



Completion of Courses and Finalization of Grades

Communication from the Executive Committee of Senate

Updated with New and Revised Information on July 13, 2018

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Full Year (Y) and Winter (W) Term Course Status

Members of CUPE 3903 Unit 2 ratified a collective agreement on June 15 and began returning to work on June 18. A formal remediation period will begin on July 23. In addition, some S2 term courses may also be offered beginning July 9. Details will be forthcoming.

Students enrolled in Y and W courses that are or were suspended are assured that **they will have options for completing their courses and finalizing grades**. They can move forward with work, study, travel and other plans with confidence that opportunities will be provided at a later date to complete the suspended courses.

The remediation period is when make-up classes, labs, group assignments and examinations are held. Please bear in mind there are other options:

- for some classes, assignments will be modified in number, weight and kind
- course meets can be held at alternative days and times provided students agree
- in all scenarios, students will be immune from penalty and provided with reasonable access to material covered in their absence
- graduating students can be provided with transcripts that have attested assessed grades or provisional grades recorded pending the completion of coursework

The Remediation Framework

In this document, the Executive Committee sets out options for the completion of courses and finalization of grades covering:

1. courses that continued since the disruption of academic activities began on March 5, 2018
2. courses that have been suspended
3. courses that were suspended but since resumed

Many students are enrolled in a combination of these kinds of courses, or have chosen not to participate in courses that continued in accordance with the rights set out in the Senate's **Policy on the Academic Implications of Disruptions or Cessations of University Business Due to Labour Disputes or Other Causes** ("Disruptions Policy"). The options set out cover all scenarios.

The options are designed to promote flexibility while adhering to the principles of academic integrity and fairness to students, which are at the heart of Senate's Policy. The Policy can be accessed here in English

<http://secretariat-policies.info.yorku.ca/policies/academic-implications-of-disruptions-or-cessations-of-university-business-due-to-labour-disputes-or-other-causes-senate-policy-on-the>

ou en français ici

<http://secretariat-policies.info.yorku.ca/policies/reglement-du-senat-concernant-les-consequences-sur-les-etudes-des-perturbations-ou-interruptions-des-activites-de-luniversite-par-des-conflits-de-travail-ou-par-dautres-causes/>

The Faculty of Graduate Studies has developed its own "Remediation Options and Guiding Principles for Graduate Students." The document can be accessed from the Faculty's Website or directly from this link

<http://gradstudies.yorku.ca/files/2018/03/remediation-03-28-2018.pdf>

Overview

Fairness to Students

It is important to note that students who cannot participate in academic activities or who choose not to during a strike are entitled to:

- immunity from penalty
- reasonable alternative access to materials covered in their absence
- reasonable extensions of deadlines
- other remedies as Senate deems necessary and consistent with the principle of academic integrity

All of York's undergraduate and graduate students have legitimate and understandable desires to complete their courses as soon as possible. However, many are in particularly vulnerable situations or have especially urgent needs, such as international and exchange students facing the expiration of visas, those graduating this term, and those for whom term completion impacts on opportunities for further study or employment. The course-based options set out below have been designed to accommodate a variety of situations. They may be especially valuable to students who have pressing needs.

Exceptional circumstances refer to situations in which real time limits are being externally imposed which makes continued participation in the course impossible, or significantly disadvantageous to the student. Students who are poised to graduate this spring are among those who have exceptional circumstances.

At its meeting of April 12, 2018 Senate approved a motion asking faculty members and administrators to

- 1) take a flexible, reasonable approach to balancing the pillars of the Disruptions Policy – academic integrity with fairness to students,
- 2) maintain open communication with students and respond in a timely way to inquiries from students, and
- 3) be responsive to unique needs of students, with special emphasis on those for whom real time limits are being internally or externally imposed, making continued participation in the course impossible or significantly disadvantageous to students, including those poised to graduate this spring.

The Meaning of “Remediation” in Senate Policy

Senate policy uses the term “remediation” to describe “accommodations for students, modifications of normal academic regulations, and adjustments in class and examination schedules” and it states that “the completion of courses will involve a combination of such changes.” Some modifications were approved and announced early in the current disruption, such as an extension of the date by which to drop a course without receiving a grade. Others are always available to instructors and students, such as deferrals. The length of the disruption has necessitated the additional changes and options compiled in this document.

For ease of understanding, this document uses plain language such as “options” or “adjustments.” The term “revised” refers to a class or examination schedule for courses that resume. Students who have not participated in courses during the disruption will also be on revised schedules.

Remedies available to students neither alter the academic standards associated nor relieve them of the responsibility for mastering materials covered. The availability of a remedy does not guarantee students the same learning experience that they would have received in the absence of a disruption.

