

APPENDICES

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Major Modifications Proposal – Revised January 2020

1. Program: School of Translation, Glendon College
 2. Degree Designation: Specialized Honours BA and Specialized Honours Accelerated BA
 3. Type of Modification: changes to program requirements and content that affects learning outcomes
 4. Effective Date: **Fall 2020**
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5. General description of the proposed changes

The proposed changes are geared to meeting three objectives: a) aligning our course offerings with new knowledge in the field of Translation Studies and pedagogy, as well as preparing students for the rapidly evolving employment markets for Translation graduates; b) ensuring the alignment of course content, sequencing and offerings with Degree Outcomes; and c) enhancing opportunities for peer learning across our curriculum.

A. Changes to the Specialized Honours BA and Specialized Honours iBA in Translation, with rationale

Salient Degree Outcomes are referenced throughout the following.

- a) **Addition of two mandatory qualifying courses in first year:** *Direct entry to our programs from secondary school was implemented in 2017-2018. Two cross-listed courses, TRAN/HUMA 1604 3.0 –Écriture, réécriture, traduction, communication / Writing, Rewriting, Translation, Communication (a bilingual course), and TRAN/HUMA 1640 3.0 – Ideas Across Time and Space (taught in English) were created specifically for this student population and recommended for first-year TRAN majors. They will henceforth be mandatory qualifying first-year courses. This will help us better prepare first-year students to meet Degree Outcomes over the subsequent three years of study and, more specifically, give them a better understanding of the teaching and learning objectives for introductory translation courses in second year. These two first-year courses are focused primarily on three categories of Degree Outcomes, namely Depth and Breadth of Knowledge, Communication Skills, and Awareness of Limits of Knowledge. They introduce students to “knowledge and critical understanding of the concepts and theories central to the field of translation studies” and “knowledge of differences in disciplinary and interdisciplinary fields and sub-fields”. Most significantly, they also help develop an “awareness of some of the links between culture, language, society and translation”. Coursework is designed to increase “the ability to develop an argument in oral presentations and produce written work consistent with academic writing and publishing standards”, to acquire “an understanding of the differences between academic and professional communication”, and, most importantly for the field of translation, to lay the groundwork for the acquisition of “advanced linguistic competence and performance in both working languages, and an understanding of the differences and similarities between communication in English and French”. These two courses also develop students’ “awareness of the need for translators to constantly expand their knowledge of a variety of fields of knowledge” and “appreciation of the need for life-long learning”. Finally, course content and assignments are geared to developing “a sense of ethics and responsibility as cultural agents and mediators”*

NOTE: These two TRAN courses do not count toward the major and, therefore, adding them as qualifying courses does not change the total number of credits toward the major. Upon successful completion of the qualifying first year courses (6 credits English writing-intensive, 6 credits French writing-intensive, TRAN 1604 3.0 and TRAN 1640 3.0), students

must pass the School of Translation Qualifying Exam to be eligible to continue in the major.

- b) **Removal of the possibility of exemption from language courses:** *All students will now be required to take writing-intensive courses in both English and French in first, second and third year.*
Cultural competence and communication / language skills are the sine qua non for the study and practice of translation. Requiring students to take writing-intensive courses in both of their working languages in first year prepares them for the Qualifying Exam, which is a condition to continue with courses in the major. Writing-intensive courses in second and third year will help ensure that they develop “advanced linguistic competence and performance in both working languages, and an understanding of the differences and similarities between communication in English and French”. This, in turn, will enable them to achieve Degree Outcomes in all categories.
- c) **Correcting inconsistency between levels of EN and FRAN that count toward the major:** *Because the content and learning outcomes of 2000-level and 3000-level courses offered by the French and English departments at Glendon were not comparable, our level requirements for courses in these departments were not aligned. As a result of recent changes to Glendon’s EN course offerings, the minimum level of both EN and FRAN courses that count toward the major in Translation is now 2000.*
Additionally, ENSL and FSL courses will no longer count toward the degree. This reflects the need for advanced skills in both French and English for all Translation students. The level of English writing skills required of Francophones for admission to our programs is superior to the learning objectives for ENSL courses. Similarly, the level of French writing skills required of Anglophones for admission our programs is superior to the learning objectives for FSL courses.
- d) **Changes to mandatory writing-intensive courses in English:** *First-year Translation students in both streams (English to French, and French to English) are required to take 6 credits in EN. Pursuant to changes made to course offerings of the Glendon English Studies Department, the recommended courses will be: GL/EN 1900 3.0 -- Reconciling Literature: Understanding Texts & Contexts and GL/EN 1901 3.0 Reading with Purpose: Contemporary Critical Approaches to Literature. In second year, the required courses are GL/EN 2900 3.0 Sex, Swords, and Sandals: Classical Foundations of English Literature and GL/EN 2902 3.0 Idea, Opinion, Argument: Rhetoric for Academic Settings. In third year, all students in both streams are required to enroll in two courses in the Certificate in Technical and Professional Communication, TRAN 3310 3.0 – Problems in Professional Writing and TRAN 4310 3.0 – Techniques in Business and Technical Writing I, both of which are writing-intensive.*
Translation Degree Outcomes emphasize “awareness of some of the links between culture, language, society and translation” (Depth and Breadth of Knowledge). The new mandatory qualifying courses in first-year are selected with a view to achieving this outcome through the study of rhetoric and literary forms. The need for “advanced linguistic competence and performance in both working languages, and an understanding of the differences and similarities between communication in English and French”, and for “an understanding of the differences between academic and professional communication” (Communication Skills), is met, in part, through the mandatory second-year courses, and through the courses in the Certificate in Technical and Professional Communication.
- e) **Changes to mandatory writing-intensive courses in French:** *Students in both streams are required to complete two mandatory 2000-level and two mandatory 3000-level French courses. For the French stream, the second 3000-level course (FRAN 3712 3.0 - Stylistique française II : écriture d’une nouvelle) focuses on writing a short story. Some translation students are more interested in, and suited for, technical and professional writing. They may now choose between FRAN 3712 3.0 - Stylistique française II : écriture d’une nouvelle and FRAN 3214 3.0 - Rédaction administrative et technologie du texte. For students in the English stream, 3000-level options are more limited, since the French Department has made its 2000-level and 3000-level*

courses 6-credit courses (FRAN 2810 6.0 and FRAN 3810 6.0). We are removing the 6-credit 3000-level course from our list of mandatory courses and replacing it by GL/FRAN 3214 3.0 - Rédaction administrative et technologie du texte and GL/FRAN 4212 3.0 - Conception et publication de documents.

The changes made to the list of mandatory writing-intensive courses in French are consistent with those outlined in (d) above, and are geared to enabling students to achieve Degree Outcomes in all categories. Additionally, the current 6.0 credit 3000-level FRAN course (FRAN 3810 6.0) for Anglophones constitutes an impediment for iBA students who go on exchange for one semester. Replacing this year-long course by two 3-credit courses, enables them to get one required course during their home semester.

- f) **Addition of 2 recommended information technology courses:** The content of two courses offered by the Communications program (COMS 2200 – Computer Tools & Applications for Communication and COMS 2205 – Creating and Promoting Web Content) is closely aligned with the learning outcomes of the BA in Translation. These are henceforth recommended courses outside the major for the Specialized Honours BA and iBA only. Digital literacy is now a highly valued skill for translators, as is reflected in our Depth and Breadth Outcomes. The ability “to identify the tools required to undertake and complete a translation project and to create and maintain a wide variety of tools relating to translation practice (e.g. contracts & other client focused documents, translation memories & corpora, glossaries) and to conducting academic research rests on a knowledge of a variety of digital resources”. Furthermore, the skills required to “perform documentary and terminological research, do editing and self-editing, and demonstrate knowledge of crowdsourcing, cloud technology” (Application of Knowledge) must be acquired throughout the translation curriculum. Students will be encouraged to complete these two courses in first or second year.
NOTE: This does not appear in the calendar copy as it is a recommendation and does not affect credits in the major.
- g) **Merging English and French sections of TRAN courses:** In total, four courses are modified in this way (TRAN 2250 3.0 Comparative Stylistics, TRAN 3270 Theory of Translation, TRAN 2280 3.0 Documentation and Terminology, and TRAN 4210 3.0 Literary Translation). Traditionally, the two-stream structure of our programs has kept the two student populations (English and French) working separately, with little or no opportunity for peer learning. A few years ago, we created a bilingual capstone course (TRAN 4510 3.0 – Advanced Translation Project) that has demonstrated the benefits of this type of collaborative learning across languages. We also recently merged the sections of two courses where students learn to translate into their non-dominant language, also with success. While this pedagogical method is not applicable to all practice-based translation courses, we have determined that the teaching and learning objectives of several of our courses can be met in this way. Upon implementation of these changes, our program will now have a total of 7 bilingual courses. This will contribute in new ways to helping students develop “an understanding of the relationships between languages in a bilingual or multilingual context” (Application of Knowledge). Most significantly, these bilingual courses build students’ skills in the area of Autonomy and Professional Capacity.
- h) **Creation of a new course to replace two existing courses:** For decades, Documentation (TRAN 3260 3.0) and Terminology (TRAN 4370 3.0) have been offered separately and in two sections each, one in French and one in English. Both courses were mandatory for the Specialized Honours BA and iBA, and for the Accelerated Honours BA in Translation. The merger was motivated by the evolving realities of the translation sector, especially the proliferation of digital resources, and the need for future translators to have advanced skills in this area. The content of these two courses is now be covered by TRAN 2280 3.0 Documentation and Terminology. Offering the course in second year will enable students to be exposed to basic concepts early in their training and continue perfecting their skills throughout their studies. The objectives of the new course are: a) to introduce students to concepts and methods in these two fields, b) to develop their ability to analyze and assess the relevance and usefulness of documentation and terminology resources, and c) to teach them to apply these

concepts and methods and to use the appropriate resources for translation projects of various types. As such, the course is designed to meet Degree Outcomes in three categories: Knowledge of Methodologies, Application of Knowledge, and Autonomy and Professional Capacity.

This course is mandatory for both streams of the Specialized Honours BA and iBA, and of the Accelerated Honours BA.

- i) **Addition to Year 4 mandatory and optional courses:** The merger of GL/TRAN 3260 3.0 Documentation and GL/TRAN 4370 3.0 Terminology into one 2000-level course (outlined in (h) above) reduces the number of mandatory 4000-level courses toward the major. The previously optional Translation and Localization Tools course (GL/TRAN 4525 3.0) will henceforth be mandatory.
The School of Translation has added several optional courses at the 3000 and 4000 level in the past years, including Translation and Localization Tools (TRAN 4525). We have long believed this course should be mandatory in order to help students better meet Degree Outcomes relating to digital literacy and professional capacity. The merger of GL/TRAN 3260 3.0 Documentation and GL/TRAN 4370 3.0 Terminology into one 2000-level course reduces the number of mandatory 4000-level courses toward the major, leaving space to make (GL/TRAN 4525 3.0) mandatory.
- j) **Change to an existing optional course:** TRAN 4210 – Traduction littéraire was traditionally offered in French only (translation from English to French). The content and description has been modified so that it is now a bilingual course, i.e. students translating from French to English and those translating from English to French are in the same section.
- k) **Various stylistic changes:** clarification, correcting minor errors and omissions, standardizing terminology.

B. Changes to Accelerated Honours BA in Translation

Explanations and rationale provided for the changes to mandatory courses for the Specialized Honours BA and iBA, are applicable to this degree.

Calendar copy for the BA and iBA was updated in 2016, but no changes were made to the copy for the Accelerated BA. The additional changes outlined below are aimed at harmonizing the description provided in these two documents and ensuring consistency across the two programs (Specialized Honours BA and Accelerated BA).

- a) **Updating FRAN course numbers:** The Department of French Studies at Glendon changed its course numbering a few years ago.
- b) **Correcting omissions:** The minimum grade requirement applies to all translation students, as does the requirement for TRAN 4250. Both had been omitted in the previous calendar for the Accelerated BA.
- c) **Changes to mandatory writing-intensive courses in English:** As for the BA and iBA, ENSL courses no longer count toward the major. All Accelerated BA students (both streams) will now be required to complete two courses at the 2000 level (GL/EN 2900 3.0/6.0 Sex, Swords, and Sandals: Classical Foundations of English Literature AND GL/EN 2902 3.0 Idea, Opinion, Argument: Rhetoric for Academic Settings) and two courses in the Certificate in Technical and Professional Communication TRAN 3310 3.0 – Problems in Professional Writing and TRAN 4310 3.0 – Techniques in Business and Technical Writing I). This adds 3 credits in mandatory courses and brings the requirement for writing-intensive courses in both languages in line with the BA and iBA.
- d) **Changes to mandatory writing-intensive courses in French:** As for the BA and iBA, FSL courses no longer count toward the major. Students in the French stream are required to complete one mandatory 3-credit 2000-level course; this has not changed. They are also required to complete two mandatory 3000-level French courses, the second of which is focused

on writing a short story. Some translation students are more interested in, and suited for, technical and professional writing. They may now choose between FRAN 3712 3.0 - Stylistique française II : écriture d'une nouvelle and FRAN 3214 3.0 - Rédaction administrative et technologie du texte. For students in the English stream, recent changes to course offerings by the Department of French Studies have created challenges. Specifically, both the 3-credit 2000-level and the 3-credit 3000-level courses have been merged into 6-credit courses. Since we require only 3 credits at the 2000 level, we are replacing the GL/FRAN 2810 6.0 by any 2000-level writing intensive course in French for non-francophones. For the same reasons as outlined for the Specialized Honours BA and iBA, we are removing GL/FRAN 3810 from the list of mandatory courses and replacing it by GL/FRAN 3214 3.0 - Rédaction administrative et technologie du texte and GL/FRAN 4212 3.0 - Conception et publication de documents.

- e) **Addition to Year 4 mandatory and optional courses:** The Translation and Localization Tools course (GL/TRAN 4525 3.0) is now mandatory for the Accelerated BA as it is for the Specialized Honours BA and iBA.
- f) **Various stylistic changes:** clarification, correcting minor errors and omissions, standardizing terminology.

6. Comment on the alignment between the program changes with Faculty and/or University academic plans.

Glendon's School of Translation's programs are at the leading edge in terms of online course offerings (both online and blended courses), and the use of technology as a pedagogical tool and the teaching of technologies. In the area of experiential education, our programs have been active for decades, offering on-site and online internships. These proposed changes build on our well-established record for responsive curriculum renewal and pedagogical innovation.

Glendon's Academic plan for 2015-2020 underscores the need to "optimize existing programmes" and find opportunities for "greater collaboration between departments" (p. 4). The proposed changes demonstrate our commitment to both. The merging of course sections, while motivated by pedagogical goals, will indeed optimize our programmes. The inclusion of a number of courses offered by Glendon's Communications Program, English Department, and French Studies Department, demonstrates continued and productive collaboration with other programs and departments.

7. Provide a detailed outline of the changes to the program and the associated learning outcomes, including how the proposed requirements will support the achievement of program learning objectives (i.e., the mapping of the requirements to the program learning outcomes).

Appendix I presents the list of mandatory and optional courses for the Specialized Honours iBA and BA, and for the Accelerated BA.

Appendix II is a mapping of learning outcomes onto all mandatory, optional, and recommended courses.

8. Summarize the consultation undertaken with relevant academic units, including commentary on the impact of the proposed changes on other programs. Provide individual statements from the relevant program(s) confirming consultation and their support.

All proposed changes involving other units, programs or departments have been discussed at length with the respective chairs and coordinators, to obtain their advice on the alignment of their individual course learning objectives and our Degree Outcomes, and to secure their agreement to our proposed changes. Thus, the list of new mandatory courses that are offered by the English Department has been approved by the Chair of Glendon's English Department, who has agreed to reserve an adequate number of spaces in these courses for Translation students. The same process was followed for the two information technology courses offered by the Communications Program. The Coordinator of the

Program has also agreed to reserve spaces for our students.

The changes made to the list of mandatory courses housed in Glendon's French Studies Department have also been discussed with the Interim Chair, who acknowledges the challenges posed to our students by the Department's current course structure and does not object to our proposed changes.

9. Are changes to the program's admission requirements being proposed coincident with the program change(s)? If so, outline the admission changes, and comment on the appropriateness of the revised requirements to the achievement of the program learning outcomes.

There are no changes to the admission requirements of either the Specialized Honours BA and iBA in Translation or the Accelerated BA. See current undergraduate calendar copy.

10. Describe any resource implications and how they are being addressed (e.g., through a reallocation of existing resources). If new/additional resources are required, provide a statement from the relevant Dean(s)/Principal confirming resources will be in place to implement the changes.

While there are no immediate resource implications, the merging of several course sections increases the need for faculty members with outstanding translation and pedagogical skills in both English and French. The ability to produce quality translations in both languages and teach advanced translation skills in both has not been a hiring criterion for the School of Translation in the past, largely because of its two-stream structure. These changes will, therefore, have implications in the very near term. We will be requesting one new permanent faculty member who meets these new set of requirements.

11. Is the mode of delivery of the program changing? If so, comment on the appropriateness of the revised mode(s) of delivery to the achievement of the program learning outcomes.

There are no changes to the mode of delivery. As previously mentioned, we have offered a mix of on-site, online and blended courses for several years.

12. Is the assessment of teaching and learning within the program changing? If so, comment on the appropriateness of the revised forms of assessment to the achievement of the program learning outcomes.

There is no change to the assessment of teaching and learning in our programs.

13. Provide a summary of how students currently enrolled in the program will be accommodated.

As per York University Rules, the degree requirements in effect in the year of admission will apply to all currently enrolled students. The only change that will affect current students is the merger of the Documentation and Terminology courses into the new TRAN 2280. During the transition period, students who have not yet completed the second of these discontinued courses (Terminology) will be accommodated in the new course.

14. Provide as an appendix a side-by-side comparison of the existing and proposed program requirements as they will appear in the Undergraduate or Graduate Calendar.

See Appendices III and IV.

APPENDIX I

School of Translation Specialized Honours BA, iBA, and Accelerated BA

Mandatory TRAN Courses in the Major

- *TRAN 2210 3.0 Introduction to Translation I
- *TRAN 2220 3.0 Introduction to Translation II
- TRAN 2250 3.0 Stylistique différentielle du français et de l'anglais / Comparative Stylistics English and French
- TRAN 2280 3.0 Documentation et Terminologie / Documentation and Terminology
- TRAN 3270 3.0 Théorie de la traduction / Theory of Translation
- *TRAN 3210 3.0 Specialized Translation I
- *TRAN 3220 3.0 Specialized Translation II
- TRAN 4225 3.0 Intro à la traduction vers la langue B / Intro to Translation into B Language
- *TRAN 4250 3.0 Revision for Translation
- TRAN 4510 3.0 Projet avancé / Advanced Translation Project (capstone course)
- TRAN 4525 3.0 Outils de traduction et localisation / Translation and Localization Tools

Courses marked with an * are offered in two language-specific sections, i.e., to address specific challenges of translating either into French or into English.

Qualifying First-Year Courses (Do not count toward the major)

- TRAN 1604 3.0 Écriture, réécriture, traduction, communication / Writing, Rewriting, Translation, Communication
- TRAN 1640 3.0 Ideas Through Time and Space: Knowledge Transfer Across Languages and Cultures
- EN 1900 3.0 Reconciling Literature: Understanding Texts & Contexts (Does not count toward the major)
- EN 1901 3.0 Reading with Purpose: Contemporary Critical Approaches to Literature (Does not count toward the major)

Mandatory Writing-Intensive Courses in English

- EN 2900 3.0 Sex, Swords, and Sandals: Classical Foundations of English Literature
- EN 2902 3.0 Idea, Opinion, Argument, Rhetoric for Academic Settings
- TRAN 3310 3.0 Problems in Professional Writing
- TRAN 4310 3.0 Techniques in Business and Technical Writing I

Mandatory Writing-Intensive Courses in French

French-dominant Students

- FRAN 2710 3.0 Pratiques de rédaction : résumé et synthèse
- FRAN 2712 3.0 Pratiques de rédaction : l'argumentation
- FRAN 3710 3.0 Stylistique française I : écriture d'un article
- FRAN 3712 3.0 Stylistique française II : écriture d'une nouvelle
- **OR** FRAN 3214 3.0 Rédaction administrative et technologie du texte

English-dominant Students

- FRAN 2810 6.0 Français écrit pour spécialistes (BA & iBA) or 3 credits in a writing-intensive course for non-francophones (Accelerated BA)
- FRAN 3214 3.0 Rédaction administrative et technologie du texte
- FRAN 4212 3.0 Conception et publication de documents

Optional TRAN Courses

- TRAN 3900 3.0 Onsite Professional Internship
- TRAN 4210 3.0 Traduction littéraire / Literary Translation
- TRAN 4230 3.0 Traduction spécialisée vers la langue B / Specialized Translation into B Language
- TRAN 4235 3.0 Traduction audiovisuelle / Audiovisual Translation
- TRAN 4255 3.0 Communication, traduction et éthique
- TRAN 4636 3.0 History, Translation and Ancient Civilizations
- TRAN 4638 3.0 History, Translation, and European Societies
- TRAN 4900 3.0 Online Professional Internship

Recommended Courses Outside the Major

- COMS 2200 3.0 Computer Tools and Applications for Communication
- COMS 2205 3.0 Creating and Promoting Web Content

APPENDIX II

TRANSLATION Honours BA, Honours iBA, Accelerated BA

Program Expectations	Learning Objectives	Courses
<p>Depth and Breadth of Knowledge This degree will be awarded to students who have demonstrated:</p> <ol style="list-style-type: none"> 1. Knowledge and critical understanding of concepts, constructs, and theories central to the field of translation studies. 2. Knowledge of differences in disciplinary and interdisciplinary fields and subfields. 3. Awareness of current issues in translation studies as a field of scholarly inquiry and as a professional practice. 4. Awareness of some links between culture, language, society, communication, and translation. 	<p>By the end of the program students will be able to:</p> <ol style="list-style-type: none"> 1. Structure arguments logically, coherently, and appropriately to support a position orally and in writing using the terminology and conceptual apparatuses of the field and sub-fields. 2. Demonstrate knowledge of topics and conceptual frameworks in translation studies and other fields that provide a basis for graduate studies in the field. 3. Identify translation issues through a process of analysis and using recognized methodologies. Demonstrate critical thinking about the practice and products of translation as a social and professional activity. 4. Demonstrate knowledge of strategies for effective cross-linguistic and cross-cultural communication. 	<ol style="list-style-type: none"> 1. All mandatory and optional courses 2. TRAN 3270, TRAN 4636, TRAN4638 3. All mandatory and optional TRAN courses 4. TRAN 1604, TRAN 1640, TRAN 2210, TRAN 2220, TRAN 2250, TRAN 2280, TRAN 3210, TRAN 3220, TRAN 4210, TRAN 4225, TRAN 4230, TRAN 4235, TRAN 4210, 4510, all FRAN and EN courses

<p>5. Understanding of the relationships between languages and cultures in bilingual and multilingual contexts.</p> <p>6. