associated with the degree, diploma or certificate sought. While advice and counseling are available, it is the responsibility of each student to ensure that the courses in which registration is affected are appropriate to the program requirements of the Schulich School of Business.

While the University will make every reasonable effort to offer courses and classes as required within programs, student should note that admission to a degree or other program does not guarantee admission to any given course or class.

EVERY STUDENT AGREES BY THE ACT OF REGISTRATION TO BE BOUND BY THE REGULATIONS AND POLICIES OF YORK UNIVERSITY AND OF THE SCHULICH SCHOOL OF BUSINESS.

In the event of an inconsistency between the general academic regulations and policies published in student handbooks and calendars, and such regulations and policies as established by the Schulich School of Business and Senate, the version of such material as established by the Schulich School of Business and the Senate shall prevail.

## York University Policies

York University disclaims all responsibility and liability for loss or damage suffered or incurred by any student or other party as a result of delays in or termination of its services, courses, or classes by reason of force majeure, fire, flood, riots, war, strikes, lock-outs, damage to University property, financial exigency or other events beyond the reasonable control of the University.

York University disclaims any and all liability for damages arising as a result of errors, interruptions or disruptions to operations or connected with its operations or its campuses, arising out of computer failure or non-compliance of its computing systems.

York University is a smoke-free institution. Smoking is permitted in designated areas only.

## Important Websites

Resource	URL	Go here for...
The Schulich School of Business official website	<a href="http://schulich.yorku.ca">schulich.yorku.ca</a>	Program Information, Financial Aid, International Opportunities, Career Development Centre, MySchulich student portal
Schulich Current Graduate Students page	<a href="http://schulich.yorku.ca/current-students/graduate-students">schulich.yorku.ca/current-students/graduate-students</a>	Important Dates, Course Offerings, Wait List, Upcoming Events, Enrolment Details, Academic Petitions and Appeals
Student & Enrolment Services (SES) Graduate Student Blog	<a href="http://gradblog.schulich.yorku.ca">gradblog.schulich.yorku.ca</a>	Student stories, Regular updates about courses, Important Dates, Enrolment and Events
York Online Services	<a href="http://currentstudents.yorku.ca">currentstudents.yorku.ca</a>	Enrolment & fees, Housing & Transportation, Academic Regulations & Grade Reports
York Counseling & Disability Services (CDS)	<a href="http://cds.info.yorku.ca">cds.info.yorku.ca</a>	Resources for academic and personal development, individual and group counselling, Learning Skills Workshops
Graduate Business Council (GBC)	<a href="http://gbcschulich.com">gbcschulich.com</a>	Mission statement, executive reps, student clubs, services and events

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## Looking for program, specialization and curriculum details?

**Review your program handbook!**



Find important information about:

- enrolment processes
- course selection
- graduation requirements
- concurrent diplomas
- areas of specialization
- curriculum at-a-glance

Available on your [MySchulich Student Portal](#) under "My Courses"

# 2017-2018 Sessional Dates

Fall 2017				
Activity	Term F2	Term FP	Term A	Term M
	Most 3.00 credit courses	Most courses on weekends	All first-half 1.50 credit courses	All second-half 1.50 credit courses
Class Start Date	Sept 11	Sept 16-17	Sept 11	Oct 30
Class End Date	Dec 8	Nov 25-26	Oct 23	Dec 8
Reading Week	Oct 24-27	n/a	n/a	n/a
Examinations	Dec 9-16	Dec 9-10	Oct 24-27	Dec 9-16
Last date to enrol without permission	Sept 15	Sept 15	Sept 15	Nov 3
Last date to enrol with permission	Sept 29	Sept 29	Sept 29	Nov 17
Last date to drop courses without academic penalty	Nov 10	Nov 10	Oct 10	Nov 27

### Weekend class dates (P section):

Classes are normally held Saturdays and Sundays from 9:00am - 12:30pm and 2:00pm - 5:00pm  
The Fall weekend term (FP) meets on the following dates:

Weekend 1: Sept 16 - 17      Weekend 5: Nov 11 - 12  
Weekend 2: Sept 30 - Oct 1      Weekend 6: Nov 25 - 26  
Weekend 3: Oct 14 - 15      Exams: Dec 9 - 10  
Weekend 4: Oct 28 - 29

Winter 2018				
Activity	Term W2	Term WP	Term C	Term N
	Most 3.00 credit courses	Most courses on weekends	All first-half 1.50 credit courses	All second-half 1.50 credit courses
Class Start Date	Jan 8	Jan 13-14	Jan 8	Feb 26
Class End Date	Apr 9	Mar 24-25	Feb 16	Apr 9
Reading Week	Feb 20-23	n/a	n/a	n/a
Examinations	Apr 7-16	Apr 7-8	Feb 20-23	Apr 7-16
Last date to enrol without permission	Jan 12	Jan 12	Jan 12	Mar 2
Last date to enrol with permission	Jan 26	Jan 26	Jan 26	Mar 16
Last date to drop courses	Mar 9	Mar 9	Feb 5	Mar 26

### Weekend class dates (P section):

Classes are normally held Saturdays and Sundays from 9:00am - 12:30pm and 2:00pm - 5:00pm. The Fall weekend term (FP) meets on the following dates:

Weekend 1: Jan 13-14      Weekend 5: Mar 10-11  
Weekend 2: Jan 27-28      Weekend 6: Mar 24-25  
Weekend 3: Feb 10-11      Exams: Apr 7-8  
Weekend 4: Feb 24-25

# 2017-2018 Important Dates

Date	Reminder
September 4	Labour Day, (university closed)
September 6-10	Mandatory Launch Week for new students
September 10	Last day to pay Fall 2017 fees without financial penalty
September 11	Fall 2017 classes begin
September 16-17	Fall 2017 weekend classes begin (FP term)
October 9	Thanksgiving (no classes, university closed)
Mid-October	October 2017 convocation ceremony (date TBA)
October 24-27	Reading Week (no classes, university open)
October 24-27	Examination Week, Term A classes
December 8	Last day of Fall 2017 classes
December 9-16	Examination Week, Term F2, M and FP
December 31	Deadline to apply for June 2018 Convocation
December 23 - January 2	Winter Break, (university closed)
January 3-7	Mandatory Launch Week for new Winter students
January 8	Winter 2018 classes begin
January 10	Last day to pay Winter 2018 fees without financial penalty
January 13-14	Winter 2018 weekend classes begin (WP Term)
February 19	Family Day, (no classes, university closed)
February 20-23	Reading Week (no classes, university open)
February 20-23	Examination Week, Term C classes
March 30	Good Friday (no classes, university closed)
April 9	Last day of Winter 2018 classes
April 7-16	Examination Week, Term W2, WP and N
Late June	June 2018 convocation ceremony (date TBA)
July 31	Deadline to apply for October 2017 convocation



Find important dates online!

[schulich.yorku.ca/current-students/graduate-students](http://schulich.yorku.ca/current-students/graduate-students)

# Contact Us

The School's Division of Student Services & International Relations should be consulted on questions related to admissions, enrolment, registration, grade or course problems, financial assistance or special advising.



Meet us online!

[schulich.yorku.ca/student-enrolment-services](https://schulich.yorku.ca/student-enrolment-services)

## Schulich Division of Student Services & International Relations

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# Enrolment

## **ENROLMENT PROCESS**

### **Registration and Enrolment**

- The course enrolment process at York is completed by students online.
- The process of making enrolment changes at York is also automated (e.g. changing course sections, substituting one course for another by dropping one and adding another, or dropping a course).
- Students without immediate access to a computer may use on-campus terminals, including the library, computer lab, or the computers in the Schulich Student & Enrolment Services Office, W263.
- Students normally enrol for Summer term courses in March and for Fall and Winter courses in June.
- Enrolment is on a first-come, first-served basis.
- Students cannot add or drop courses after the deadline. See page 5 for dates.

### **Enrolment Access & Blocks**

All students having an outstanding balance of \$1,000.00 or more one week prior to their Enrolment Access Period will be blocked from enrolling in the Summer, Fall and/or Winter terms.



Your Enrolment Access Period begins on an assigned date and time. Enrolment access start dates are posted on the [Registrar's Office website](#) by selecting "Find out when I can enrol."

Enrolment access is determined according to the number of completed credits a student obtains. Schulich access periods begin on different days. Students with the highest number of credits completed begin first. Once the enrolment access has begun, it continues until the final date to enrol in courses for that term. We recommend that students enrol as early as possible once their access period begins.

We also encourage students to verify their enrolment periodically online.

### **Enrolment in Individual Study Elective Courses (6.00 credits maximum)**

- Print the **Individual Study form** from the [Graduate Academic Forms Database](#).
- Return completed form to the Student & Enrolment Services Office, W263, by the end of Week 1 of the term in which the course is undertaken
- Include the approved clearly defined course topic, title and signature of the faculty member supervising the course. Please note that faculty members are not obligated to accept individual study proposals from students pursuing individual studies, and that part time instructors must have a full time instructor's signature
- Upon receipt of approved form, you will be advised by e-mail to enrol in the course online

### **Enrolment in Elective Courses Outside Schulich (6.00 credits maximum)**

To enrol in an elective course offered at another York University Faculty:

Well in advance of the start of term (at least 4 to 6 weeks), research the course's availability, then print the "Request to Take a Course in Another Graduate Program at York" from the [Graduate Academic Forms Database](#) on your MySchulich student portal.

- Submit the completed form to the Student & Enrolment Services Office, W263, along with a brief statement of intent
- Once approved by Schulich, the form will be sent to the home department of the course you wish to take
- Upon approval by both Faculties, you will be notified by e-mail to enrol online

#### **Reminder**



**Not all courses are offered every term.**

Consult the [Schulich Course Offerings database](#) for the most recent information.



## To enrol in elective courses at other Graduate Schools outside York University

### For courses in Ontario:

Well in advance of the start of the term (at least 6 to 8 weeks), research the course's suitability and availability at the other MBA school, then complete an **Ontario Visiting Graduate Student (OVGS) application** (also available in Student & Enrolment Services, W263).

- Submit the completed form, a course syllabus for the desired elective course from the university you wish to attend, and a rationale for taking this course outside of the Schulich School to the Student & Enrolment Services Office, W263
- You will be contacted via e-mail regarding the status of your request

### For courses outside Ontario:

- After you have researched the suitability and availability of the MBA course, submit a course syllabus which includes teaching hours for the desired elective course and a rationale for taking this course outside of the Schulich School to the Student & Enrolment Services Office, W263
- You will be contacted via e-mail regarding the status of your request
- Payment for the course will go through the other MBA school

## COURSE CHANGES AND WITHDRAWALS

### Regulations and Deadlines

After the first term of study, students are free to add courses (space permitting), transfer sections or change courses up to the end of the first week of a term using the online system (sessional dates are listed online). They may also drop courses up to the term deadline (see pg.5).

Should a course reach its enrolment limit, students may add their name to a wait list. NOTE: Students cannot drop MGMT 5150 3.00 or transfer sections without special permission, as this is considered to be a withdrawal from a degree program.

### Impact of Changes on Length of Program

Dropping one or more Required Foundations of Management Core Courses may prevent a full-time student from completing an MBA degree program within his or her intended timeline as these are prerequisites for SGMT 6000 3.00, MGMT 6090 0.00 and MGMT 6100 3.00 and must be completed before the student can progress.

### Talk to an Advisor Thinking of dropping a course?

See your academic advisor ahead of time to discuss your decision.



## COURSE OFFERINGS & WAIT LISTS

### Schulich Course Wait Lists

During the enrolment period, a course may reach its enrolment limit. When this happens, students trying to enrol in that course will be told online that they may not enrol because:

- a) they do not meet access requirements for the remaining seats, or
- b) the remaining seats are reserved, or
- c) the course is full

Students receiving any of these messages should add themselves to the wait list if they have earned the course prerequisites. Please contact Schulich Student & Enrolment Services if you have questions about the enrolment message at [studentservices@schulich.yorku.ca](mailto:studentservices@schulich.yorku.ca).

The Wait List database maintains a list of students who are waiting for a space in a particular course/section. Students who add their names to the Wait List by the end of the week after the start of the enrolment period (date is listed on the database) will be given priority on the list according to the number of credits completed and in progress.

Students who add their name after that first week will be assigned priority on a first-come, first-served basis, provided they have completed the course prerequisites.

Students may add their name to a maximum of three waitlists at [waitlist.schulich.yorku.ca](http://waitlist.schulich.yorku.ca). The database requires the student's Lotus Notes User ID and password.

After the published deadline for the Wait List, the School reviews the enrolment and wait list numbers for the session, assessing demand for additional sections of scheduled courses, or for the addition of new, previously unscheduled courses. The waitlist is assessed until the end of the first week of classes. During the second week of classes, students may enrol into courses with the permission of the instructor only. The wait list will no longer be in effect. A completed **Enrol with Instructor Permission Form** must be submitted to Student Services by the specified deadline. After the second week of classes, students will no longer be able to add themselves to courses and are not permitted to attend courses for which they are not formally enrolled.

If a new section is added after enrolment has opened, Student & Enrolment Services will e-mail students via Lotus Notes, and advise students of the new section. Wait listed students will be given priority enrolment for new sections that are added.

**NOTE: Students will not be automatically enrolled into courses from wait lists. Students will be notified by Lotus Notes e-mail that they have 1, 3 or 5 days to enrol in the course online. Once this period has elapsed, Student Services will advance to the next student on the wait list.**

### Course Cancellations

If a course is cancelled, Student Services immediately informs those enrolled in the course by Lotus Notes e-mail. The change is also posted online in the [Schulich Course Offerings database](#).

### Revised Course Offerings

Revisions to course offerings are also posted on the [Schulich Course Offerings database](#).

Revisions can include:

- cancelled courses
- new courses
- schedule changes (day/time)
- room changes
- new instructors

## **MBA ENROLMENT STATUS INFORMATION**

### Definition of Full-time and Part-time Status

For programs with a part-time study option:

Full-time status	Part-time status	Continuing students
Enrolment in 9.00 credits or more to a max of 18.00 credits per term	Enrolment in a maximum of 7.50 credits per term	Status in a new term is assumed to be the same as in the previous term - unless a change was requested in writing prior to the start of term

Status changes must be made by the student to be official and result in a fee change. **Enrolment in a part-time course load does not automatically confirm that the student is part-time or paying part-time fees.** A status change must be submitted as below.

**NOTE:** International students should check immigration regulations before switching to part-time status.

### Changing Full-time and Part-time Status

Students may only change status from full-time to part-

time or vice versa by submitting a written request using the **Enrolment Status Change Form**, found in your [Graduate Academic Forms Database](#). This form must be submitted to Student Services by the deadline indicated online and on the form.

Students who change their status for a limited period of time (e.g. from full-time to part-time for a Summer Term) must remember to apply to change their status back by the stated deadline on the Enrolment Status Change form. Students who wish to change their status for numerous upcoming terms (e.g. continue part-time for the remainder of the program) should only submit one form.

Note: The IMBA and all one-year Masters programs (MAcc, MBAN, MF, MMgt, MREI) are full-time only.

## Registration and Enrolment

### Continuous Enrolment and Leave of Absence:

#### MBA Students:

a) To remain in good standing, MBA students must not take off more than one term (including the Summer Term) between terms in which courses are completed.

b) Requests for a Leave of Absence for an additional term will be granted automatically. Extensions for more than one additional term will be granted only in rare and unforeseen circumstances and only by petition to the Schulich Student Affairs Committee.

c) To request a leave of absence, contact the Director, Student & Enrolment Services at [sosti@schulich.yorku](mailto:sosti@schulich.yorku). **ca.** For an extended leave of absence, submit a petition to Student & Enrolment Services. The leave of absence fee will be assessed for each term of absence beyond the first. Leaves of absence are not granted retroactively.

#### All Other Programs:

a) Requests for a Leave of Absence from the IMBA, MAcc, MBAN, MF, MMgt or MREI program will be granted only in rare and unforeseen circumstances and only by petition to the Schulich Student Affairs Committee.

b) The leave of absence fee will be assessed for each term of absence. Leaves of absence are not granted retroactively.

**NOTE:** Any approved Leave of Absence extends a student's time available to complete a Schulich degree program. The length of the extension is equal to the number of terms for which the Leave of Absence is approved.

### Forced Withdrawal for Failure to Maintain Continuous Registration

a) Students who take off more than one term, whether the additional term be Fall, Winter or Summer, will automatically be withdrawn from their degree or certificate program at the Schulich School for non-continuous registration. Such students will be unable to return to their degree or certificate program at the Schulich School unless a formal petition to reapply to study at Schulich is submitted to the Assistant Dean, Students.

b) Students wishing to be considered for re-admission to their program must apply as one normally would for admission to the program in question. Such applications will be considered on the same basis as all other applications. Re-entry to the Schulich School is in no way guaranteed. No Advanced Standing will be given for 6000-series courses previously completed.

## Fees & Payment

### DOMESTIC AND INTERNATIONAL FEES



Domestic and international student fees are posted on the Student Financial Services website at [sfs.yorku.ca](https://sfs.yorku.ca). Follow the links to the Schulich Fees and Refund tables.

### TUITION & SUPPLEMENTARY FEES

#### Academic Tuition Fees/Charges

Academic fee rates are determined by the government of the Province of Ontario according to a formula based on whether a student is designated as a domestic or international student. Any adjustment to this formula fee schedule will result in an adjustment to the University's academic fees. The University will endeavour to inform the student community immediately upon any such adjustments. Fee rates are subject to change without notice.

#### Domestic Student Category

- a domestic fee rate (including the cost of academic tuition) is applied to Canadian citizens, permanent residents of Canada or eligible international students

#### International Student Category

- an international student fee rate (including the cost of academic tuition) is applied to students who do not fall within the exemption categories
- under certain circumstances, students can be exempted from paying the international student fee rate

Students who wish to be considered for exemption under one of the approved exemption categories must contact the Registrar's Office.

Students who are unable to receive exemption before paying their academic fees are required to pay at the international student fee rate. If fees are paid at the higher rate, and a student subsequently becomes exempt, dated documents must be submitted to the Client Services counter before October 31 for the Fall Term, January 31 for the Winter Term, and June 30 for the Summer Term.

- international students can request evidence of registration at York University by visiting Schulich Student & Enrolment Services, SSB W263

#### Non-refundable Admission Deposit

- all newly admitted graduate students must pay a non-refundable deposit of \$3,000 to hold their place in a program
- the deposit is credited against academic tuition fees after a student registers (appears on first term account statement)
- the deposit is forfeited if a student does not attend the full term for which admission was granted

#### Supplementary Fees/Charges

The Ontario Ministry of Education and Training permits universities to automatically charge certain supplementary fees in addition to academic tuition fees.

#### Ancillary Fees

- charged and collected centrally by York University as a portion of overall tuition fees
- applied against University services such as: athletics, recreation, counselling, cultural services, special services
- ineligible for an income tax receipt

#### Student Referenda Fees

- charged and collected centrally by York University as a portion of overall tuition fees
- ineligible for an income tax receipt



Students with questions about a particular supplementary fee/charge should first contact the unit charging the fee. If the matter is unresolved, students should document the issue and send a copy to both the Registrar's Office and to the York University Fees Committee, c/o Registrar's Office.

## **ADDITIONAL FEES**

### **Leave of Absence Fee**

- a fee is charged when a leave of absence is requested by a student and approved by the Schulich Student Affairs Committee
- \$169.49 per term on leave of absence

### **Language Course Fees for Non-IMBA Students\***

- language courses are optional non-credit courses for non-IMBA students
- contact the IMBA Program office at imba@schulich.yorku.ca or 416-736-5942 for further details

### **Language Testing Fees for IMBA Students\***

- Oral Proficiency Interviews (OPIs): \$50.00 CDN
- Extra OPIs: \$50.00 CDN
- All other OPIs: \$144.00 CDN, paid prior to an interview

\*For further details, contact the IMBA Program office: imba@schulich.yorku.ca or 416-736-5942

## **HEALTH AND DENTAL INSURANCE PLANS**

### **University Health Insurance Plan (UHIP) for International Students**

UHIP covers health care expenses for international students and their dependents. All international students are required to participate. For fees and benefits details, visit the UHIP website at [uhip.ca](http://uhip.ca).

### **Supplemental Health and Dental Insurance Plan For All Full-time Domestic and International Students**

The York University Graduate Students' Association (GSA) provides a mandatory supplemental health and dental insurance plan for full-time graduate domestic and international students:

- full-time students starting in the Fall 2017 term are automatically opted-in to the plan
- full-time students who have equivalent coverage may opt-out of the plan by the deadline with proof of coverage. Visit [yugsa.ca](http://yugsa.ca) for opt-out information
- part-time and new full-time Winter 2018 students may opt-in to the program by the deadline

For fees, benefits and deadlines, please visit the GSA website at [yugsa.ca](http://yugsa.ca)

## **PAYMENT OF FEES**

Students are responsible for the fees associated with their enrolment in any term. A student's non-attendance at classes does not constitute official withdrawal from courses, from the term, or from York University. Students must officially drop courses online. Visit [sfs.yorku.ca/refunds/tables](http://sfs.yorku.ca/refunds/tables) for complete withdrawal refund schedule.

### **Student Accounts Statement**

- view online at [sfs.yorku.ca](http://sfs.yorku.ca)
- not sent to students
- payment due date is noted on the statement
- typical charges include:
  - tuition
  - housing
  - health and dental insurance
  - parking fines
  - library fines

### **Methods of Payment**

The preferred payment method for students to pay outstanding fees is through online banking. International students should use the York University Western Union instead of wire transfers. Refer to [sfs.yorku.ca/fees/paying/index.htm](http://sfs.yorku.ca/fees/paying/index.htm) for more information.

### **DEADLINES FOR FEES PAYMENT**

For Fall 2017	September 10, 2017
For Winter 2018	January 10, 2018
For Summer 2018	May 10, 2018

### **Receipts**

Your cancelled cheque, bank receipt/stamp or transaction record serves as proof of payment.

## **WAIVING PAYMENT OF FEES**

### **York Employees/Dependents**

The University will waive academic fees at the domestic fee rate for University degree credit courses for eligible staff members, faculty and dependents. There is a tuition waiver cap for Master's level Schulich students. For more information regarding academic fee waivers or eligibility requirements, contact the Department of Human Resources at 416-736-5005.

Tuition fees covered under the academic fee waiver policy for courses taken by employees of York are non-taxable. Tuition fees waived for dependents of employees are taxable and will be reported on the family member's T4A slip for that year.

## OSAP LOANS

To maintain interest-free status on previously negotiated student loans, full-time students must complete a Continuation of Interest-Free Status form and submit the form to Bennett Centre for Student Services.

## OUTSTANDING UNIVERSITY DEBTS

York University Senate policy stipulates that graduation privileges, academic services, transcript requests and enrolment privileges, among others, be withheld from any student until all financial liabilities to the University have been settled (e.g. housing, telecommunications, parking fines, outstanding tuition fees). The following chart summarizes these academic sanctions.

### **Academic Sanctions for Accounts Not in Good Standing**

STATE OF ACCOUNT	SANCTION APPLIED
Not in good standing	Graduation blocked, transcripts denied etc.
Owe \$1000.00 or more	Enrolment adds and drops blocked; library privileges denied; future housing privileges denied; purchase of parking decals denied

## TUITION AND EDUCATION TAX CREDIT CERTIFICATE

Tuition and Education Credit Certificates for Canadian tax purposes are available online annually in February to eligible part-time and full-time Schulich students at [sfs.yorku.ca](https://sfs.yorku.ca).

## REFUND OF FEES

### NOTE:

1. Non-attendance at classes does not constitute official withdrawal from a course, a term or the University.
2. To withdraw from one, several or all courses, a student must withdraw online. The section below provides important details related to withdrawing from all courses in a term.

### **Refund for Complete Withdrawal from a Term**

Some students may find it necessary to withdraw from a particular term. Upon withdrawal from all courses, students may be entitled to a refund of a portion of their fees, depending on the date by which the withdrawal is authorized.

- fees are refunded on a prorated basis
- all or a portion of a refund may be withheld until all outstanding balances are paid
- if fees have not been paid at the time of withdrawal from a term, withdrawing students will still remain liable for any outstanding amounts
- fees refund tables are posted at [sfs.yorku.ca/refunds/tables](https://sfs.yorku.ca/refunds/tables)

## FINANCIAL PETITIONS

Students who withdraw from a term due to rare and unforeseen circumstances after the refund deadline listed above may apply for relief to the Financial Petitions Committee, c/o the Student Financial Services. In addition to a detailed letter outlining the exceptional circumstances, supporting documentation must be provided.

See [sfs.yorku.ca](https://sfs.yorku.ca) for details.



## Find Fee Information Online!

- Course and program fees: [sfs.yorku.ca/fees/courses](https://sfs.yorku.ca/fees/courses)
- Your student account: [sfs.yorku.ca/fees/your-student-account](https://sfs.yorku.ca/fees/your-student-account)
- Refund tables: [sfs.yorku.ca/refunds/tables](https://sfs.yorku.ca/refunds/tables)

# Scholarships and Financial Assistance for Continuing Students

Students entering, continuing in, or graduating from Schulich School of Business programs are eligible for a range of financial assistance options, including assistance programs administered by the Province of Ontario on the basis of financial need, entrance scholarships and in-course awards given by the University in recognition of scholastic achievement. A number of additional awards, bursaries, prizes and medals are also offered. Many of these are donated by corporations, associations and private individuals.

The following is a list of specific scholarships, bursaries and awards available to continuing Schulich students. Details on these and other available financial assistance are in the Schulich School of Business Awards and Financial Support brochure, available online on the Schulich website. This brochure provides detailed information about:

- entrance bursaries, scholarships and awards
- loans
- external scholarships, fellowships and awards
- graduation scholarships and awards

## **SCHOLARSHIPS, AWARDS AND BURSARIES FOR CONTINUING STUDENTS**

### **CONTINUING STUDENT AWARDS**

The Thomas Beck MBA Award	\$5,000.00
Carol Anne Letheren Women's MBA Award	\$3,000.00
The Foundation for Better Communities Award for Outstanding Leadership in Business Ethics	\$3,000.00
The Kamlini Kumar Memorial Award	\$2,500.00
Wigwamen Scholarship	\$2,500.00
Isaac Akande Scholarship	\$2,000.00
The Alan and Esther Hockin Award in International Study	\$2,000.00
The Class of 1969 Centennial Fellows Award	\$2,000.00
Matthew Badeau Award	\$2,000.00
Michael Paul Sardella Award for International Studies	\$2,000.00
Tillo E. Kuhn International Student Award	\$1,500.00
Robert Cuff Fellowship Variable; maximum value of	\$1,500.00
Michael R. Bigger MBA Award	\$1,400.00
Robert L. Rossman MBA Award	\$1,250.00
Class of 2008 GBC Award	\$1,250.00
Joe Cicero Scholarship	\$1,000.00
Union Carbide Scholarship	\$1,000.00
Winchcombe Scholarship Fund	\$1,000.00
The James Gillies Award	\$1,000.00
Dennis Starritt MBA Award	\$1,000.00
The Stanley and Frances Weigen Award	\$1,000.00
Leonardo Silva MBA/IMBA Award	\$1,000.00
Women in Leadership Student Award	\$1,000.00
The Schulich School of Business Alumni Award	\$500.00 - \$1,000.00
Gregory Misztela MBA Award	\$540.00
The James Foy Award	\$500.00
Schulich Outstanding Graduate Ambassador Award	\$500.00
Worldreach Foundation Scholarship	\$500.00
Graduating Class of '94 Full-time Scholarship	\$100.00
Graduating Class of '94 Part-time Scholarship	\$100.00

### **SPECIALIZATION AWARDS**

#### **Accounting or Finance**

KPMG Accounting Scholarship	\$7,500.00
Steven K. Hudson Finance Scholarship	\$5,000.00
W. David Wood Award	\$1,500.00
Leonardo Silva MBA/IMBA Award	\$1,000.00
Zoran Fotak Award	\$300.00

#### **Arts and Media Administration**

The Stuart McAllister Award	\$5,000.00
Bickell Internship Awards Minimum \$3,000.00; Maximum	\$7,500.00
Onex Internship Award	\$500.00
George Gardiner Award	\$500.00
The Brian Dixon Founders' Award Minimum	\$400.00
The James Gillies Founders' Award Minimum	\$400.00
The Joe Green Founders' Award Minimum	\$400.00
The Paul Schafer Founders' Award Minimum	\$400.00
Imasco Awards	Variable
Joyce and Fred Zemans Scholarship	Variable

#### **Entrepreneurial Studies**

Schulich Scholarship for Entrepreneurship	\$3,500.00
Delvinia Award for Entrepreneurship and Digital Innovation	\$2,500.00
Mark S. Orlan Award	\$500.00
The Andrew J. Sherwin Bursary	\$500.00

#### **Financial Engineering**

Chandra Wijaya Award in Financial Engineering	\$1,000.00
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#### **Financial Services**

Steven K. Hudson MBA Bursary in Financial Services	\$5,000.00
The John Hunkin Financial Services Award	\$5,000.00
Great-West Life, London Life and Canada Life Award	\$2,250.00

**Global Mining Management**

Resource Capital Funds Scholarship	\$15,000.00
The Women Who Rock Award in Global Mining Management	\$1,000.00

**Health Industry Management**

Krembil Foundation Public Healthcare Internship Award	\$10,000.00
Bryan Hayday Memorial Award	Variable
HIMP Alumni and Friends Scholarship	Variable
J. Mark Lievonen Scholarship	Variable
Dr. Raymond Rupert Scholarship	Variable

**MBA/JD Joint Program**

Hennick Medal for Academic Excellence	Medal
MBA/JD Joint Student Association Award	\$3,000.00
Robert J. Gemmell MBA/JD Award of Excellence	\$1,000.00
The Thomas Joseph Palmer MBA/LLB Bursary	\$1,000.00
Terence G. Kawaja MBA/JD Award	\$500.00

**International MBA**

Citibank President's Award	\$2,000.00
The Pratt & Whitney Canada Inc. International MBA Award	\$1,500.00
Vikas Patel IMBA Award	Variable

**Marketing**

Case Competition Marketing Award	\$1,000.00
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**Social Sector Management**

Social Sector Management Internship Bursary	\$3,000.00
Delvinia Award for Entrepreneurship and Digital Innovation	\$2,500.00
Social Impact Management Association Internship Award	\$1,000.00
Victor Murray Bursary	\$1,500.00

**Real Estate and Infrastructure**

Morguard Award	\$2,000.00
Karen Kinsley – CAAMP Foundation Scholarship	\$2,000.00
CoreNet Canada Scholarship in Real Property	\$1,000.00
The NAIOP Bursary	\$1,000.00
SIOR Scholarship in Real Property	\$1,000.00
IBI Group Award	\$625.00
Developer's Den Case Competition	Variable

**BURSARIES**

Nawel K. Seth Loan	(up to) \$ 2000.00
Schulich Travel Bursary Maximum	\$1,500.00
Russell and Suzy Campbell Bursary	\$1,125.00
Larry Hurd 50th Anniversary MBA Bursary	\$1,000.00
The General Motors of Canada Limited Bursary	\$1,000.00
The Schulich School of Business Single Parent Bursary	\$1,000.00
The Santino Acchione 50th Anniversary MBA Bursary	\$1,000.00
The Stephen Reingold 50th Anniversary MBA Bursary	\$1,000.00
The Michael and Mara Badali Bursary	\$500.00
Jose A. Danobeitia Award	\$500.00
MBA and IMBA Full-time Bursary	Variable
MBA Part-time Bursary	Variable
Special Program Internship Bursary	Variable
The Schulich School of Business Alumni Bursary	Variable
Schulich Case Competition Bursary	Variable
The Claridge Israel Inc. Global Leadership Bursary	Variable
IMBA Work Term Bursary*	Variable

\*Equivalent to full-time tuition for the term

Find Financial Aid Opportunities Online!  
[schulich.yorku.ca/student-life-services/financial-aid](http://schulich.yorku.ca/student-life-services/financial-aid)



# Other Enrolment Policies and Resources

## **ADVANCED STANDING/WAIVER WITH REPLACEMENT**

### **Advanced Standing**

Graduates of a four-year business program (e.g. BComm or BBA degree) with two years of full-time work experience, or applicants from an approved Schulich Masters program, MBA program or equivalent program may shorten their Schulich MBA by receiving Advanced Standing for some of the MBA 1 Required Foundations of Management Core Courses.

Canadian Chartered Accountants (CA) who have obtained both their undergraduate honours degree\* and CA designation from the Canadian Institute of Chartered Accountants within the last 10 years may also be eligible for Advanced Standing.



1. A candidate's previous credits will not automatically be considered for Advanced Standing by the Schulich School unless a formal petition for Advanced Standing is made by the candidate prior to the start of the program.
2. Advanced standing or waivers with replacement are not feasible for IMBA due to the integrated nature of the core curriculum.
3. Students entering any of Schulich's specialized Masters programs are not eligible to receive advanced standing, with the exception of the Master of Accounting. (For details, visit [schulich.yorku.ca/admissions/admissions-requirements/macc](https://schulich.yorku.ca/admissions/admissions-requirements/macc))

### **Eligibility**

The Required Foundations of Management Core Courses represent the minimum knowledge that the School deems essential for a person to be granted an MBA degree. The School, therefore, is willing to consider Advanced Standing only under certain conditions.

To be eligible for Advanced Standing, candidates must

#### **EITHER:**

1. Have been granted a four-year Honours degree (or equivalent) in business defined as:

- a degree in which at least 40% of the course work was completed within a business or management faculty or school, **and**
- two years of full-time work experience after graduation (a candidate with the required business degree, but lacking the required work experience may still be eligible for Waiver with Replacement described below)

#### **OR**

2. Have completed approved Master's-level courses in an approved MBA program, Schulich specialized Masters program or equivalent program

#### **OR**

3. Have been granted an undergraduate honours degree\* and CA, CPA or ACCA designation awarded in the last 10 years

\*CAs without undergraduate business degrees who have not taken courses in Marketing, Organizations and /or Operations Management will be required to take Schulich's core courses in those subjects, replacing the equivalent number of elective credits.



**Find Advanced Standing  
Details Online!**

[schulich.yorku.ca/student-life-services/  
new-to-schulich/advanced-standing](https://schulich.yorku.ca/student-life-services/new-to-schulich/advanced-standing)





**For a course to be considered for Advanced Standing, the following are necessary:**

- a) a petition (application) for Advanced Standing must be made before entry to a program
- b) a course must overlap at least 80% with the equivalent Schulich Required Foundations of Management Core Course. 'Overlap' applies to:
  - content (coverage of topics)
  - depth of study of topics
  - applications of topics to a management context
  - pedagogic method (e.g. the use of the prescriptive case approach in financial accounting)
  - a general rule of thumb to apply is that two semesters of undergraduate work are equivalent to one semester of Master's-level work (this is an approximation that varies from functional area to area)
- c) a student must have been awarded a grade of at least a B on a course for which Advanced Standing is requested
- d) a student must have completed each course within a 10-year period prior to entry into a Schulich Master's-level program

### Credit Requirements

The MBA program consists of 60.00 credits of courses. To receive a Master's degree from York University, a minimum of the last year of full-time study or the equivalent on a part-time basis must be completed at York.

All students must complete at least 30.00 credits in residence. For students who have been granted substantial advanced standing, at least 24.00 credits must be completed at the Schulich School of Business.

This coursework must not duplicate previous business studies. Please see the 'Course Duplication' section in this handbook for a full explanation prior to selecting courses.

Advanced Standing may be granted for a maximum of 30.00 credits in Required Foundations of Management Core Courses, subject to the following rules:

- Advanced Standing may be obtained for a maximum of 30.00 credits for 5000 level core courses
- no Advanced Standing will be given in the MBA program for courses in the 6000 level series
- students without an undergraduate degree are not entitled to Advanced Standing
- each student is responsible for the knowledge in each course in which Advanced Standing is obtained
- if a candidate has obtained a business degree, but does not have at least two years' full-time work experience after graduation, the candidate will not be eligible for Advanced Standing (but may be eligible for Waiver with Replacement, see below)

### Petitions for Advanced Standing/Waiver

1. Advanced Standing/Waiver with Replacement petitions will be received with a student's application to a Schulich program, but will not be reviewed until the student has been admitted into the program.

2. As **applications for Advanced Standing and/or Waiver with Replacement** must be processed before a candidate actually begins his or her program, it is essential that candidates allow at least four weeks before the mandatory academic planning session for processing a petition.

3. Petitions must be submitted one week before the commencement of Launch Week. If the petition process is not completed before the beginning of studies at Schulich, a student will be unable to obtain an Advanced Standing or Waiver with Replacement option.

To petition for Advanced Standing or Waiver with Replacement, a candidate must:

(a) fill out the appropriate form provided in the Schulich Application Package and return it together with related materials

(b) include related course information:

- the code, name, year completed and grade received for each course offered as a substitute for a Schulich Required Foundations of Management Core Course
- a detailed course outline, including a description of the teaching method(s) used
- a list of required textbook(s) and readings (not supplementary readings)
- details of the duration of the course
- the name of the university at which the course was completed

## **Waiver with Replacement**

Waiver with replacement is available for 5000 level MBA core courses. MBA/JD students are eligible only for Waiver with Replacement; they are not eligible for Advanced Standing.

Candidates may apply for Waiver with Replacement if they:

- have an undergraduate business degree (e.g. BComm or BBA degree), but do not have two years' work experience, or
- do not have an undergraduate business degree, but have taken courses which are sufficiently similar to MBA 1 Required Foundations of Management Core Courses. Courses must be from accredited / recognized institutions.

The general criteria for course 'overlap' (similarity) are the same as those described in this section under 'Advanced Standing'.

The fact that a candidate is granted Waiver with Replacement will not allow the candidate to shorten a Schulich Master's-level program.

If Waiver with Replacement has been granted for a course, that course must be replaced with an Elective Course. This coursework must not duplicate previous business studies.

### **Course Duplication**

Students may not take Schulich electives for which there is 80% overlap in content with a course taken in a previous business program. Eg: If a finance elective course covering "Investments" was taken in the undergraduate degree program, students may not then take the graduate course "Investments FINE 6200 3.00" at Schulich for degree credit. If taken, it would be considered as an extra course within the program and would be excluded from the credit count required to graduate and from the graduate average.

Most times, it is obvious from the title and/or course description that a course is too similar to take for degree credit. However, if there is any doubt as to whether there is significant overlap between an undergraduate and a graduate degree course, students must choose another course.

In the meantime, if the student still wishes to pursue taking the Schulich elective course, he/she must contact Student Services and the appropriate Schulich faculty member with the full course syllabus to determine whether the course is appropriate for credit. If approval is given from the faculty member, Student Services must be notified and the information will be placed in the student's file, and enrolment may then occur, space permitting. Questions regarding degree credit exclusions can be directed to [studentservices@schulich.yorku.ca](mailto:studentservices@schulich.yorku.ca) for clarification.

## **COURSE MATERIALS INFORMATION**

### **Course Packages**

Certain Schulich courses require the use of a course package in place of, or in addition to, a textbook.

Course packages are available to purchase at the York University Bookstore, Text Department. For more information on the bookstore hours or how to purchase your textbooks and course packages online, go to [bookstore.yorku.ca](http://bookstore.yorku.ca). Inquiries should be directed to the Text Department at 416-736-2100, ext. 40735.

Students can also purchase course materials online with a delivery option through the York University Bookstore. Details are available at [bookstore.yorku.ca](http://bookstore.yorku.ca).

### **Course Materials Databases**

For each course an online Course Materials Database (CMD) is created in Lotus Notes. Once classes begin, students may access course materials and participate in online discussions in addition to other activities.



You can access your individual Course Materials Database(s) or CMDs through the **MySchulich Student Portal**. In order to be able to access any CMD, you must be formally enrolled in the course.

## GRADUATION/CONVOCATION



To graduate, students must go online to [yorku.ca/mygraduation](http://yorku.ca/mygraduation) and complete the 'Apply to Graduate' form.

Submit the form by the following deadlines:

CONVOCATION DATES	DEADLINES
October 2017	July 31, 2017
February 2018	November 30, 2017
June 2018	December 31, 2017
October 2018	July 31, 2018

### February Convocation in Absentia

In January of 2015, Senate approved the implementation of "convocation in absentia."

This means that if you'll have completed your degree requirements by the end of the Fall 2017 term, you can apply to receive a degree conferral in February 2018 rather than waiting until June.

This will allow:

- The graduating decision to be reflected on the student's record and transcript
- The student's program to be closed as "completed"

You may pick up a diploma or have it delivered by filling out a Diploma Mailing Form (available on the website: [yorku.ca/mygraduation](http://yorku.ca/mygraduation))

Your name will appear on YuVerify for degree verification as having convocated in February.

There is no February ceremony but students who choose this option will be included in all ceremonial aspects of the following June convocation. They will be included in invitations, their names will appear in the June convocation program booklet and they will be considered for awards along with the June cohort.

## STUDENT IDENTIFICATION

### YU-card

The YU-card is York University's official integrated photo ID and debit card. YU-cards are issued to all registered students and are required for services such as York Libraries, meal plans, photo identification for exams and for OSAP pickup. New students will have their class list/ YU-card photo taken at Smart Start, and then pick up their YU-card during Launch Week or in Schulich Student & Enrolment Services, W263. The YU-card will use a student's class list photo, supplied to York by Student Services at Schulich. Students do NOT need to submit their own photo. The card is free but if lost, there is a \$20 replacement fee payable at the YU-card Office.


For a complete list of YU-card services, visit [yorku.ca/yucard](http://yorku.ca/yucard).

### Class Photo Lists

Every Schulich student has their photo taken for Schulich class lists and the YU card. Class photo lists are given to each instructor at the beginning of term, and are used to assist instructors in learning student names, and to assure that students are given credit for class participation. Students need to ensure that their photo is included in the database by having it taken at Smart Start or in the Schulich Student & Enrolment Services office.

# Academic Policies and Regulations

## YORK UNIVERSITY RULES, REGULATIONS AND POLICIES



The University lists York University and Senate policies pertaining to academic and administrative matters, as well as student conduct, on the web. See [yorku.ca/secretariat/policies](http://yorku.ca/secretariat/policies).

The Student Code of Conduct is available at [yorku.ca/scdr](http://yorku.ca/scdr).

## GENERAL

### **Personal Documents**

All documents, whether originals, reproductions or translations submitted in support of applications or any petitions to any office of the University, become the property of the University. Documents such as birth and marriage certificates, citizenship papers and certain types of educational certificates will be returned to the applicants or students. Copies of transcripts in a student's file will not be issued to the student.

### **Personal Information**

Generally, student information is restricted and available only to the student concerned, to those clearly designated by the student, and to appropriate academic and administrative staff of the University. Aside from name, activity status, graduation status and degrees/ diplomas/ certificates awarded for Senate-recognized programs of study, no student information is normally released to any person or agency outside the University. Data from the University records is released to Statistics Canada and to the Ontario Ministry of Education and Training for the compilation of aggregate reports. In all such cases, unique identifying information is withheld.

## **Schulich Councils and Committees**

### **Faculty Council**

The Schulich Faculty Council is the academic policy-making body for the School. It approves all academic policies and regulations under which the School operates. Voting members include representatives of the Schulich student body.

### **Master Programs Committee**

The purpose and responsibility of the Schulich Master Programs Committee is to review, discuss and recommend to Faculty Council curricular, program regulatory, pedagogical and other academic issues concerning Schulich's masters programs.

### **Student Affairs Committee**

The Schulich Student Affairs Committee is constantly reviewing the School's policy with regards to the regulations that deal with academic conduct. Individual students must petition to this committee if they wish to be exempted from any Schulich regulation. Appeals for changes in grades are handled by the Associate Dean – Academic. For more information, see 'Grade Appeals for Schulich Courses.'

### **Executive Committee**

The Executive Committee facilitates the business of Faculty Council and coordinates the work of its committees. The principal task of the Committee is to compose the agenda for Council meetings and to ensure that all agenda items have been fully prepared for discussion and action.

The Committee serves as the Council's liaison to external bodies (e.g., York University Senate). It also hears the final level of student appeals within the Schulich School.

### **Assignments**

a) Faxed assignments are not accepted, due to the potential volume of submissions.

b) Electronic mail (e-mail) or e-mail attachments is not an acceptable means of submission, unless specifically requested by the instructor because of the nature of the assignment. The volume of printing required on the receiving end is the basis for this prohibition.

c) If an assignment is due at a time when it is not possible for a student to be on campus, the student should:

- at the earliest possible time, notify the instructor of this fact, and where possible, make alternate arrangements that are mutually agreeable for submission, and
- as a default option, use conventional mail, making sure that the envelope containing the assignment is date-stamped, with e-mail notification to the instructor that this action has been taken

### **Papers Satisfying More than One Course Assignment**

The policy for the submission of one paper to satisfy the course requirements of more than one course is as follows:

- a) Students must get approval in writing from all the professors concerned in advance of its preparation.
- b) Professors involved must satisfy themselves that the quality and content of the completed paper meets the requirements of the individual courses.

c) Papers with greater scope should be written under the 6900 X.XX arrangements.

### **Attendance**

Attendance is expected at all graduate classes. Failure to attend ANY of the class meetings during the first two weeks of class without making specific prior arrangements with the instructor in this regard is sufficient grounds for a student to be administratively deenrolled from the class in question.

The basis for this regulation is:

- 1) to assure the full usefulness of all class sessions and
- 2) to assure that any open spaces are made available early enough for other interested students. If students stop attending a course during the term, they must officially drop the course through the online enrolment and registration system. Non-attendance is not equivalent to withdrawal.

### **Conduct**

#### **Student/Instructor**

Students and instructors are expected to maintain a professional relationship characterized by courtesy and mutual respect and to refrain from actions disruptive to such a relationship. Moreover, it is the responsibility of the instructor to maintain an appropriate academic atmosphere in the classroom and the responsibility of the student to cooperate in that endeavour. Further, the instructor is the best person to decide, in the first instance, whether such an atmosphere is present in the class. A statement of the policy and procedures regarding disruptive and/or harassing behaviour by students is

available from the Schulich School Dean's Office, the Office of the Vice-President, Campus Relations and from Schulich's Division of Student Services and International Relations.

### **Complaints**

Members of the University who wish to register complaints or comments about the conduct of persons at the University may obtain advice and guidance from the following:

- The Director of Student and Enrolment Services, in the Division of Student Services & International Relations, who is the Complaint Officer for the Schulich School of Business. The Hearing Officer for Schulich is the Associate Dean, Academic.
- The Office of Student Conduct and Dispute Resolution is responsible for administering the University's non-academic code of behavioral conduct for students and student governments. The Office provides direction, leadership and guidance to the University community in matters of policy interpretation regarding student non-academic conduct.

### **Course/Instructor Evaluations**

At the end of each term, students are asked to fill out evaluations of each of their instructors. These evaluations rate instructors on a variety of criteria.

Print copies of course/instructor evaluations covering the period of 2012 are available **for in-library use** at the Bronfman Business Library. For more recent years (2013 to present) these evaluations can be found on the Teaching & Learning section of the Associate Dean, Academic website: [ada.schulich.yorku.ca/teaching-learning/teaching-performance](http://ada.schulich.yorku.ca/teaching-learning/teaching-performance)

### **MBA Rate of Progress**

MBA students are required to complete 60 credits of coursework, the equivalent of two years of full-time study. Normally, the courses are completed within four terms by full-time students and between 10 and 12 terms by part-time students. Courses are offered in three 12-week teaching terms throughout the year. It is possible for students to complete the MBA program in as little as 16 months on a full-time basis, or slightly over three years on a part-time basis. The maximum time limits are six terms for full-time students and 18 terms for part-time students. The length of time available for a student to complete all requirements of the MBA degree is shown in the following table. Time is dependent on the student's status as a full-time or part-time student as well as the number of credits of Advanced Standing obtained prior to entering the program.

NUMBER OF CREDITS OF ADVANCED STANDING	FULL-TIME PROGRESSION	PART-TIME PROGRESSION
Less than 12.00	6 consecutive terms (i.e. 24 months)	18 consecutive terms (i.e. 72 months)
12.00 to 21.00	5 consecutive terms (i.e. 20 months)	15 consecutive terms (i.e. 60 months)
More than 21.00	4 consecutive terms (i.e. 16 months)	12 consecutive terms (i.e. 48 months)

**Note:**

For MBA students transferring from full-time to part-time (or vice-versa), each full-time term counts as four part-time terms.

Students can calculate the maximum number of full-time and part-time terms available to them from the following formulae, where 'F' is the total number of full-time terms and 'P' is the total of part-time terms:

- For students with 0.00-11.00 credits of Advanced Standing:  $4F + P < 18$
- For students with 12.00-21.00 credits of Advanced Standing:  $4F + P < 15$
- For students with 22.00 or more credits of Advanced Standing:  $4F + P < 12$

A full-time term is defined as a term during which the student completes 9.00 or more credits of courses. A part-time term is defined as a term during which the student completes less than 9.00 credits of courses. Completing a course is defined as registering for and obtaining a grade for that course. Students who do not meet these requirements will not be eligible to continue in the program.

**Voluntary Withdrawal**

- Students requesting to withdraw from their degree program during the current term are subject to all related academic deadlines.
- Students who voluntarily withdraw from their degree or certificate program are subject to the same readmission regulations described in part b of 'Forced Withdrawal for Failure to Maintain Continuous Registration' above.
- Students wishing to withdraw voluntarily from their degree or certificate program at the Schulich School should submit a letter to this effect to the Director, Student & Enrolment Services, Room W263, Schulich.

**International Opportunities**

Schulich offers a number of international work and study opportunities that provide unique educational and practical experiences, such as living in another culture, developing international networks and gaining marketable international experience.

For eligibility and application details about international opportunities within your program, consult your program handbook or visit the [International Opportunities webpage](#).

Rate of progress regulations described in this section do not apply to IMBA students, who must complete their program on a full-time basis over 20 months.

Post-MBA Diploma (PDAM) students must complete their program as outlined.

For rate of progress details in any specialized masters program, consult your program handbook.

**EXAMINATIONS****General Information**

- Find information about scheduled exams for individual courses in the [Schulich Course Offerings database](#).
  - Repeated or additional assignments and examinations are not given in the Schulich School of Business to provide the student with a chance of improving the course grade.
  - Examination booklets/answer sheets become the property of the University and are retained for the full Fall or Winter term immediately following the term in question.
  - No examinations or tests (in-class or take-home) collectively worth more than 20% of the course grade are permitted during the final 14 calendar days of classes in any Schulich course. Excepted are courses that run on weekends, courses in compressed terms, and courses with 6.00 or more contact hours per week. An assignment is not considered a take-home examination if students have at least two weeks to complete it.
- If cheating is identified, the matter will be documented by the invigilator or instructor and forwarded immediately to the Student Academic Services Coordinator to initiate academic honesty procedures with the office of the Associate Dean, Academic. Possible penalties are indicated in the Academic Honesty section of this handbook.

## Conduct in Examinations

The Schulich School of Business takes measures to ensure an appropriate examination environment and to preclude improper behaviour during exams. General guidelines for conduct at exams include the following:

- a) Students shall be required to present their YU-card and to sign the attendance roster for the examination.
- b) Students must place all personal belongings aside during exams.
- c) The chief invigilator shall oversee provision of any special accommodation in the scheduled examination sitting that has been approved for a student in accordance with the relevant policies and procedures.
- d) The chief invigilator shall make any necessary announcements during or at the end of the examination and announce any materials or aids that students are allowed to have on their desk or have access to during that examination sitting.
- e) The official start and end time of the examination shall be determined and announced by the chief invigilator.
- f) Students shall follow the instructions provided by the chief invigilator and/or Associate Dean's Office, Registrar's Office and Security Services (in case of emergency interruptions).
- g) Students may not speak or communicate by any means, manner or device on the subject of an examination with anyone other than an invigilator for the duration of the examination, including during any temporary disruption of the examination.
- h) Students should plan not to leave the room during the exam unless absolutely necessary. They may leave an exam room only if granted permission to do so by an invigilator.

## Accommodations For Special Circumstances

### Exam Conflicts

An exam conflict is categorized as:

1. two exams at the same time; or
2. three exams in the same day; or
3. three exams in three consecutive periods within 24 hours.

To avoid conflicts students are encouraged to consult the exam timetable on the Schulich website before enrolling in classes.

If students are faced with an exam conflict they are asked to discuss the matter with the instructors of the conflicting courses. If no solution can be found, they should fill out an Exam Conflict Form located in the [Graduate Academic Forms Database](#) on the MySchulich Student Portal. The completed form should be submitted to the Office of the

Associate Dean, Academic (Room N230) or via e-mail to [ada@schulich.yorku.ca](mailto:ada@schulich.yorku.ca).

For scenarios 2 and 3, students may opt to write their exams during the regular time slots. If they cannot perform to the best of their ability, however, they may not appeal their grade based on this fact.

### Alternate Exams

Students who require alternate exam/test arrangements must be registered with York's Counselling & Disability Services office ([yorku.ca/cds](http://yorku.ca/cds)) to be eligible. Requests for alternate exam/test arrangements must be made online well in advance of the test or exam (currently three (3) weeks – please see [yorku.ca/altexams/guidelines](http://yorku.ca/altexams/guidelines) for details). In an emergency, please contact Student Services & International Relations at Schulich.

### Religious Accommodation Guidelines

The Schulich School is committed to respecting the religious belief and practices of all members of the community, and making accommodations for observances of special significance to adherents. Every effort is made to avoid scheduling in-class or formal examinations on days of special religious significance throughout the year.

Students who, because of significant religious observances, cannot write a formally scheduled examination (December and April examination periods) on the scheduled date should contact the course instructor no later than three weeks prior to the start of the examination period to arrange an alternative examination date. An Examination Accommodation form is available in Schulich Student Services (Room W263) or in the [Graduate Academic Forms Database](#) on your MySchulich Student Portal. Students are required to complete the form, obtain the professor's signature and return a copy of the signed form to Student Services and the professor.

Students who, because of religious observances, cannot meet academic obligations other than formally scheduled examinations (December and April examination period) on certain holy days are responsible for giving their instructor reasonable notice (at least 14 calendar days) of each conflict.

### Unavoidable Absences

Students who miss a **mid-term examination** must contact their course instructor within 24 hours and must provide the course instructor with documentation substantiating the reason for the absence. A copy of the documentation must also be submitted to Student & Enrolment Services (Room W263) and will be placed in the student's file. Accommodations and/or re-scheduling of the mid-term exam will be left to the discretion of the professor with the expectation that the case be resolved within 14 calendar days. It is the responsibility of students to arrange the deferred mid-term exam, if granted, with their course instructors.

Students may be eligible for **final examination** deferrals or aegrotat standing on the grounds of sickness, accidents or family misfortune. Examination deferrals allow students additional time during which studies may be completed and a grade earned.

**Within 24 hours of missing a final examination** students must contact the Director, Student & Enrolment Services at 416-736-2100 ext. 77971. Students must also contact their course instructor.

Formal, original documentation regarding the reason for missing the final exam must be submitted to the Director, Student & Enrolment Services (Room W263) within 48 hours of missing the final exam.

Students who miss a final exam due to illness must have their doctor complete an "Attending Physician's Statement." This form can be picked up from Student & Enrolment Services (W263) or retrieved from the Graduate Academic Forms database on your MySchulich student portal. Submitting documentation substantiating the reason for the absence will not guarantee approval of a deferred final exam. Permission to write a deferred exam is subject to review by Schulich Student Services and the course instructor. If a deferred final exam is denied, the student may petition to the Schulich Student Affairs Committee within 14 calendar days of the decision. It is the responsibility of students to arrange the deferred final exam with their course instructors. Students will not be permitted to enrol into any subsequent course for which the incomplete course is a pre-requisite. Students will be de-enrolled from such subsequent courses, which could result in a financial penalty. This situation may also impact the student's ability to participate in an Exchange term.

Please also refer to "Awarding of Grades" in this Handbook for information on how deferred grades may affect your promotion and GPA.

### **Aegrotat Standing**

Aegrotat standing excuses students from completing the required work for their studies, and 'aegrotat standing' is entered on transcripts instead of a grade. It is based on documentation of sickness, accident or family misfortune that may be deemed appropriate and, in addition, upon the student having done satisfactory work up to that date. Aegrotat standing is usually reserved for extremely rare circumstances and the last term of the program, just before graduation.

## **TRANSCRIPTS OF ACADEMIC RECORDS**

Transcripts may be ordered from the Registrar's Office, provided the student is in good financial standing with the University (see 'Outstanding University Debts'). Students should visit the Registrar's Office website at [yorku.ca/yorkweb/currentstudents/mystudentrecords](http://yorku.ca/yorkweb/currentstudents/mystudentrecords) for ordering options and required information.

## **SCHULICH CENTRE FOR TEACHING EXCELLENCE**

The overarching goal of the Schulich Centre for Teaching Excellence (SCTE) is to help create an academic community within Schulich that is committed to teaching and learning excellence. The SCTE seeks to maximize the learning experience in the classroom. The SCTE supports tenure stream and contract faculty members through teaching orientations, workshops, coaching, teaching development grants, and a physical and online library of teaching resources.

Jointly with the Undergraduate Business Society and Graduate Business Council, the SCTE also supports a variety of initiatives each year to promote continuous teaching innovation and excellence, including the Just-In-Time (JIT) Teaching Feedback Process and the Seymour Schulich Teaching Excellence Awards.

For more information on the SCTE, visit the Centre's homepage or email [scte@schulich.yorku.ca](mailto:scte@schulich.yorku.ca)

### **Classroom-based Academic Concerns**

The Schulich School has put in place a process for addressing students' classroom-based academic concerns. When an issue arises, students should first speak to the professor concerned to see if the matter can be resolved directly. Faculty at Schulich are receptive to feedback and generally prefer to have the feedback come directly to them from students. It is recognized, however, that under some circumstances, a student may prefer not to speak directly to the professor, but to use the Just-In-Time Teaching Feedback Process instead.

### **Just-In-Time (JIT) Teaching Feedback Process**

The JIT Teaching Feedback Process, run jointly by the student governments and the Schulich Centre for Teaching Excellence (SCTE), was developed as a communication vehicle for resolving issues that arise in the classroom while the term is still in progress.

The goals of the JIT system are:

- to catch issues early (during the term) rather than waiting for mid-term or end-of-term evaluations
- to prevent an issue from escalating or snowballing
- to take action quickly
- to recognize that there is joint responsibility for the learning environment, and that both students and instructors have to work together

To initiate the JIT process, students should complete the JIT Feedback form (available through the MySchulich Portal) and contact the SCTE, either directly or via the GBC Vice President. The SCTE, in consultation with the relevant parties, implements a strategy for addressing the issue. For more information, please contact the SCTE at [scte@schulich.yorku.ca](mailto:scte@schulich.yorku.ca) or 416-736-5088.



## **SCHULICH SCHOOL IMPLEMENTATION OF THE SENATE POLICY ON ACADEMIC HONESTY**

### **Introduction**

On February 17, 2011, the Senate of York University approved the revised Senate Policy, Guidelines and Procedures on Academic Honesty. The Schulich School, like the rest of the University, is governed by the Senate Policy, Guidelines and Procedures on Academic Honesty ([yorku.ca/secretariat/policies/document.php?document=69](http://yorku.ca/secretariat/policies/document.php?document=69)) and has established the following complementary procedures specific to the investigation and resolution of alleged violations. The policy and procedures pertain to students in all Schulich-based courses (with the exception of courses in the joint EMBA program, which are governed by a separate procedure) and cover all student work, including that submitted to the instructor or classmates for inclusion in the final submission.

### **1. Senate Policy on Academic Honesty**

The Policy on Academic Honesty is an affirmation and clarification for members of the University of the general obligation to maintain the highest standards of academic honesty. As a clear sense of academic honesty and responsibility is fundamental to good scholarship, the policy recognizes the general responsibility of all faculty members to foster acceptable standards of academic conduct and of the student to be mindful of and abide by such standards.

Academic honesty requires that persons do not falsely claim credit for the ideas, writing or other intellectual property of others, either by presenting such works as their own or through impersonation. Similarly, academic honesty requires that persons do not cheat (attempt to gain an improper advantage in an academic evaluation), nor attempt or actually alter, suppress, falsify or fabricate any research data or results, official academic record, application or document. Finally, academic honesty requires that persons do not aid or abet others to commit an offence of academic dishonesty, including intentional acts to disrupt academic activities.

Suspected breaches of academic honesty will be investigated and charges shall be laid if reasonable and probable grounds exist. A student who is charged with a breach of academic honesty shall be presumed innocent until, based upon clear and compelling evidence, a committee determines the student has violated the academic honesty standards of the University. A finding of academic misconduct will lead to the range of penalties described in the guidelines which accompany this policy. In some cases the University regulations on non-academic discipline may apply. A lack of familiarity with the Senate Policy and Guidelines on Academic Honesty on the part of a student does not constitute a defence against their

application. Some academic offences constitute offences under the Criminal Code of Canada; a student charged under University regulations may also be subject to criminal charges. Charges may also be laid against York University students for matters which arise at other educational institutions.

### **2. Senate Guidelines on Academic Honesty**

#### **2.1 Summary of Offences Against the Standards of Academic Honesty**

The following summary of offences is not exhaustive, nor are the definitions provided for each offence confined to the examples cited.

**2.1.1 Cheating** is the attempt to gain an improper advantage in an academic evaluation. Forms of cheating include:

- Obtaining a copy of an examination before it is officially available or learning an examination question before it is officially available;
- Copying another person's answer to an examination question;
- Consulting an unauthorized source during an examination;
- Disruption of an academic evaluation by any means;
- Obtaining assistance by means of documentary, electronic or other aids which are not approved by the instructor;
- Changing a score or a record of an examination result;
- Submitting the work one has done for one class or project to a second class, or as a second project, without the prior informed consent of the relevant instructors;
- Submitting work prepared in collaboration with another or other member(s) of a class, when collaborative work on a project has not been authorized by the instructor;
- Submitting work prepared in whole or in part by another person and representing that work as one's own;
- Offering for sale essays or other assignments, in whole or in part, with the expectation that these works will be submitted by a student for appraisal;
- Preparing work in whole or in part, with the expectation that this work will be submitted by a student for appraisal.

**2.1.2 Impersonation** is to have someone impersonate one's self in class, in a test, examination or interview, or in connection with any other type of assignment or placement associated with a course or academic program. Both the impersonator and the individual impersonated may be charged.

**2.1.3 Plagiarism** is the misappropriation of the work of another by representing another person's ideas, writing or other intellectual property as one's own. This includes

the presentation of all or part of another person's work as something one has written, paraphrasing another's writing without proper acknowledgement, or representing another's artistic or technical work or creation as one's own. Any use of the work of others, whether published, unpublished or posted electronically, attributed or anonymous, must include proper acknowledgement.

**2.1.4 Improper research practices.** Academic research includes the collection, analysis, interpretation and publication of information or data obtained in the scientific laboratory or in the field. Forms of improper research practices include:

- Dishonest reporting of investigative results, either through fabrication or falsification;
- Taking or using the research results of others without permission or due acknowledgement;
- Misrepresentation or selective reporting of research results or the methods used.

**2.1.5 Dishonesty in publication.** It is a violation of academic honesty to knowingly publish information that will mislead or deceive readers. This includes the falsification or fabrication of data or information, as well as the failure to give credit to collaborators as joint authors or the listing as authors of others who have not contributed to the work. Plagiarism is also considered a form of dishonesty in publication.

**2.1.6 Dissemination of information without permission.** Information or experimental data that was collected with a member of faculty or another student, and other works that involved the participation of a faculty member or another student, should not be submitted for publication or otherwise disseminated without their permission.

**2.1.7 Abuse of confidentiality.** Taking or releasing the ideas or data of others that were given with the expectation that they are confidential is inappropriate. This includes the ideas or data obtained via the evaluation of confidential grant proposals, award applications or manuscripts that will be or may have been submitted for possible funding or publication. Unless one is authorized to do so, it is improper to obtain a password assigned to another or to copy or modify a data file or program belonging to someone else. Proper authorization means being granted permission either by the owner or originator of that material, or by an appropriate faculty member or administrator.

**2.1.8 Falsification or unauthorized modification of an academic document/record.** It is a breach of academic honesty to falsify, fabricate or in any way modify, either through omission or commission, an application to the University or a program, course student examination or test, transcript, grade, letter of recommendation or related document, a degree, a physician's letter/form or any other

document used in support of an academic application, record, petition/appeal or endeavor.

**2.1.9 Obstruction of the academic activities of another.** It is a violation of academic honesty to interfere with the scholarly activities of another in order to harass or gain unfair academic advantage. This includes interference or tampering with experimental data, with a human or animal subject, with a written or other creation (e.g., a painting, sculpture or film), with a chemical used for scientific study, or with any other object of study.

**2.1.10 Aiding and abetting.** Encouraging, enabling or causing others to do or attempt any of the above with intent to mislead an instructor, academic unit, program, office or committee as to a student's academic status, qualifications, actions or preparation, or knowingly aiding or abetting anyone in a breach of academic honesty shall itself be considered misconduct. Taking any action which can reasonably be interpreted as intending to encourage or enable others to commit an offence of academic dishonesty.

## 2.2 Summary of Penalties for Academic Misconduct

When verified, violations of academic honesty may lead to the following range of penalties, which may be imposed singularly or in combination for any offence. The following penalties are listed in ascending order of severity.

**2.2.1 Written disciplinary warning or reprimand.**

**2.2.2 Required completion of an academic honesty assignment.**

**2.2.3 Make-up assignment, examination or rewriting a work, subject to a lowered grade.**

**2.2.4 Lower grade on the assignment, examination or work.**

**2.2.5 Lower grade in the course.**

**2.2.6 Failure in the course.**

**2.2.7 Permanent grade of record.** The grade assigned shall remain as the one grade of record for the course, even if the course is repeated. This penalty can be added to any other penalty, but shall always be attached to the penalty of failure in the course.

**2.2.8 Notation on transcript.** Notation on transcript can be a separate penalty or it can be added to any other penalty. Transcript notation shall always be included in cases of suspension, withholding or rescinding a York degree, diploma or certificate and expulsion from the University. Transcript notation can be for a limited period, at the end of which the notation will be removed from the student's transcript. When no period is specified for a transcript notation, a student may petition to the Faculty

Petitions Committee to have the notation removed after a period of five years from the date at which the notation was entered, with the exception of notation of expulsion from the University.

#### 2.2.9 Suspension from the University for a definite period, not to exceed 5 years, with transcript notation.

Suspension is defined as a penalty of a variable but limited period during which the student may not register in the University, imposed for serious academic offences such as plagiarism and cheating. A student who is otherwise eligible to graduate, but is suspended, may not graduate until the suspension expires or is lifted. This penalty may be awarded only by a Faculty-level committee which is recognized by a Faculty Council as the responsible body to assign this penalty.

**2.2.10 Expulsion from the University with transcript notation.** Expulsion is defined as permanently terminating a person's right to continue as a student in the University and to be re-admitted as a student in the University. This penalty is to be imposed for extreme forms and / or multiple incidences of academic dishonesty. Expulsion from the University may be awarded only by a Faculty-level committee which is recognized by a Faculty Council as the responsible body to assign this penalty.

**2.2.11 Withholding or rescinding a York degree, diploma or certificate with transcript notation.** When a Faculty decides to rescind a degree, diploma or certificate, the decision, with supporting documentation, must be forwarded to the Senate Appeals Committee for approval on behalf of Senate.

### 2.3 Factors Considered When Imposing Academic Penalties

The circumstances surrounding each case of academic misconduct may vary to a significant degree. The penalty imposed should reflect, reasonably, these circumstances. These guidelines are not intended to restrict the authority or flexibility of Faculty committees in imposing the penalties contained in this Policy. In each case, Faculties shall exercise their discretion, taking into consideration the relevant factors, as outlined below. For the benefit of students, however, Faculties shall provide an explanation in their written decision of the major reason(s) the penalty imposed was deemed warranted.

Important factors to be considered by committees in imposing penalties or reviewing penalty recommendations are:

**2.3.1 Extent of violation:** The actions which constitute specific offences of academic honesty (i.e., plagiarism, cheating) vary in terms of severity. Some instances of academic dishonesty constitute only minor infractions while others represent the most extreme form of violation. Penalties should correspond to the nature

of the offence. Penalties may be imposed singularly or in combination for any offence.

Basic considerations include:

- The level of the student's academic experience
- Extenuating circumstances may help explain the action taken by a student, and due weight should be attached to those circumstances;
- If the student admits guilt, accepts responsibility for their action, and is amenable to educative remedies, committees may find it justified to levy a less severe penalty.

Prior/multiple incidents: If the offence is a second (or subsequent) one for the student and/or is in combination with another offence, then a severe penalty should be considered.

## 3. Procedures Governing Breach of Academic Honesty

### 3.1 Purpose

The following procedures are provided for the investigation and resolution of cases of alleged violations of the Senate Policy on Academic Honesty involving students in Schulich-based courses (with the exception of courses in the joint EMBA program, which are governed by separate procedures unique to the joint program). In these procedures, the term "student" includes a York graduate or undergraduate student, a York graduate, a former York student, or a student who is applying to take, is taking or has taken a York course.

### 3.2 Jurisdiction

**3.2.1 Allegations of a breach of academic honesty in a course offered by the Schulich School shall be dealt with by the Schulich School.** In cases where the course is in other than the student's home Faculty, then the student's home Faculty (or Faculties) shall have observer status at a hearing and may make submission as to penalty. For students in joint programs or where allegations arise in more than one Faculty, the Faculties can agree on which Faculty will have jurisdiction over the proceedings.

**3.2.2 All allegations of breaches of academic honesty other than those in course work shall be communicated by the administrator, committee or other person with direct knowledge (faculty, staff, clinical supervisor, etc.,) to the student's home Faculty.**

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

\*The term "course director" as used in the Senate Policy on Academic Honesty is not used at Schulich. The term "faculty member" has been substituted for "course director" and "supervisor" in this document.

3.2.4 Appeals of decisions of a Faculty committee are considered by the Senate Appeals Committee.

### 3.3. Investigating Potential Academic Misconduct

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

3.3.1 On assignments, term papers, essays, theses and dissertations, etc., the matter shall be reported to the concerned faculty member\*. For courses, if the evaluator is not a faculty member, the evaluator shall retain possession of the suspect material and provide a written report, together with the confiscated material, to the concerned faculty member;

3.3.2 On non-course work, the person discovering the potential breach of academic honesty, shall retain possession of the suspect material and provide a written report, together with any confiscated material to the Schulich Associate Dean Academic;

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

3.3.4 For research not conducted as part of a course, major research papers/projects, comprehensive examinations, theses and dissertations, person(s) suspecting potential academic dishonesty shall report the matter to the Associate Dean Academic.

### 3.4 Initiating an Investigation of Potential Academic Misconduct

3.4.1 When a faculty member directing a course, or having or sharing responsibility for a student's research, examination, or dissertation preparation, becomes aware of a possible violation of academic honesty, it is the responsibility of the faculty member to initiate an investigation of the matter. The faculty member must collect or assist in the collection of the necessary information and be prepared to act as a witness at any committee hearing of the matter, if required.

3.4.2 If the investigation relates to work already presented for evaluation but not yet evaluated, the faculty member may elect to defer the evaluation of the work until after the matter has been dealt with. Normally, any evaluation of a work which relates to a charge will not be entered into

the student's record until after the matter is concluded.

3.4.3 If the faculty member or person designated by Schulich School policy decides to proceed with a formal complaint alleging a breach of academic honesty, the complaint shall be submitted in writing to the Petitions and Appeals Officer as soon as is reasonably possible. The complaint shall contain a full, but concise, statement of the facts as perceived by the complainant and be accompanied by all available supporting evidence.

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

3.4.5 The Associate Dean Academic will normally take carriage of an alleged breach of academic honesty, including when an apparent breach of academic honesty is not tied to a student's enrolment in a specific course.

### 3.5 Exploratory Meeting

3.5.1 When a complaint is received by the Petitions and Appeals Officer, an exploratory meeting shall be arranged to determine whether or not there are reasonable and probable grounds to proceed with a charge of breach of academic honesty. At least seven calendar days' written notice of the meeting via email and a brief description of the reason for the meeting shall be provided. At this meeting, convened and chaired by the Petitions and Appeals Officer, the student may be accompanied by a representative and the Associate Dean Academic may have another person present. If the student elects not to attend the meeting, the meeting may proceed without the student present.

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

i. It is agreed by all parties that no breach of academic honesty occurred. No records of the matter shall be retained.

ii. If the student wishes to admit to a breach of academic honesty but no agreement is reached on recommended penalty, or the breach is a second or subsequent incident by the student, a document signed by the student and the Associate Dean Academic, which includes the admission, a summary of the matter and individual submissions by the student and Associate Dean Academic as to penalty shall be forwarded to the responsible Faculty committee, which shall arrange a hearing to determine penalty, to which the student and Associate Dean Academic will be invited.

iii. If the student wishes to admit to a breach of academic honesty, a document signed by the student and the Associate Dean Academic which includes the admission, a summary of the matter and a joint submission as to penalty shall be forwarded to the Faculty committee, which deals with allegations of breach of academic honesty. In such cases, the agreed-upon penalty shall not exceed failure in the course. The responsible Faculty committee receiving such a joint submission will normally impose the penalty suggested, but if it is of the opinion that some other penalty would be more appropriate, or the breach is a second or subsequent incident by the student, it shall arrange for a hearing of the matter to determine penalty, to which the student and Associate Dean Academic will be invited.

iv. If the student elects not to attend the meeting, and if those present find sufficient grounds to proceed with a charge of breach of academic honesty, a summary of the matter shall be forwarded to the responsible Faculty committee, which shall arrange a hearing of the matter, to which the student and the Associate Dean Academic will be invited.

v. If it is decided that sufficient grounds exist to proceed with a formal charge of academic misconduct and the student does not admit to this alleged breach of academic honesty, a formal charge shall be prepared and submitted to the responsible Faculty committee. The charge shall contain a full, but concise, statement of the facts as perceived by the complainant and be accompanied by all available supporting evidence.

### 3.6 Formal Hearing at the Faculty Level

3.6.1 The Petitions and Appeals Officer shall give to each party a written copy of the charge, a copy of the materials submitted by the faculty member which includes a summary of the evidence, a copy of the procedures to be followed and not less than twenty-one calendar days' written notice of the time and location of the hearing. If the student wishes to file a written response to the charge, it must be received within fourteen calendar days of the date on which the charge was sent to the student. The Petitions and Appeals Officer will send a copy of the student's response to the charge to the Associate Dean Academic. Both parties must inform the committee of their intention to call witnesses and file names of these witnesses at least seven calendar days prior to the hearing.

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

i. In this statement, the student may make submissions as to appropriate penalty and give reasons. If the Associate Dean Academic submitting the charge concurs with the penalty recommendation of the student, a jointly signed

submission will be forwarded to the responsible Faculty committee. In such cases, the agreed-upon penalty shall not exceed failure in the course. Should the Faculty committee find that some other penalty would be more appropriate, or if the breach is a second or subsequent offence, it shall arrange for a hearing to determine penalty, to which the student and Associate Dean Academic will be invited.

ii. If the Associate Dean Academic and student do not agree on a recommended penalty, individual submissions as to penalty shall be made by the student and Associate Dean Academic to the responsible Faculty committee, which shall arrange a hearing to determine penalty, to which the student and Associate Dean Academic will be invited. If the breach is a second or subsequent offence by the student, a copy of the written decision from the prior offence(s) shall be provided by the case presenter to the committee at the penalty hearing.

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

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

3.6.5 If a student fails to appear at a hearing after proper notice, the hearing may proceed, a decision may be made and sanctions may be imposed, unless the student can establish, in advance of the hearing and to the satisfaction of the committee, that there are circumstances beyond her or his control which make an appearance impossible or unfairly burdensome.

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

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

3.6.8 If the committee does not render a finding of academic misconduct, all records of the charge and hearing will be held by the student's home Faculty until such time as appeals procedures are exhausted or abandoned. Thereafter, a record consisting of the complaint and the decision letter will be placed in a confidential file retained in Student Services & International Relations in the Schulich School.

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

3.6.10 A Record of the Proceeding will be retained in Student Services & International Relations, regardless of the severity of the penalty, and held for a time consistent with the University's records retention guidelines. The Record of the Proceeding shall include the:

- Formal charge of academic misconduct and all documentary evidence filed with the Faculty committee
- Written response from the student to the charge, if any
- Notice of the Hearing
- Decision of the committee

If a penalty is imposed that requires a notation on the transcript, a copy of the decision of the committee will be sent to the Registrar's Office for the penalty to be implemented. All other alterations to the student's record will be implemented by Student Services & International Relations. The decision will be retained for a time consistent with the University's records retention guidelines.

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

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

#### **4. Order of Faculty or Senate Hearings on Academic Honesty**

The following indicates the order in which a Faculty or Senate committee should proceed when hearing a charge of breach of academic honesty. The committee may alter the order in the interests of fairness or in cases where multiple students are charged with related offences.

##### **4.1 The Chair shall:**

- Introduce the parties and members of the committee;
- Identify the nature of the case and evidence before the committee.

##### **4.2 The presenter's case:**

- Briefly describe the case to be presented, in an opening statement;
- Present support for the charge through oral testimony of complainant and witnesses, and through documentary evidence;
- The student (or his/her representative) may ask questions of each of the presenter's witnesses at the close of that person's testimony;
- Committee members normally ask questions at the end of each person's testimony but may interrupt if clarity is required.

##### **4.3 The student's case:**

- The student (or his/her representative) shall briefly reply and indicate main arguments in an opening statement;
- Present support for his/her case through oral testimony provided by him/herself and witnesses as well as documentary evidence;
- The presenter may ask questions of each of the student's witnesses at the close of that person's testimony;
- Committee members normally ask questions at the end of each person's testimony but may interrupt if clarity is required.

4.4 The presenter shall be allowed to present testimony or other evidence in reply to new issues raised in the student's case which were not raised in the original presentation.

4.5 At any time the committee may require other witnesses or the production of other written or

documentary evidence and may, if it sees fit, adjourn the hearing after allowing both parties the opportunity to speak to the adjournment.

4.6 Following the presentation of evidence, the parties are entitled to make closing arguments and to summarize briefly the main points of their cases, but no new evidence may be introduced. This will proceed in the following order: the student (or his/her representative) followed by the presenter.

4.7 The committee will move into closed sessions for deliberations and decision. If there is a finding of academic misconduct, the committee will then consider submissions as to appropriate penalty. If the breach is a second or subsequent offence the case presenter shall provide the committee with a copy of the written decision from the prior offence. Following the presentation of submission on penalty by both parties, the committee will then return to closed session to decide on the appropriate penalty.

4.8 The written decision of the committee shall include:

- The names of committee members and all who appeared;
- A summary of the cases of the parties;
- The committee's findings of fact, decision and reasons;
- The route of appeal.

*Senate Policy on Academic Honesty*, Approved Senate April 28, 2005. Amended February 17, 2011.

*Schulich School Implementation of Senate Procedures Governing Breach of Academic Honesty*,

Approved Schulich School Faculty Council April 19, 2013.

## **GRADING AND PROMOTION**

### **Grading Scale**

Schulich School of Business graduate programs use a nine-point letter-grading system; the top grade is A+ and the minimum passing grade is C-. Each letter grade for a course is assigned an Index Value, and the Index Values are weighted by the credit value to derive a weighted average. This weighted average is calculated on a cumulative basis, and is called the grade point average (GPA).

The Schulich School of Business does not use a percentage scale. When instructors award marks on a percentage basis, the instructor converts the percentages to letter grades. There is no prescribed conversion formula from percentages to letter grades. For example, a cumulative percentage mark of 50% in a course does not necessarily mean that a student will pass a course. Students should clarify any uncertainties about grading with the course instructor.

### **Schulich School of Business Graduate Grading Scale**

LETTER GRADE	INDEX VALUE	INTERPRETATION
A+	9	Excellent
A	8	
A-	7	
B+	6	Good
B	5	
B-	4	
C+	3	Acceptable
C	2	
C-	1	
F	0	Failing
P	0	Pass (Exchange courses)
I	-	Incomplete

### **Grading Guidelines for Individual Courses**

1. Normally courses entail 36 contact hours for 3.00 credit courses and 18 contact hours for 1.50 credit courses, not including the final examinations.

2. Normally, student presentations should not take up more than a total of 6 hours of a 3.00 credit course or 3 hours for a 1.50 credit course. The expected length of student presentations should be defined.

3. Normally, course outlines should present a clear outline of the topics to be covered, readings to be assigned, and problems/ cases to be discussed in every class.

4a) The grading scheme (i.e. kinds and weights of assignments, essays, exams, etc.) should be announced, and be available in writing, within the first two weeks of class.

b) With the exception of courses explicitly required for certification by a professional body, or other exceptions agreed to by Senate, students pass or fail a course on the basis of their final course average, without the additional requirement of having to obtain a passing grade on a final examination. This policy does not exclude the possibility of a final examination representing more than 50% of the final grade in a particular course or the requirement that a student pass a specific course lab component.

c) Normally, there should be more than one component contributing to the course grade.

d) The way in which the final course grade will be computed should be clear to students:

- the percentage contribution to the final grade of every graded element; multiple elements should not be combined into a single percentage component
- the mapping of individual grades into a numeric form for combination into the final grade

- the mapping of final numeric grades into a final letter grade
- if grades are to be standardized or curved in some way, this should be stated in the outline – the student should be able, after each graded assignment is returned, to understand what the grade on that is worth in terms of a standardized letter grade. Alternately, the course outline should specify what class standing levels will receive what grade – students should be able, after each graded assignment is returned, to know their relative class standing Every component of the final grade should be reported separately to students (this includes class participation grades).

5. Normally, class participation should not account for more than 20% of the final grade. Instructors should ensure that students know the basis for the assessment of class participation and should keep appropriate documentation as the course progresses. Instructors must retain documentation for twelve months. Participation should be based on more than attendance.

6. Normally, students must receive graded feedback worth at least 15% of the final grade for 3.00 credit courses prior to the withdrawal date from a course without academic penalty, with the following exceptions: 1.50 credit courses, courses on a compressed schedule, practicum courses and courses where the course work typically consist of a single piece of work.

7. Sections of required core courses are normally expected to have a mean grade of between 4.70 and 6.10 grade points. Elective courses (excluding the Individual Study category) are expected to have a mean grade of between 5.20 and 6.20 grade points. Grade distributions that do not meet the guidelines must be reviewed by the Area Coordinator or appropriate Program/Specialization Director. The Course Director and the approver should be prepared to explain the basis for the grade distributions that do not meet the guidelines.

### Awarding of Grades

1. Grades are awarded for each course in which a student is enrolled at York University. A course can be credited only once towards satisfaction of degree or diploma academic credit requirements. This also holds true when a student completes a pair of courses designated as course credit exclusions (CCE).

2. A student who, for reasonable circumstances, with approval from the course instructor, does not complete the requirements of a course in time for a letter grade to be awarded will receive a grade of I (Incomplete). This grade is temporary and requirements must be completed by the end of the following academic term. Failure to complete requirements within the specified time will result in a grade change from I to F. Until one of the letter grades is awarded, the I, which has no Index Value, will not be

used in computing the GPA.

3. Unless specified otherwise by the program, approved courses completed at York University but outside the Faculty are not used in computing GPAs. However, a credit toward the degree is incorporated.

4. Approved courses completed on Letters of Permission (LOP) outside York University are not used in computing GPAs. However, credit(s) toward the degree are incorporated.

5. Schulich students will be awarded a grade of “pass” or “fail” for courses completed on academic exchange. When the Pass/Fail option is used for grading a course, a “pass” does not affect the calculation of the GPA, but a “fail” will count as 0 (zero) in the calculation of the GPA. Schulich students cannot request a Pass/Fail option for courses taken at York University.

6. Grades received in courses for which Advanced Standing was given will not be included in calculating the GPA.

7. Grades are made available online approximately two weeks after the end of the exam period. The University does not release grades verbally or in person to students.

### Repeating Courses

1. Students who fail a core course must repeat it to satisfy program requirements before taking courses that have that course as a prerequisite. Students who fail an elective course may repeat the course, or may select another elective to satisfy program requirements.

2. Students are allowed to repeat a passed or a failed course once for academic degree or diploma credit. When a student is allowed to repeat a course for academic degree or diploma credit, the second grade will be the grade of record and the only grade calculated in the student's GPA. A course can be credited only once towards satisfaction of degree or diploma academic credit requirements. The record of both the first and second time the course was taken will appear on the student's transcript, with the first course designated as 'No Credit Retained' (NCR). The restrictions regarding repeating a passed or failed course also apply to cross-listed courses and course credit exclusions. An exception arises when the F grade was the penalty for a breach of academic honesty: the first grade, where the penalty occurred, will be calculated in the GPA and the second grade will be designated as 'NCR'.

### GPA Calculations

Students receive a letter grade as a final mark for a course. For GPA calculation purposes, letter grades are translated to their corresponding Index Value on the above nine-point scale. The average of the Index Values, weighed by the credit hours of the corresponding courses, constitutes the GPA.



A student transcript or grade report will contain all courses taken and their final marks. The grade report will also list the cumulative GPA (including all courses to date) and a sessional GPA (including only the courses for the session most recently completed).

The GPA will be calculated based on the required courses as laid out in each program's requirements along with the elective courses with the highest grade where surplus elective course(s) exist. Additional elective courses will appear on the transcript but will not be included in the GPA. Courses with NCR designation will not be calculated into the GPA.

### Promotion Standards

1. Students will be initially reviewed as follows to determine whether or not they have met promotion requirements below.
  - a) Full-time MBA and IMBA students will be reviewed at the end of their first two terms or after completing 18.00 credits of coursework, whichever comes first; or after completing 12.00 credits if they have Advanced Standing.
  - b) Part-time students will be reviewed after completing 12.00 credits of coursework, excluding Advanced Standing.
  - c) Joint MBA/MFA, MBA/MA and MBA/JD students will be reviewed at the end of their first two terms at Schulich or after completing 18.00 credits of coursework, whichever comes first.
  - d) Post-MBA Diploma students will be reviewed upon completion of 6.00 credits of course work.
  - e) Students enrolled in specialized one-year Masters programs (Master of Accounting, Master of Business Analytics, Master of Finance, Master of Management, Master of Real Estate and Infrastructure) will be reviewed as follows to determine whether or not they have met the promotion requirements below:
    - initial review upon completion of Term 2
    - subsequent review at the end of each following term
2. To maintain their standing in the program, all students must maintain a GPA of at least 4.20 and not receive a grade of F in more than 3.00 credits of course work. MBA/JD students must maintain a GPA of at least 5.00 in the first Year of Schulich to advance to upper years of the joint degree program.
3. Students who do not meet these requirements will be withdrawn.
4. Students who fail a required course must retake it. Students who fail an elective course may retake it, or may elect to take another course. Students who re-take a failed course and receive a second failing grade will be withdrawn.

5. A student who has been withdrawn from the program is advised to seek the help of a Student & Enrolment Services advisor to discuss the best way forward. The student may petition to the Student Affairs Committee to be allowed to continue in the program without having met the promotion requirements.

### Probationary Admittance and Promotion Standards

In some instances, the Schulich Admissions Committee may recommend admission for an applicant who demonstrates considerable academic or professional ability, but does not quite satisfy the normal requirements for admission. The committee makes such admissions decisions very selectively. Such applicants are admitted as probationary students and will be reviewed for promotion at the end of Term 1. The "Promotion Standards" process applies.

## GRADUATION

### Graduation Requirements

To graduate, a student must achieve a cumulative GPA of at least 4.40 (B-). Cumulative GPA is calculated using the index value of all final grades assigned during a degree program.

### Dean's Honour List

Students with a cumulative GPA of 6.95 (A-) or above will be placed on the Dean's Honour List upon graduation.

### Notification of Intent to Graduate

Students who intend to graduate at the end of the current academic year must apply to graduate online at [yorku.ca/mygraduation](https://yorku.ca/mygraduation) or obtain, complete and submit an 'Application to Graduate' form (available at the Division of Student Services and International Relations Office, Schulich School of Business, Room W263). All grades for completed course work must be received by Student Services at least four weeks prior to the date of convocation.

## **GRADE APPEALS FOR SCHULICH COURSES**

[ada.schulich.yorku.ca/teaching-learning/grade-appeal](http://ada.schulich.yorku.ca/teaching-learning/grade-appeal)

### **Grounds for Appeal**

A student may appeal to the Schulich Appeals Officer (the Associate Dean – Academic, or in his/her absence, the Director of the student's degree program) to have a grade changed on the following grounds only:

- a) A clerical error has resulted in a miscalculation of the grade.
- b) A computational grade awarded did not fairly reflect the student's academic performance according to the grading system used by the instructor.

In the case of (b), the student needs to submit as part of the appeal a compelling argument why she/he thinks the grading is wrong or, if grading is relative in the course or assignment under dispute, inconsistent with that of his/her peers.

### **Procedures for Appeal**

Students should first attempt to resolve the appeal informally with the instructor, who may at that time alter the grade. Further appeals, if required, must address why this attempt has not been successful. The following procedure must be followed:

(a) A formal written appeal must be made to the Schulich Appeals Officer ([ada@schulich.yorku.ca](mailto:ada@schulich.yorku.ca)) prior to:

- February 15 for the Fall session,
- June 15 for the Winter session, and
- September 30 for the Summer session

To submit a formal grade appeal, you must download and complete a Grade Appeal Form, located in the [Graduate Academic Forms Database](#) on your MySchulich Student Portal.

Note: In the absence of both the Associate Dean Academic, and the Program Director, the Dean of the Schulich School of Business will act as the Appeals Officer.

(b) The Appeals Officer will initially attempt to resolve the appeal by informally obtaining agreement of the instructor and student. If agreement is obtained, the Appeals Officer shall advise both parties in writing. The instructor will then establish the agreed upon grade and the appeal will terminate.

(c) If item (b) above is unsuccessful, the following occurs:

i. The Appeals Officer is empowered to require submission of all relevant documents including, final examination, term examinations, homework assignments, reports, papers and the instructor's grade books, as well as other documents identified as pertaining to the student's grade. Instructors are required to retain all such documents not returned to the student for a period of one Fall or Winter Term after the end of any course's active term. The Appeals Officer, student and instructor shall be allowed access to all such documents pertaining to the student's grades.

ii. The Appeals Officer is authorized to request assistance in appraisal of these documents. Normally the request will be made to the coordinator of the area in which the course was taught or the coordinator's representative, before other individuals are consulted. The instructor and student may be given access to such appraisals upon request.

iii. The Appeals Officer will prepare a written decision on the appeal. The decision may be to retain, to raise, or to lower the student's grade. Substantial and convincing evidence of grading error must be shown for the grade to be changed.

iv. The Appeals Officer is empowered to alter the formal record of the grade as reported by the instructor and used by the University.

d) The student will be notified of the decision by registered mail or other form of confirmed delivery. A copy of the correspondence will be sent to the instructor, and the Schulich Records & Promotions Assistant will be notified of the grade change, if applicable. For full details on appealing a grade, please refer to <http://ada.schulich.yorku.ca/teaching-learning/grade-appeal>.

### **Late Grade Reappraisal**

Appeals for late grade reappraisals (past the deadline date) should be directed to the Schulich Associate Dean Academic. The appeal shall contain a compelling argument for, and evidence of extenuating circumstances that prevented the student from appealing on time. In the case of denial, an appeal may be made to the Schulich Executive Committee.

### **Appealing the Decision of an Appeals Officer**

The student may apply for leave to appeal the decision of the Appeals Officer to the Executive Committee of the Schulich Faculty Council within fourteen (14) calendar days of receipt of the registered letter containing the appeal decision.

## **ACADEMIC PETITIONS**

Students may submit requests to petition an existing Schulich regulation or academic decision due to extenuating circumstances. Students wishing to petition can schedule an academic advising appointment or directly submit a petition to the Division of Student Services and International Relations. Each petition must clearly outline the request and provide proof of the extenuating circumstances. Petitions are carefully reviewed by the Student Affairs Committee shortly after their submission.

### **Grounds for Withdrawal Petition**

A student may petition a required withdrawal resulting from a failure to comply with School regulations and standards concerning:

- a) Academic performance
- b) Residency or continuous registration requirements
- c) Time limitations to complete the program of studies

### **Petitions to the Student Affairs Committee**

Students may submit a formal petition to be exempt from Schulich academic regulations and deadlines to the Schulich Student Affairs Committee.

- Students who wish to petition a required withdrawal decision must submit a completed Petition Form, along with relevant supporting documentation, to Room W263 within 14 calendar days of the date on which the withdrawal notice was received.
- Students who wish to petition a School regulation or deadline must complete a petition form, accompanied by a letter which explains compelling or extenuating grounds that prevented the student from complying with the School's regulations and/or deadlines, and relevant supporting documentation. The petition package should be submitted to Room W263 or via email to [petitions@schulich.yorku.ca](mailto:petitions@schulich.yorku.ca).

Incomplete petitions will not be reviewed until all pertinent documentation has been submitted by the student. An appointment with an advisor may be required prior to submitting a petition to the Student Affairs Committee.

Petitions will be reviewed in the order in which they are received. The Student Affairs Committee will also be made aware of any prior petitions made by the student. Completed petitions may take three to six weeks to be reviewed and responded to.

Students are expected to attend all their classes and fulfill the regular requirements of their program until receipt of an official decision from the Committee. Please see the Academics website ([ada.schulich.yorku.ca](http://ada.schulich.yorku.ca)) for more information on the Student Affairs Committee's mandate and procedures.

Petitions denied by the Student Affairs Committee may be appealed to the Executive Committee of the Schulich Faculty Council within 14 calendar days of receipt of the decision letter.

## **APPEAL TO THE EXECUTIVE COMMITTEE**

### **The Appeals Process**

Appeals of petition decisions or grade appeals will be permitted only on the following grounds:

- (a) The decision under appeal was made without jurisdiction
- (b) A denial of natural justice, such as (but not limited to) a reasonable apprehension of bias on the part of the original decision maker(s) or a fundamental procedural error, such as the consideration of information that ought not to have been considered or the failure to consider information or special circumstances that ought properly to have been considered
- (c) Inconsistent application of the relevant regulations
- (d) New evidence has arisen that could not reasonably have been presented, and that would likely have affected the original decision. Generally speaking, events or performance subsequent to the relevant time does not constitute new evidence for the purposes of this provision.

### **Procedure for Appeal**

The application for leave to appeal should contain a succinct statement of the grounds on which the applicant intends to rely, a summary of the evidence to be relied upon, as well as all relevant documentation. Upon written request an applicant shall be given, without charge by the School, copies of all School documents which may support this summary of evidence. Students can locate the Executive Committee Appeal Form in the **Graduate Academic Forms Database** located on their MySchulich Student Portal. *Please see the Academics website ([ada.schulich.yorku.ca](http://ada.schulich.yorku.ca)) for more information on the Executive Committee's mandate and procedures.*

*Petitions denied by the Executive Committee may be appealed to the Senate Appeals Committee. Please see <http://www.yorku.ca/univsec/senate/committees/sac/SACAppealsPage.html> for further information.*

## **SCHULICH HUMAN PARTICIPANTS RESEARCH (HPR) POLICY**

### **York University Policy**

The Senate Policy for the Ethics Review Process for Research Involving Human Participants states that all university-based research involving human participants, whether funded or non-funded, faculty or student, scholarly, commercial or consultative, is subject to this ethics review process. The review of course-related, non-funded, minimal risk research is the responsibility of each Faculty of York University, and data on approved research projects are to be reported annually to the York Human Participants Review Committee by June 30th. (Graduate students who are doing major research papers or dissertations must follow the policy established by the Faculty of Graduate Studies.)

### **Schulich School of Business Approvals**

All course-related, non-funded, minimal risk research involving human participants undertaken by graduate and undergraduate students requires approval from the Schulich Human Participants Review Committee **before** it may begin. As well as other applicable courses, this includes work done by students in the Strategy Field Study, International Field Study, Global Leadership Program, Aboriginal Economic Development Program, and York Consulting Group (YCG).

### **SSB Human Participants Review Committee (HPRC)**

The Associate Dean – Research and the Schulich Research Committee will form the Schulich Human Participants Review Committee, and as such, it will act as adjudicator for approvals before the conduct of such research. Reviews will be done by at least two members of the Committee who are at arm's length from the student research. The Committee will be available to review any work on an on-going basis throughout the academic year (i.e. reviews will not be limited to the start of the term). The Committee will respond particularly promptly for student work in six-week courses so that the condensed time frames of such courses can be accommodated.

### **SSB Appeals Mechanism**

In case of appeals, the appeals mechanism will consist of a committee composed of the Schulich Associate Dean Academic and the director of the student's degree program.

# Student Services and Student Life: Schulich

The faculty, management and support staff of the Schulich School are dedicated to supporting the efforts of each individual student to realize his or her fullest potential.

The School's Division of Student Services and International Relations should be consulted on questions related to all aspects of study at the School: 416-736-5303. See page 7 for a listing of staff members and their responsibilities.

For more detailed academic information on specific functional areas or programs, call the main York University switchboard at 416-736-2100 or visit the [Schulich web contact directory](#).

The Schulich Career Centre should be consulted on questions related to career management (see below).

## STUDENT SERVICES

### Student Services & International Relations (SSIR)

Student Services & International Relations, through five professional units, supports students in their pursuit of academic, professional and personal goals from the first contact with the school through to graduation.

Graduate Admissions recruits and admits the best and brightest from around the world each year. Once admitted, the Student & Enrolment Services team manages the details of your program from registration through to graduation. Academic counselling is available throughout your time at Schulich.

In addition, the Division has developed specialized units with expertise in International Relations (support for international students, exchange programs and study abroad), Financial Aid (financial advising, scholarships, bursary and loan funding) and Undergraduate Programs (undergraduate assistance from prospective students to graduates).

#### SSIR Office Hours

Monday-Friday*	8:30am to 5:00pm**
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\*Students will be notified when evening and weekend advising is available

\*\*Fridays in June, July and August: 9am to 3:30pm

#### SSIR Contact Information

Room W263, Seymour Schulich Building  
Tel: 416-736-5303 Fax: 416-650-8174  
E-mail:  
studentservices@schulich.yorku.ca

### **CAREER DEVELOPMENT CENTRE (CDC)**

The Schulich Career Development Centre provides career services exclusively to Schulich students. We are located on the second floor of the Schulich School of Business building:

#### CDC Office Hours

Monday-Friday	8:30am - 4:30pm*
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\*Extended hours during heavy recruitment season. After-hour appointments available upon request.

#### CDC Contact Information

Room N202, Seymour Schulich Building  
Tel: 416-736-5080 Fax: 416-650-4915  
E-mail: career@schulich.yorku.ca  
Website: [schulich.yorku.ca/careerportal](http://schulich.yorku.ca/careerportal)

Some of the services available to students include:

- One-on-one industry advising by Certified Career Coaches
- Access to Networking Events
- Invitations to Recruitment and Company Information Sessions
- Access to online portal and job postings
- Career modules and workshops

Every student is encouraged to visit the Career Portal and review 'Your Career Guide' before meeting with an Industry Advisor. The guide is essential in preparing for a successful job search and outlines the services the Career Development Centre provides to Schulich students.



**Meet the CDC Online!**

[schulich.yorku.ca/student-life-services/career-centre/contact-us](http://schulich.yorku.ca/student-life-services/career-centre/contact-us)

## **OTHER SCHULICH SERVICES**

### **COMPUTING SERVICES**

#### **Computer Ownership**

Students must have unlimited, personal off-site access to a computer. The Seymour Schulich Building is outfitted with York ethernet ports in certain key areas for student access. It is also provisioned with "WI-FI" wireless (802.11b) access throughout the building so that laptops can connect to the Internet.

#### **Computer Accounts**

- all newly admitted Schulich graduate-level students are given computer accounts and passwords just before the mandatory academic advising session prior to the start of term
- all student accounts allow for access to electronic mail, course material and the internet at no additional charge

#### **Computing Location/Hours**

Schulich students have access to university-wide and Schulich specific services in a number of locations:

#### **Schulich Computing Services**

416-736-5824 (or) 416-736-2100, ext. 55824

Hours: Mon – Fri: 8:30am to 4:30pm

#### **Schulich Computer Helpdesk**

Schulich Computer Lab

W354, Seymour Schulich Building

416-736-2100, ext. 66356

E-mail: helpdesk@schulich.yorku.ca

#### **Schulich Computer Lab Hours:**

Day	Time
Mon - Fri	8am - 9pm
Weekends	10am - 6pm

#### **University Central Computing Help Desk**

Computing Commons, William Small Centre

Day	Time
Mon - Fri	8am - 10pm
Weekends	12pm - 5pm

416-736-5800 or 416-736-2100, ext. 55800

University Central Computing

e-mail: helpdesk@yorku.ca

#### **Personal Computing Recommendations**

Detailed recommendations about laptop or desktop system configuration are available online on the Schulich computing website: [computing.schulich.yorku.ca](http://computing.schulich.yorku.ca)

#### **LOCKERS**

A limited number of lockers are available for rental to students at the start of the Fall term, on a first-come, first-served basis. Lockers are also available at the start of the Winter term, subject to availability.

Students may place their name on a wait list during the first week of the term; the exact date and time will be communicated to students prior to the start of the term.

Individual requests for specific locker locations cannot be accommodated without supporting documentation from a licensed physician.

Students will be notified via Lotus Notes email as to whether or not they received a locker. Priority will be given to students living off-campus.

Lockers are located in the basement of the Schulich School of Business.

Rental fees are non-refundable. Locker codes are reset prior to the rental period and reassigned every Fall.

#### **NOTE:**

1. The Schulich School of Business will not assume any responsibility for items stolen or damaged in assigned lockers.
2. All lockers must be cleaned out by July 31. Any materials left in the lockers after this date will be removed and discarded after a week.

#### **THE TRADING FLOOR**

The Trading Floor is Schulich's retail store for Schulich logo merchandise. It is located on the main floor of the Schulich Building adjacent to the CIBC Marketplace and across from Starbuck's coffee shop. The Trading Floor creates customized items for clubs and events.

#### **TUCHNER'S**

Located in the basement of the Schulich School of Business, Tuchner's offers a place to relax, meet as a group and purchase a variety of foods and beverages. Visit Tuchner's for hours of operation, menus and for information on special event accommodation.

#### **COMMERCIAL BUSINESS PUBLICATIONS**

The National Post and the Toronto Star are provided free of charge on a daily basis. Student rates are available for Business Week, Canadian Business, Financial Times, The Globe and Mail, the Wall Street Journal and Fortune magazine. All of the above publications are available in the Peter F. Bronfman Library in the Schulich building.

## STUDENT LIFE

### Graduate Business Council (GBC)



The Graduate Business Council (GBC) is the representative student body for students in all Schulich masters degree programs. As the official student-faculty liaison, the GBC is responsible for representing student interests at the School including on various administrative committees. GBC programming includes the September Getaway (Schulympics), Culture Crawl (October), Dean's Cup Case Competition (October, November, January, and March), MBA Insights conference (November), MBA Games (January), Winter Getaway (January/February), and the Schulich Formal (March/April).

The GBC executive team is elected in February of each year for terms beginning on May 1st. Collectively, their mandate is to serve the Schulich masters student community. All elected and appointed representatives are committed to making themselves accessible to students and receptive to suggestions.

### 2017–2018 GBC Executive

**Allie Simpson**  
President  
gbcpresident@schulich.yorku.ca

**Yogendra Kalavalapalli**  
Communications Director  
gbccommunications@schulich.yorku.ca

**Catherine Sim**  
Athletics Director  
gbcathletics@schulich.yorku.ca

**Tejashree Panth**  
Social Affairs Director  
gbcsocial@schulich.yorku.ca

**Daniella Di Adamo**  
Part-Time Affairs Director  
gbcparttime@schulich.yorku.ca

**Ankur Karnik**  
Treasurer  
gbc treasurer@schulich.yorku.ca

**Levin Maaskant**  
Vice President  
gbcvp@schulich.yorku.ca

**Nimrat Batra**  
Corporate Relations Director  
gbc corporate@schulich.yorku.ca

**Azhar Meghani**  
Community and Alumni Relations Director  
gbc community@schulich.yorku.ca

**Nomi Jain**  
International Affairs Director  
gbc international@schulich.yorku.ca

**Grishma Saheba**  
Case Competitions Director  
gbc competitions@schulich.yorku.ca

**Rohan Arora**  
Information Technology Director  
gbc it@schulich.yorku.ca

In addition to the executive team, each MBA and IMBA full-time section and each masters program elects one representative for each of eight areas of responsibility: academic affairs, athletics, case competitions, communications, community and alumni relations, corporate relations, international affairs, and social affairs. Elections for these positions are held during class in the second week of the Fall Term. Representatives are also elected from each new full-time section in the second or third week of the Winter Term.

GBC meetings are held weekly. All Schulich masters students are welcome to attend GBC meetings. A student who attends three consecutive GBC general council meetings, becomes a non-elected voting member of council.

For assistance regarding any student-related issues, whether academic or social, students are encouraged to contact the GBC Office directly at W140B or by e-mail at [gbc@schulich.yorku.ca](mailto:gbc@schulich.yorku.ca). The GBC maintains an open door policy.

### Student Events and Initiatives

The GBC produces events and leads initiatives to benefit student life throughout the year. Events include social programming, athletic events, case competitions, and much more. Schulich also has a vibrant network of student clubs, which form an important part of student life. Joining clubs and activities not only provides students with an enriched educational experience, but also helps in the development of marketable leadership and management skills. There are currently 25 GBC-affiliated student clubs and four affiliates. Visit [gbcschulich.com](http://gbcschulich.com) for more information.

To learn more about joining these groups, make sure to attend the **Launch Week Club Fair** in your first term. Feel free to contact the Graduate Business Council at [gbc@schulich.yorku.ca](mailto:gbc@schulich.yorku.ca).



- **Arts & Media Management Club**
- **Supply Chain and Operations Management Club**
- **Women in Leadership**
- **Schulich Marketing Association**
- **Case Analysis Club**
- **Schulich Finance Association**
- **Healthcare and Biotechnology Forum**
- **Business Technology Management Association**
- **Social Impact Management Association**
- **Schulich Net Impact**
- **Schulich Real Property Students' Association**
- **Entrepreneurship and Venture Capital Club**
- **LGBT + Schulich Club**
- **Business of Sports Club**
- **Schulich Accounting Association**
- **Schulich Advanced Strategy Club**
- **Schulich Asset Management Club**
- **Schulich Association of Management and Organizational Studies**
- **Schulich East Asian Business Association (SEABA)**
- **Schulich Canadian Institute of Mining Student Chapter**
- **Schulich Investment Banking Club**
- **The Osgoode/Schulich JD/MBA Association**
- **The Open Arms Committee**

## **SCHULICH GLOBAL ALUMNI NETWORK**

With over 85 alumni chapters in more than 60 countries, the Schulich Global Alumni Network represents a highly successful community of more than 27,000 graduates from Schulich's degree programs dating back to the first graduating class in 1967. Schulich's Alumni Relations Program delivers lifelong value to student and graduates by providing networking and leadership opportunities, professional development and social events, career services and other valuable programs.

### **Student-Alumni Programs and Services**

The mission of the Alumni Relations Office is to build long-term and highly engaged relationships with Schulich students, alumni and other stakeholders to foster a strong and connected alumni community and advance the mission of the Schulich School. Schulich's Alumni Relations Office is actively involved in student life and promoting a lifelong alumni relationship that starts the first day you arrive at Schulich. Through an extensive schedule of events and programs to promote interaction between students and alumni, students gain access to alumni and their unique perspectives. Alumni serve as a valuable resource to current students seeking to better understand the impact of the Schulich degree experience and the many exciting opportunities that await them after Convocation.

### **STAY CONNECTED!**

**As a current student, you can enhance your Schulich experience by engaging with the Alumni Relations Office in any of the following ways.**

#### **1. Attending Networking and Signature Events:**

As future Schulich alumni, you are encouraged to get connected to alumni, meet other students, and begin expanding your professional network right away. Consider attending some of the many Alumni industry events, professional development activities and student club events. Signature events organized during the academic year include the Schulich Alumni Recognition Awards and CONNECT: the Schulich Alumni Forum.

#### **2. Participating in the Schulich Alumni Mentorship Program:**

Enrich your student experience by connecting one to one with alumni through the Schulich Alumni Mentorship Program. This highly sought after Program has intake dates in both September and January and can provide you with valuable insights and knowledge designed to maximize your Schulich experience, future career development, and improve your skills. Participating Schulich alumni mentors come from the private, public and social sectors and are individually screened and selected with the student needs in mind. Open to all Schulich Masters level students and 3rd and 4th year undergraduate students. For more information, please visit the Program website: [schulich.yorku.ca/alumni/mentorship-volunteering](http://schulich.yorku.ca/alumni/mentorship-volunteering)

#### **3. Engaging Alumni in your Schulich Club Programs and Events:**

Visit with the Alumni Relations team to learn about how your Schulich student club can benefit from engaging alumni as speakers, advisors and attendees. Throughout the academic year, the Office is available to provide support and advice to ensure your club events and programming are the most successful.

#### **4. Connecting with Alumni Abroad:**

Schulich alumni are living and working in more than 90 countries and that means an instant community of contacts for current Schulich students that participate in official Schulich study exchanges or internships. In partnership with the International Relations Office and the CDC, the Alumni Relations Office can help connect you with alumni leaders in the region you are traveling to.

#### **5. Staying Informed:**

With so many events and activities taking place each day at Schulich, we encourage you to keep updated on the latest news and events by following one or all of Schulich's exclusive Alumni social media channels: LinkedIn, Twitter and Facebook. Or, visit the Alumni website, [schulich.yorku.ca/alumni](http://schulich.yorku.ca/alumni), for regular updates. The Alumni Relations Office will also regularly post updates on key programs and events via the GBC Updater and Facebook page, the Schulich CDC Newsletter and the Schulich Graduate Student Blog (@ the Marketplace).



**Connect with Alumni Relations online!**  
[schulich.yorku.ca/alumni](http://schulich.yorku.ca/alumni)





## Student Services and Student Life: York University

York University offers all students, including Schulich students, access to numerous resources. For more detailed information on the extensive services available consult the York University website at [yorku.ca](http://yorku.ca)

### **ACCOMMODATION/HOUSING**

#### **YORK UNIVERSITY APARTMENTS (housing on campus)**

York Apartments consist of six on-campus apartment buildings professionally managed by Student Housing Services. A vibrant living environment conveniently nestled at the south side of the campus, it is the ideal choice for those seeking a unique living and learning experience. York Apartments are available to graduate and law students, students with families and mature undergraduate students who are enrolled in a full-time degree program.

You may apply to the York University Apartments after you receive an offer of admission to York. To obtain information about rental rates, building options and layouts, eligibility, and to fill out an online application, please visit the [York Apartments housing website](#).

Contact York Apartments for more information:  
105-340 Assiniboine Rd  
York University, 4700 Keele Street  
Toronto, Ontario M3J 1P3

Telephone: 416-736-5152 (Press "1")  
Fax: 416-650-8008  
E-mail: [apstatus@yorku.ca](mailto:apstatus@yorku.ca)  
Office hours: Monday to Friday, 8:30am to 4:30pm  
(excluding statutory holidays)

### **BOOKSTORE**

The York University Bookstore is located in York Lanes. The Bookstore carries all course books related to undergraduate and graduate courses. The Bookstore offers new books from publishers and also offers a huge supply of used copies, sells the e-book version of books when available, and has a growing in-store textbook rental program to supplement its web based rental program. Information on instructors' required and optional readings is linked to the Bookstore website, and the store is organized by course and course section, to make selection

of books simple for in-store purchasers.

The Bookstore stocks and sells customized books (course kits) with content specific to the instructors' curriculum using its print on demand technology. When necessary, the Bookstore obtains permission to reprint out of print editions for course work.

The Bookstore buys used books from students for resale in the store, and for other campuses. Over 50,000 titles of general interest (including business titles, journals, magazines, academic remainders, and sale books etc.), as well as texts prescribed for courses, are stocked. A wide selection of stationery and gift items, York insignia clothing, and electronic accessories are also available. The Bookstore has expanded its fair trade clothing lines, offers more recycled paper products, and sells York's Fair Trade Las Nubes coffee as a result of Schulich student projects and recommendations.

Just launched in 2012, the Bookstore has a loyalty program in which "Scholar Dollars" accumulate at the rate of 5% on all purchases made with the YU-card. The program includes a bonus which can double the benefit of using the YU-card when buying at the campus Bookstore. New in 2013: some outside food vendors now accept the YU-card and credit students with Scholar Dollars, redeemable only at the Bookstore.

The Bookstore's website offers a variety of products and services, including on-line ordering and shipping anywhere in the world. The website also hosts a free system to connect buyers and sellers of used textbooks. The store hours and information on many events that the Bookstore hosts is posted on its website.

The bookstore can be reached by:  
Tel: 416-736-5024 Fax: 416-736-5733  
Email: [bookstore@yorku.ca](mailto:bookstore@yorku.ca)  
[bookstore.yorku.ca](http://bookstore.yorku.ca)

### **CAMPUS SECURITY**

The following is a reminder of some services available to students, staff and faculty at York University. Complete lists of services provided to the York community are available by visiting the websites below.

## Department of Security Services

In a life-threatening emergency, call 911 directly. For other urgent security matters, call extension 33333. Public emergency agencies responding to 911 calls are met by Security Services personnel and escorted directly to the location of the emergency. This practice ensures that valuable time is not lost searching for a campus location. All security personnel are trained in First Aid and CPR. Other services include:

- Blue Light Emergency phones
- Closed Circuit Television
- Road Watch
- Security Services Patrols
- Security app for mobile devices

Call extension **58000** (416-650-8000) for more information, or see their website at [yorku.ca/security](http://yorku.ca/security).

### goSAFE

goSAFE is a free service provided by York University to all members of the York community. If you need to get from one point on campus to another, goSAFE staff members will meet you anywhere on campus (including parking lots, bus stops, buildings and residences) and walk with you to your on-campus destination. Upon request, goSAFE will also wait with you for your bus or taxi to arrive, or until your vehicle starts. All requests will be accommodated by foot, and the service is available 7 days per week every day of the year, excluding the University closure after the December exam period.

You can arrange for an escort by using any on-campus emergency phone and asking for goSAFE, using any marked Safety Phone, using any on-campus payphone to make a free call to the goSAFE line, or calling the goSAFE office directly at extension 55454 or 416-736-5454. You will be asked for your name, desired pick-up location and destination, and a team of goSAFE staff members in uniform will be sent to meet you (typical wait time is no more than 10 minutes). goSAFE operates daily during the academic year (September to April) from 6pm to 2am and during the summer months (May to August) from 8pm to 2am.

For more information please visit [yorku.ca/goSAFE](http://yorku.ca/goSAFE)

## Centre for Student Community and Leadership Development

The Centre for Student Community and Leadership Development (SCLD) is dedicated to continuously improving the quality of student life at York University. We are leaders in facilitating learning through the creation of community and transitional co-curricular experiences. The Centre for Student Community and Leadership Development includes the following core units:

- Elections
- Student Media and Communications
- Health Education and Promotion
- Leadership
- RED Zone
- Parent and Family

The Centre for Student Community and Leadership Development is located at Ross S172. More information is available on the Centre's website: [sclد.yorku.ca](http://sclد.yorku.ca)

## CHILDCARE

The Lee Wiggins Childcare provides childcare in a family grouping setting to the York Community, with priority given to the students and CUPE 3903 members. The childcare centre provides licensed part-time/full-time care for children 18 months to 5 years old. Some over age and under age care may be granted. The childcare also provides care for emergency situations. March Breaks, conferences and occasional care. We are located in The Student centre Building Room 201. Visit our website for more information at [yorkchildcare.ca](http://yorkchildcare.ca), call 416-736-5959, or email [yorkchildcare@gmail.com](mailto:yorkchildcare@gmail.com)

## COUNSELLING AND DISABILITY SERVICES

Counselling & Disability Services provides a range of essential counselling and disability related services to the York University community. The primary aim of CDS is to help students realize, develop, and fulfill their personal and academic potential in order to maximally benefit from their university experience. Achieving this aim requires ready access to a range of services available to all students currently enrolled at York University.

### Services Offered:

#### PERSONAL COUNSELLING SERVICES (PCS)

Students come to Personal Counselling Services because of a wide range of concerns such as depression, anxiety, abuse, self-esteem, eating and body image, issues about sexuality and stress. We offer short-term individual and couples therapy. Students seeking personal counselling are encouraged to contact us to make an appointment for an initial consultation which will be scheduled for the earliest available appointment time. The initial consultation is a brief interview during which our Intake Counsellor assesses the student's counselling needs. After the initial consultation, the student may be offered an appointment at CDS or an outside referral depending upon the nature of the issue and the availability of staff.

At peak times during the year, students may have to wait a short while for an initial appointment or for further counselling. In the case of a life-threatening situation, call 911 or proceed to the nearest hospital. In a non life-threatening crisis situation, same-day crisis-intervention services are available. For more information about our services visit our website at [yorku.ca/cds/pcs](http://yorku.ca/cds/pcs)

Personal Counselling Services also offers workshops and group programs for students on such topics as: mindfulness meditation for depression, shyness and communication skills, body image and disordered eating, test anxiety, etc.

### LEARNING SKILLS SERVICES (LSS)

Throughout the year, students may meet individually with a learning skills counsellor or attend workshops to help in developing and improving study skills and strategies. Workshops are offered throughout the year. Students are asked to register in advance either online at [yorku.ca/cds/lss](http://yorku.ca/cds/lss) or in person at N110 BCSS.

### CONTACT INFORMATION

Location: N110 BCSS  
Hours of operation:  
Mon, Wed, Thurs, Fri: 9am to 4:30pm, Tues: 9am to 7pm  
Phone: 416-736-5297  
Fax: 416-736-5633

### Disability Services:

CDS provides specialized disability-related supports as listed below: For students who wish to register with these services, relevant documentation is required.

### LEARNING DISABILITY SERVICES (LDS)

Learning Disability Services provides support for students with specific learning disabilities, ADHD, and Autism Spectrum Disorders. Interested students should arrange an initial intake appointment to discuss appropriate academic accommodations and additional supports. For more detailed information, please visit our website at [yorku.ca/cds/lds](http://yorku.ca/cds/lds)

Location: W128 BCSS  
Hours of operation:  
Mon, Wed, Thurs, Fri: 9am to 4:30pm, Tues: 9am to 7pm  
Phone: 416-736-5383  
Fax: 416-736-5565

### MENTAL HEALTH DISABILITY SERVICES (MHDS)

Mental Health Disability Services provides educational support for students with persistent mental health disabilities such as depression, bi-polar disorder, anxiety disorders and Post-Traumatic Stress Disorder (PTSD). To request a registration package, students can either make contact in person, by e-mail ([mhinfo@yorku.ca](mailto:mhinfo@yorku.ca)) or by telephone (416-736-5297). Once the registration package is completed and returned, the student will be contacted

for an initial meeting. For more detailed information please visit our website at [yorku.ca/cds/mhds](http://yorku.ca/cds/mhds)

Location: N110 BCSS  
Phone: 416-736-5297  
Fax: 416-736-5633  
Hours of operation:  
Mon, Wed, Thurs, Fri: 9am to 4:30pm  
Tues: 9am to 7pm

### PHYSICAL, SENSORY AND MEDICAL DISABILITY SERVICES (PSMDS)

Services include educational support for students who experience a physical, sensory or medical disability. Students are expected to complete a registration package prior to their initial intake appointment with a disability counsellor. To request a registration package, students can contact us by phone at 416-736-5140 or in person at N108 Ross Building. Once that package is completed and returned, the student will be contacted for an initial meeting. For more detailed information, please visit our website at [yorku.ca/cds/psmds](http://yorku.ca/cds/psmds). Deaf and Hard of Hearing students can also reach us at [dhh@yorku.ca](mailto:dhh@yorku.ca).

Location: N108Ross  
Phone: 416-736-5140  
Phone: 416-736-5263 (TTY)  
Fax: 416-650-8068  
Hours of operation:  
Mon, Wed, Thurs, Fri: 9am to 4:30pm  
Tues: 9am to 7pm (After 4:30pm by appointment only)

### SIMILAR SERVICES ARE PROVIDED BY CDS AT THE GLENDON SITE:

Location: Glendon Hall, Room 111A  
Phone: 416-487-6709  
Location: Glendon Hall E103  
Phone: 416-487-6709  
Hours of operation:  
Fall/Winter Terms: Mon - Fri: 9am to 4:30pm

### HEALTH SERVICES

Appletree Medical Centre | 416-736-5525

On-campus medical facilities are located in the Appletree Medical Centre. While appointments are advised, walk-ins are welcome. Health services include family medicine clinic for all ages, massage therapy, psychiatry clinic and travel vaccines.

## **HEALTH EDUCATION AND PROMOTION AT YORK**

Tel: (416) 736-5196  
 E-mail: [lstate@yorku.ca](mailto:lstate@yorku.ca)  
 Website: [healthed.sclld.yorku.ca](http://healthed.sclld.yorku.ca)  
 Location: Centre for Student Community and Leadership Development, S172 Ross Building

Located in the Centre for Student Community and Leadership Development, Health Education and Promotion at York exists to guide and support the development and maintenance of a comprehensive healthy campus. Their goal is to provide education and information to students through various formats, and to work behind the scenes to make York a healthier place to live, work, and learn through advocacy, strategy development, and student-centred initiatives. And yes, they give out free condoms!

A professional health educator is available to students, free of charge. Students can schedule an appointment, send an email, or place a phone call to discuss any personal health questions. Whether you want to ask a question about a recent medical diagnosis, learn more about how to eat healthy with little time and money, or share your feedback on how you think York can better contribute to student health, Health Education and Promotion is available to you. All services are free and confidential.

To learn more about upcoming events, book the peer health education team, access resources, or learn more about what Health Education and Promotion is doing to support a healthy campus, visit the website: [healthed.sclld.yorku.ca](http://healthed.sclld.yorku.ca).

## **LIBRARY SERVICES**

The Peter F. Bronfman Business Library ([library.yorku.ca/web/bbl](http://library.yorku.ca/web/bbl)), located on the second floor of the Schulich School of Business provides access to a comprehensive collection of print materials, and an outstanding collection of online marketing, financial, company, industry, articles/ newspapers and numeric databases. To access these e-resources off campus students should login and authenticate using Passport York IDs. An A-Z list of business databases can be viewed here: [www.library.yorku.ca/web/bbl/collections/businessonline](http://www.library.yorku.ca/web/bbl/collections/businessonline)

- The Bronfman Library's online research guides cover a wide variety of business research tasks and will help students find information and resources for their assignments: [library.yorku.ca/web/bbl/guides](http://library.yorku.ca/web/bbl/guides)
- Research support is available in person, via e-mail, IM Chat and phone; all contact details are available here: [library.yorku.ca/web/bbl/ask-a-question](http://library.yorku.ca/web/bbl/ask-a-question)
- The library provides an environment which fosters individual and group study, including individual study carrels, a silent study room, lounge seating, computing workstations, and six group study rooms. Group study

rooms can be booked using Passport York IDs at: [library.yorku.ca/rooms/bronfman](http://library.yorku.ca/rooms/bronfman)

- Students can use their YU-cards to print and photocopy at the Bronfman Business Library. Black and white printing and photocopying costs 10 cents per page. Colour printing and photocopying costs 25 cents per page. For more information about printing, copying and scanning at the library see: [library.yorku.ca/web/ask-services/print-copy-scan/](http://library.yorku.ca/web/ask-services/print-copy-scan/)
- Students have access to four other York University Libraries: the Scott Library (humanities and social sciences), the Steacie Science and Engineering Library, the Osgoode Hall Law School Library and the Leslie Frost Library located at the Glendon campus.
- York University Libraries provide a full range of services to students with special needs such as adaptive equipment, facilitated services for library materials retrieval, etc. For more information see: [library.yorku.ca/web/ask-services/accessibility-services](http://library.yorku.ca/web/ask-services/accessibility-services)

### **BRYT (Business Research at York Toolkit)**

Visit the BRYT website at [bryt.library.yorku.ca](http://bryt.library.yorku.ca) and learn how to conduct business research using library databases by watching short how-to videos, downloading PDF resources, and using real-time database walk-throughs.

### **STAY CONNECTED!**

Receive important library updates by following Bronfman Business Library on Twitter [@bronfmanlibrary](https://twitter.com/bronfmanlibrary) or liking their Facebook page: [facebook.com/BronfmanLibrary](https://facebook.com/BronfmanLibrary)

## **OFFICE OF STUDENT COMMUNITY RELATIONS (OSCR)**

[yorku.ca/oscr](http://yorku.ca/oscr)

Under the umbrella of Community Support & Services, the Office of Student Community Relations (OSCR) provides a broad range of care and support services that positively foster learning experience and enhance student success by working with and on behalf of students to address personal, academic and financial difficulties. Through its CARE model OSCR takes a holistic approach in supporting students impacted by critical incidents, facing personal crises or multiple complex issues, including referrals to on and off campus resources. OSCR advocates for students to secure academic accommodations, financial assistance, stop-outs/leaves and emergency housing with a view to furthering divisional as well as institutional strategic plans/objectives. OSCR collaborates extensively with campus partners to ensure student well-being and compliance with University policies, rules and regulations including but not limited to the **Code of Student Rights & Responsibilities**.

For more information please contact the office at 416.736.5231 or by email: [oscr@yorku.ca](mailto:oscr@yorku.ca).

### **Sexual Violence Response Office**

In close partnerships the Office of Community Support and Services oversees administration of the University's Sexual Violence Policy for Faculty, Staff and Students. The Sexual Violence Response Office (SVRO) provides institutional awareness and coordination of services aimed at prevention and care for survivors. Central to this mandate is the HERE campaign which articulate, identify and focus on the immediate and long term needs of survivors as the basis for response and care. For more information For more information please contact the office at 416.736.5211 or by email: [svro@yorku.ca](mailto:svro@yorku.ca).

### **OFFICE OF THE OMBUDSPERSON**

The role of the York University Ombudsperson is to provide an impartial and confidential service to assist current members of York University who have been unable to resolve their concerns about University authorities' application of York University policies, procedures and/or practices.

The Ombudsperson is generally an office of last resort. This means that you should first try to resolve your problem by using the complaint and appeal procedures offered by the department you are dealing with. Many complaints can be resolved quickly by first approaching the department involved and using its internal complaint mechanisms. If you are not certain what complaint procedures are available, the Ombudsperson can assist you by providing referral information on how to address your problem.

The Office of the Ombudsperson is located in 1050 Kaneff Tower. For more information please visit: [yorku.ca/ombuds/](http://yorku.ca/ombuds/)

### **CENTRE FOR HUMAN RIGHTS, EQUITY AND INCLUSION**

The Centre for Human Rights, Equity and Inclusion (REI) promotes and builds a respectful, equitable, diverse and inclusive (REDI) university community. It strives to be a leader in providing accessible, impartial, non-adversarial, and confidential programs and services that uphold human rights, facilitate equitable access to opportunities, and champion diversity and inclusion. REI offers current students, faculty, and staff:

The Centre:

- resources on York's inclusion and human rights-related policies, procedures and services
- assistance with questions or concerns related to human rights matters
- training and events on human rights, equity and inclusion
- funding for REDI initiatives on campus
- opportunities to support a REDI York environment

Check out the Centre for Human Rights, Equity and Inclusion's online training module "REDI" that uses interactive training methods to assist York students, faculty and staff in better identifying and preventing harassment and discrimination: [rights.info.yorku.ca/redi](http://rights.info.yorku.ca/redi)

### **PARKING SERVICES**

A limited supply of parking permits are available to all community members on a first come, first serve basis. Parking Services encourages early purchase to maximize availability and to avoid lines.

Please ensure you have fully completed an application form. Incomplete applications will result in unnecessary delays. In order to purchase a parking permit you must have a valid vehicle ownership or registration (a photocopy of the front and back of your vehicle ownership will be sufficient for mail/fax and drop off applications). If the vehicle driver is different than the vehicle owner, the vehicle owner must also sign the application.

Parking permits can not be issued to persons or vehicles with outstanding violations on their parking account. For information regarding outstanding violations please call 416-736-5335 for Keele campus and 416-487-6788 for Glendon campus and ask to speak with a violations officer.

Acceptable payment methods to purchase your permit are cash, cheque, debit, Visa, Mastercard or AMEX. To avoid lines and the need to apply in person, applications can be processed by mail or fax.

Applicants renewing their parking permits may be eligible to renew online. Please visit our website at [yorku.ca/parking](http://yorku.ca/parking) for more information.

Parking and Transportation Services are located at:  
Keele Campus Parking Services  
Parking and Transportation Services  
222 William Small Centre  
155 Campus Walk, York University  
4700 Keele Street  
Toronto, Ontario, M3J 1P3

### **SHOPPING SERVICES**

York Lanes Mall is York University's unique enclosed shopping centre. Anchored by the York University Bookstore, York Lanes has over 30 shops and services, including a medical and dental clinic, pharmacy, computer store, post office, photo-processor, hairdresser, bank and 10 restaurants. In addition, there are many other pubs and food services located across the university.

## **SPORT AND RECREATION PROGRAMS**

The multi-purpose Tait McKenzie Centre features 4 gymnasias, 5 North American squash courts, a fitness centre (free weights, selectorize machines, cardio equipment), 5 multi-purpose studios, a 25-metre swimming pool and a sport injury clinic. Sport fields include the York Stadium, 5 sport playing fields, a recreational cricket pitch, 9 outdoor tennis courts (4 courts with lights), and 4 softball fields. Other facilities include Canlan Ice Sports with one Olympic-sized pad and 5 additional pads, the Toronto Track and Field Centre with an outdoor track (8-lane, 400m synthetic track and separate jumps and throwing areas), indoor track (5-lane 200m banked track) and 2 weight training areas, and Rexall Centre, an international tennis centre with 9 outdoor courts and 4 indoor courts (winter only).

York University, through the School of Kinesiology & Health Science, has developed programs in both sport and recreation, aimed at offering opportunities across the broad continuum of physical activity to all students. Programs include 19 interuniversity teams; a variety of competitive and recreational sport clubs; more than 20 intramural sports; casual recreation in basketball, indoor soccer, swimming and racquet sports; and instructional classes in dance, martial arts, tennis, aquatics, yoga and pilates, cycling and running.

The University also encourages students to take advantage of the exciting environment generated through sport at York by attending interuniversity events held on campus and cheering on the Lions. York students can attend all regular-season games for free with the presentation of a YU-card. For more information call customer service at 416-736-5185 or check the website at [yorkulions.ca](http://yorkulions.ca)

## **YORK UNIVERSITY STUDENT CENTRE**



The York University Student Centre (YUSC) is located in the heart of campus and has been the nerve centre of student life for over 25 years. Students are able to study, eat and socialize in a space designed just for them. This Centre is student owned and operated, offering a sense of community and ownership that is unique to this space.

The York University Student Centre is dedicated to enhancing the quality of student and community life at York University by providing a dynamic, central, multi-purpose facility and by also providing effective, relevant services, resources, events and commercial activities. The YUSC is at the forefront of facilitating student life by expanding the building and its services, dramatically growing its businesses, and more thoroughly integrating itself into the University community. Through transparency,

effective communication, prudent management, and a commitment to planning, the YUSC operations have become an exceptional benefit to the York University campus; one of the largest in Canada.

The facility houses the York Federation of Students, and student service groups including: The Centre for Women and Trans People, SASSL (Sexual Assault Survivors Support Line), TBLGAY, OPIRG (Ontario Public Interest Research Group), The Access Center, YUBSA (York United Black Students' Alliance), ASAY (Aboriginal Students Association at York), USAY (United South Asians at York) and 35 Student Clubs. The Underground, York's largest full-service restaurant, is located in the lower level of the YUSC.

The YUSC also features the Lee Wiggins Childcare Centre, Gateway Newstand, and a 500 seat food court. Other restaurants include: Treats, Wendy's, Jimmy the Greek, Gino's Pizza, Pagoda Tree, The Islands Caribbean Restaurant, Mac's Sushi, Dirty Bird and Yogen Früz.

As a historic achievement the York University Student Centre successfully secured innovative financing for the construction of a second Student Centre building on York University's Keele campus. The 126,000 sq ft building was designed by global design firm CannonDesign with EllisDon contracted for construction services. The building is expected to open in Spring 2018.

## **YORK INTERNATIONAL**

[yorkinternational.yorku.ca](http://yorkinternational.yorku.ca)

In addition to services offered by Schulich's International Relations Office, students may also take advantage of York International's events and programs. York International advances York's internationalization by offering quality services and programs for international students and creating global learning opportunities in addition to Schulich's exchanges by facilitating international internships for degree seeking students.

## **TRANSPORTATION SERVICES**

York University is serviced by several GTA transit systems, including Brampton Transit (Zum), York Region Transit/VIVA, GO Transit and the TTC. Further details about transportation options including Zipcar, Enterprise Car Sharing, Smart Commute and Shuttle Services can be found at [yorku.ca/transportation](http://yorku.ca/transportation)

### **Van-Go**

Transportation Services, in partnership with the Office of Physical, Sensory and Medical Disability Services offer VAN-GO service, designed to assist students and staff with disabilities to get around campus safely. Contact the Office for Persons with Disabilities at 416-736-5140 or 416-736-5263 (TTY) or see [yorku.ca/transportation/](http://yorku.ca/transportation/)

## **CENTRE FOR WOMEN AND TRANS PEOPLE**

The Centre for Women and Trans People (formerly known as “the Women’s Centre”) is a student-funded, collectively run, volunteer driven organization at York University. The Centre is a progressive, pro-choice, anti-racist, queer-positive, trans-positive, feminist organization committed to:

- helping to break the social isolation that women and trans people face on campus through programming, socials and networking events
- individual and collective empowerment through esteem building, education & decolonization
- providing services such as peer-to-peer crisis intervention, peer counselling, and referrals from a feminist, anti-oppressive framework
- acting as a resource base for understanding, exposing and organizing on issues around gender violence and social justice
- creating working relationships between students and the University administration, where students are directly involved in developing programs and policies that make the campus safer for everyone
- developing a culture of resistance and celebration by supporting initiatives by local artists

The Centre offers free workshops and programs every semester. We also offer a comfortable lounge with couches and chairs, free local phone, computer and internet access, a fridge, a microwave, and good company! Whether students want to debrief with someone about their day, or are looking for a place to chill/eat their lunch/catch up on their readings/get involved in the Centre’s work – don’t be shy, drop by and check it out!

The Centre is located in room 322 of the Student Centre.  
 Phone: 416-736-2100 ext 33484  
 E-mail: [cwtpyork@gmail.com](mailto:cwtpyork@gmail.com)  
 Website: [cwtpyork.ca](http://cwtpyork.ca)

# Information for International Students

International Relations  
416-736-5059  
intlrelations@schulich.yorku.ca

## **BENEFITS OF STUDY IN CANADA**



The United Nations Human Development Report consistently ranks Canada among the best countries to live in.

Canada offers:

- a high-quality educational system subject to strict government standards (see 'Accreditation and Canadian Business Schools' on this page)
- internationally recognized Canadian university degrees
- a world-class healthcare system
- a multicultural society which values customs and traditions
- a stable, safe and peaceful country
- clean and environmentally friendly cities
- year-round, affordable sport and cultural activities
- the beauty of Canadian nature
- four distinct seasons (fall, winter, spring, summer)
- excellent second-language training programs
- eligibility to work in Canada as a student and after graduation

For more information on Canadian universities, visit [univcan.ca](http://univcan.ca).

## **ACCREDITATION AND CANADIAN BUSINESS SCHOOLS**

In Canada, education is the responsibility of the provinces, not the federal government. All degree programs in business or management must meet the quality-control criteria of their respective provincial governments. The level of quality across Canada is consistently high. There is no separate accreditation body for university degree programs in business or most other disciplines.

### **Ontario Business Schools**

Before a new program is established in Ontario, it must be approved by a special council, the Ontario Council for Graduate Studies (OCGS). Then, to ensure that quality is maintained, the program must be regularly reassessed by the OCGS.

The Schulich School of Business graduate degree programs are reappraised every 7 years by the OCGS. The programs have been confirmed as meeting the Council's highest standard of quality.



**Meet the International Relations team online!**

[schulich.yorku.ca/international-relations-team](http://schulich.yorku.ca/international-relations-team)



## **COST OF STUDYING AND LIVING IN CANADA**

NOTES:

1. Schulich is a three-term school, which means that study is possible year-round, in the Fall (September to December), Winter (January to April) and Summer (May to July) Terms

2. See study options for each graduate program at [schulich.yorku.ca/programs](https://schulich.yorku.ca/programs), or by consulting your program handbook.

### **Tuition and Related Academic Fees**

In Ontario, there are different sets of fees for domestic and foreign students. Universities and colleges are partly supported by Canada's provincial governments, which means that tuition fees for domestic students are kept as low as possible.

Students in the process of receiving permanent residency may be eligible for the government-subsidized domestic fees paid by Canadian citizens and permanent residents beginning the term after status has been awarded (see the "Fees" section for details). In other cases, dependants of work permit holders may qualify.

## **FINANCIAL ASSISTANCE**

There is some limited financial assistance, including scholarships and bursaries for international students studying in Canada on a study permit. Only Canadian citizens and permanent residents are eligible to apply for government-supported student financial aid programs. See the Schulich School of Business Awards and Financial Support brochure available from Student Services and International Relations, or online at [schulich.yorku.ca/financialaid](https://schulich.yorku.ca/financialaid)

## **RESOURCES AND SUPPORT**

The International Relations office provides support to international students from pre-arrival through to graduation. Support services include orientation services, English language support and international student advising.

### **Pre-Arrival Webinars**

To help students prepare for their arrival to Schulich and Toronto, Pre-Arrival Webinars will take place prior to the start of the term. Topics include arrival documents for your study permit and other necessities to bring, where to shop for groceries and items for your apartment, getting in touch with other students and much more. Staff and students will be available to provide advice and answer questions.

### **Orientation Services**

New to Canada orientation sessions are provided for new international students before the beginning of classes in the Fall and Winter terms. These orientations provide important information that will help with the transition to Schulich, Toronto and Canada including study and work permits, Canadian culture, finances and banking, and health insurance. For more information, please contact [intrelations@schulich.yorku.ca](mailto:intrelations@schulich.yorku.ca).

### **English Language Support at Schulich**

The Schulich School of Business operates entirely in English. The pace of study is rapid and it is essential that students have high oral and written proficiency in English. To meet course requirements students must be able to participate fully in class and contribute to small-group discussions and analysis.

Schulich's International Relations office offers services for students who have English as a second language (ESL).

The **Academic Peer Support program** provides students with one-on-one assistance over 45 minute sessions. Students can choose to work on their written work such as assignments, cases and papers or on verbal language practice to increase their confidence and fluency in English. The written sessions typically focus on grammar, structure and style while the verbal sessions focus on the student's speaking and presenting skills, improving pronunciation and the usage of verb tenses in real-time conversation. Students can book their appointment on their Student Portal under "Academic Peer Support Appointment" and may contact [intrelations@schulich.yorku.ca](mailto:intrelations@schulich.yorku.ca) for more information.

### **English Language Support at York University**

The ESL Open Learning Centre (**ESLOLC**) is available to all Schulich students whose first language is not English. Practical individual instruction is provided in reading, writing, listening and speaking. Professionally trained tutors from the ESLOLC are available. Appointments should be made in advance by contacting 416-736-2100 ext. 22940, 327 South Ross.

Website: [yorku.ca/eslclc](https://yorku.ca/eslclc)

The York University English Language Institute (YUELI) offers extra-fee intensive non-credit courses for students who wish to improve their English skills. Students are required to have an intermediate proficiency level in English to enter this program.

Information on the Institute's programs can be obtained from YUELI:

Telephone: 416-736-5353

Fax: 416-736-5908

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

Website: [yueli.yorku.ca](https://yueli.yorku.ca)

### **International Student Advising**

All students who are new to Canada can take advantage of specialized advising, seminars and services offered by the International Relations Office (Room W263). Services include supports to help with adjustment to Canada, pre-arrival webinars, info sessions and advising. Students are invited to attend specialized information sessions on study and work permits, US visa information and post-graduation work information.

### **VISA AND STUDY PERMIT**

Degree-seeking international candidates wishing to study at the Schulich School of Business must obtain a study permit in advance of beginning their academic program in Canada.

The length of time required to obtain a study permit and/or temporary resident visa (TRV) or electronic travel authorization (eTA) may vary from country to country. The duration of a study permit can be extended within Canada if required. For more information on how to apply for study permits please visit: [cic.gc.ca/english/study/study.asp](https://cic.gc.ca/english/study/study.asp).

\*For correct, current information about study permit matters, contact the appropriate Canadian Embassy or Consulate in your country/region.

Visit [cic.gc.ca/english/information/offices/index.asp](https://cic.gc.ca/english/information/offices/index.asp) for a complete listing.

### **WORK ELIGIBILITY DURING STUDIES**

Full-time students with a valid study permit with work authorization are eligible to work on-campus at York University, or off-campus without obtaining a work permit.

Visit [cic.gc.ca/english/study/work-oncampus.asp](https://cic.gc.ca/english/study/work-oncampus.asp) and [cic.gc.ca/english/study/work-offcampus.asp](https://cic.gc.ca/english/study/work-offcampus.asp) for more detail on the number of hours permitted per week. You may contact Schulich's International Relations Office ([intlrelations@schulich.yorku.ca](mailto:intlrelations@schulich.yorku.ca)) if you require assistance with navigating government websites.

### **WORKING IN CANADA AFTER GRADUATION**

International students are eligible to apply for a post-graduation work permit (PGWP) upon completing their degree requirements. Students may submit a completed letter request form to Schulich's Student Services to request a letter confirming degree completion. For more information on the post-graduation work permit (PGWP) visit [cic.gc.ca/english/study/work-postgrad.asp](https://cic.gc.ca/english/study/work-postgrad.asp).

You may contact Schulich's International Relations Office ([intlrelations@schulich.yorku.ca](mailto:intlrelations@schulich.yorku.ca)) if you require assistance.



**Find Services for International Students online**

[schulich.yorku.ca/student-life-services/international-students-services](https://schulich.yorku.ca/student-life-services/international-students-services)

# Faculty & Advisory Councils

## Teaching Faculty

Marcia Annisette BSc Hons (WI, Trinidad & Tobago); MSc (UMIST, UK); PhD (Manchester, UK); FCCA (UK), CPA, CGA Associate Professor of Accounting Program Director, Master of Accounting Associate Dean, Students, Student Services and International Relations	Melanie Cao BSc & MA (HUST, China); MBA (Ottawa); PhD (Toronto) Professor of Finance	Adam Diamant BSc (Toronto); MSc (Boston); PhD (Toronto) Assistant Professor of Operations Management and Information Systems David E. Dimick BA (St. Olaf); MA & PhD (Minnesota) Professor Emeritus of Organization Studies	Sylvia Hsu MD (TMU, Taiwan); MBA (NCCU, Taiwan); PhD (Wisconsin – Madison), CPA, CGA (Ontario) Associate Professor of Accounting
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President Emeritus (York)

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Ann Brown Chair in Organization Studies

Detlev Zwick  
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