Supporting Students

While Senate Executive authorizes some changes, individual instructors continue to be in the best position to determine the impact of the disruption on their courses, and to implement remedies in conjunction with their Faculties, academic units and students. Course directors are encouraged to be flexible in dealing with individual requests from students, and must not unreasonably deny them.

Other important resources for students:

- Comprehensive FAQs found at

<http://labour.yorku.ca/faqs-for-students/>

- Program and departmental offices where staff can assist with options and communication
- Associate Deans who are able to help process requests and facilitate decisions that will help students to complete courses and finalize grades
- The Office of the University Registrar which manages records and forms, facilitates communication, and posts course and scheduling information

Summary of Options and Modifications Available (Further details below)	
For courses that continued	For courses that are suspended
<ul style="list-style-type: none"> • No change in length of term • Normal class schedule applies unless instructor arranges alternative scheduling • Assessed grades option • Changes in the kind, weight, and number of assignments • Extension of deadline to withdraw from course without receiving a grade / removing a “W” transcript notation • Extension of Pass/Fail deadline to opt in or out • Temporary expansion of Pass/Fail legislation • Credit/No Credit option for Osgoode • Waiver of the 20 per cent rule only in exceptional circumstances • Students who have chosen not to participate during the strike are entitled to complete the course after the disruption is over; course directors have same options as for courses that were suspended. • Temporary broadening of the Senate Policy on Pass / Fail Grades • New grade reappraisal deadlines • Deferred standing agreements and relaxation of eligibility to proceed regulations 	<ul style="list-style-type: none"> • Revised class schedule to be announced; terms will be reduced by a minimum of one week • Revised examination schedule to be announced • Assessed grades option • Changes in the kind, weight, and number of assignments • Extension of deadline to withdraw from a course without receiving a grade / removing a “W” transcript notation • Extension of Pass/Fail deadline to opt in or out • Temporary expansion of Pass/Fail legislation • Credit/No Credit option for Osgoode • Cushion period before assignments are due when classes resume • Waiver of the 20 per cent rule • Broadening of the Senate Policy on Pass / Fail Grades • Provisional grades for graduating students • New grade reappraisal deadlines • Deferred standing agreements and relaxation of eligibility to proceed regulations

Term Lengths and Class and Examination Schedules

Term Length for Courses that Have Continued or Since Resumed

For courses that continued throughout the disruption or resumed by the end of April, there was no alteration of the length of the term. Classes for these courses continued on the original schedule.

Term Length for Courses that are Suspended

In the case of courses that have been suspended, there will be a reduction in the length of the term for these courses of **one week**. Exceptions apply to programs that have strict accreditation requirements that define the length of term.

When suspended courses resume, alternative scheduling of classes, presentations, performances, labs, practica (that is, outside of regularly scheduled class meets) can be arranged through the Registrar's Office at a time that is convenient for instructors and students.

Final Examination Schedules for Courses that Continued

The formal examination schedule for courses that have continued through the disruption or since resumed -- and students who are participating in those courses – **ended in April**.

Examination Schedules

For courses that resume in the remediation period, an examination schedule will run from August 22 to August 31. This examination period is also available for remediated courses.

Instructional Activities Permitted During the Examination Period with Agreement

The Sessional Dates Policy stipulates that examination schedules will not overlap with teaching dates. Given the need for flexibility in the completion of courses, this rule will be relaxed such that remediation activities **may** be scheduled during formal examination periods. The agreement of both instructors and individual students is required to proceed. Protections for students articulated in the Sessional Dates Policy remain in place.

Summer Term and Schedules

Some courses began on the original Summer schedules (April 30 or earlier). Other Summer term (primarily SU and S1) classes began on **Tuesday, May 22**. It will not be possible to offer all of the courses originally planned for the Summer terms.

Some S2 courses may be offered beginning **July 9**.

The Office of the University Registrar (OUR), and Faculties including the Faculty of Graduate Studies, will maintain a list of the courses to be offered in the summer as that information becomes available.

Senate's Policy on the Academic Implications of Disruptions or Cessations of University Business Due to Labour Disputes or Other Causes will apply if the strike continues while Summer courses and examinations are in progress. Students will be afforded the protections set out in the Policy. The options described in this document refer to Y 2017-2018 and W 2018 courses only.

Assignments: Changes to the Number, Kind and Weight / Cushion Period / Timing

Changes to the Number, Kind and Weight of Assignments

Instructors are permitted to make changes to the number, kind, and weight of assignments (including tests and examinations) provided this does not disadvantage students and preserves academic integrity as much as possible.

Note: While instructors may make these types of changes to assignments, if at all possible, students should have the choice to complete the assignments following the originally published grading scheme.

Note that such adjustments can also be applied in the context of assessed grades (see below). If 60 per cent of course work has been completed, minor upward adjustments to the value of graded components completed can be made in order to reach the 70 per cent threshold (that is, no more than 10 per cent change to the collective weight).

Participation grades can be applied in order to meet the 70 per cent threshold. The grade earned for participation to date is the grade applied. In cases where some students in a course have completed assignments worth 70 per cent and others have not, instructors are encouraged to exercise their discretion generously and re-weight other assignments to ensure all students are treated equitably.

Cushion Period before Assignments are Due in Revised Schedules

Instructors in courses that will resume are urged to help re-orient students to their studies and discuss options and possible changes with them before and during the first class.

There should be a cushion period before assignments are due and tests are re-set. Tests should not be held in any course (including Internet-based courses) until at least one class “meet” has been held. Similarly, there should be a reasonable cushion before assignments must be submitted, including those that might otherwise be due according to original class schedule (this does not apply to assignments or work such as laboratory exercises which are typically assigned and submitted as a regular and integral part of the laboratory session).

Students are not required to submit course work prior to July 23 but may do so in consultation with instructors.

Limit on the Worth of Tests in the Final Two Weeks of Classes

Senate has a policy on the *Limits on the Worth of Examinations in the Final Classes of a Term*. This policy stipulates that no examinations or tests collectively worth more than 20% of the final grade in a course will be given during the final 14 calendar days of classes in a term.

For courses that have continued, this policy **remains in force**. Only in exceptional circumstance can this be waived.

For courses that resume on the revised class schedule, the **policy may be waived** to provide instructors with more flexibility to allow students the possibility of completing courses as quickly as possible while also ensuring that course learning objectives have been assessed.

Course Completion Options

Assessed grades: An assessed grade is a final grade based on work completed that comprises a defined proportion of the assignments in a course syllabus. Students may choose this **option on their own**.

How and when to choose this option:

This option will be available to students in undergraduate graded and Pass/Fail courses beginning March 26. Students may contact course directors to communicate their choice. An online system will be available to make this choice.

Students in courses that were suspended must exercise this option **by the first day of final examinations** in the revised schedule after the disruption ends (date to be determined).

Eligibility for this option – 70 per cent of course work completed:

Students can choose this option on their own and do not need approval from course director as long as they have completed 70 per cent of the course work.

This option can be chosen if course work has been submitted but the grade is not yet known or received by students.

Eligibility for this option – re-weighting of assignments if 60 per cent of course work has been completed

Provided it does not disadvantage students, instructors are also permitted to make changes to the number, kind, and weight of assignments (including tests and examinations). How does this work? Course directors will determine if minor adjustments to the value of graded components can be made so that the 60 per cent can be raised to meet the 70 per cent threshold (that is, no more than 10 per cent change to the collective weight of assignments). Course directors will communicate the re-weighted assignment scenarios to students.

Students will decide if they choose this option. As noted above, they also have the choice to complete the assignments following the originally published grading scheme.

Revoking the assessed grade option

Students who opt for an assessed grade by the deadlines, but later decide to sit the final examination or submit the final assignment, will be deemed to have revoked (invalidated) the assessed grade.

Eligibility for assessed grades in exceptional circumstances:

Students in exceptional circumstances may request assessed grades on the basis of work that falls below the 70 per cent threshold. Such requests are dealt with on a case-by-case basis by individual faculty members in the first instance.

Examples of exceptional circumstances include but are not limited to:

- international and exchange students facing the expiration of visas
- students graduating this spring
- students with firm study or employment plans
- travel and family commitments

Restrictions apply – students must confirm eligibility:

The option is not available for programs with accreditation requirements (some examples include JD, BEng, Nurse Practitioner degree programs). Students must confirm eligibility with their programs and Faculties. The online system to choose assessed grades will filter out ineligible courses.

Assessed grade attestation: Students in courses that are suspended may request an assessed grade based on information they provide about the grades they have received and - or expect to receive on work that has been submitted but not graded. These grades will be subject to review and verification when assignments are completed. As a result, grades may change.

This option is available to **graduating students only**.

<http://currentstudents.yorku.ca/assessed-grades>

Provisional grades: Students in courses that are suspended may request a provisional grade based on an average of grades received in major courses (to calculate major GPA) and all courses (to calculate overall GPA). Such provisional grades are subject to review and verification; a final grade will be provided when assignments are completed. As a result, a provisional grade provided during the disruption may change.

This option is available to **graduating students only**.

Senate Executive has provided guidance on the implementation of this option in a separate document issued on July 9 and posted at

<http://secretariat.info.yorku.ca/files/July-9-Provisional-Grades.pdf>

Dropping a course without receiving a grade: The last day to drop a full year 2017-2018 (Y) or Winter 2018 (W) term course without received a grade will be December 31, 2018.

This option does not apply to:

- Osgoode Hall Law School students in JD or Professional LLM programs
- Fall (F) courses

Conversion of W Transcript Notation: Any student who withdrew from Winter term and/or Full-year courses using the Withdrawn from Course option (“W”), will have the “W” notation retroactively removed from their transcript.

Pass/Fail grading:

Senate has approved a broadening of the Senate Policy on Pass / Fail grades Y 2017-2018 and W 2018 courses only, as follows:

- a. students are permitted to add 6 credits above the normal maximum for both 90 (normally 6 credits) and 120 credit (normally 12 credits)
- b. graduating students and those otherwise in their last term at York may elect a Pass/Fail grade for General Education courses, including Core Science requirements that are part of the BSc General Education requirements
- c. graduating students and others in their final term at York may, in exceptional circumstances, request a Pass/Fail grade in major or minor courses,¹ and outside-the-major required courses, at the discretion of Associate Deans
- d. non-graduating students in good standing may, in exceptional circumstances, request to have General Education courses evaluated as Pass/Fail, not including Core Science requirements that are part of BSc General Education requirements for the BSc

Normally, students must select a Pass/Fail grade in the first two weeks of classes. However the deadline to select the option has been **extended to the last day of classes on the original schedule for courses that continued or the revised schedule following the disruption.**

This option is very limited and can only be implemented by means of a formal request. Moreover, students are advised to consider this option with great care before electing it. A pass / fail notation on a course may have a negative impact on applications to graduate and professional programs.

For more information and to retrieve the necessary form, see the Registrar’s Website.

¹ Not including for-credit practica.

Information on the Credit/No Credit option at the Osgoode Hall Law School is posted on MyOsgoode at - <https://ozdomapp1.osgoode.yorku.ca/myosgoode.nsf/myosgoodemain.xsp>
Deferred standing:

Students always have the option to seek a deferral of an assignment, test, exam, or other evaluation. Students must make a formal request for deferred standing, and are not automatically entitled to this relief. However, Senate Executive urges instructors to deal with requests generously.

Deferred standing will be available to students who are unable to attend the remediated term and/or final examination period in July and August without the need for approval by course directors or petitions committees. An online form to opt for deferred standing in suspended courses will be available on the Registrar's Office website on July 23. The deadline for submission of the form is August 31, 2018. For these students, the due date for the submission of remaining assignments and completion of tests / examinations is December 21, 2018.

Grade reappraisals

The last day to request reappraisals of graded work for Y 2017-2018 and W 2018 courses is October 13, 2018. Students with deferred standing in Y and W term courses who complete work after this date will be able to request reappraisals until February 15, 2019.

Enrolment

Enrolment: Continuation

Students with deferred standing in courses suspended by the labour disruption will remain eligible to proceed in their programs for the Y 2018-2019 academic year. Their program status will not change for that academic year following the release of Y 2017-2018 and W 2018 grades. Normal academic progression decisions will apply for the following academic year, Y 2019-2020 based on their sessional and cumulative GPAs at the end of Y 2018-2019.²

Enrolment: Sequencing of Prerequisites

Normally, students take prerequisite courses in prescribed sequences. Senate Executive urges programs to exercise maximum discretion when students seek permission to enrol in prerequisite courses simultaneously or out of sequence.

Accommodations and Appeals

Appeals, Petitions and Concerns

² These decisions include eligible to proceed in an Honours program; eligible to proceed in a Bachelors (90-credit) program; eligible to proceed on academic warning; required to withdraw; debarred.

Normal appeal and petitions procedures remain in place.

Students who have concerns about any aspect of course remediation should take them up with their instructors in the first instance. If they are unable to connect with instructors or are hesitant to do so, or if they are not satisfied with an outcome, they should, as always, communicate their concerns to the applicable department or Faculty office.

Accommodations on Religious Grounds or for Students with Disabilities

All normal accommodations for persons with disabilities and for religious reasons remain in place and must be respected.

Course Evaluations

The Senate Policy on the Student Evaluation of Teaching continues to apply. Surveys *may* be conducted for all Y and W courses to ensure that students can provide faculty members with important feedback. Faculties should develop the means by which faculty members may communicate their desire to have evaluations conducted for their courses. The results of the evaluations conducted are to be used at the discretion of individual instructors.

Course evaluations may proceed for Summer terms; however, Core Institutional Questions will not be released, results will not be provided to administrators, and results will be provided to instructors for use at their own discretion.

Other Important Information

In a message to the community on April 19, 2018 Provost Philipps provided important information on the following:

- tuition credit opportunity
- bursary support
- Convocations
- Summer term courses

<http://labour.yorku.ca/2018/04/19/provost-letter-to-york-community/>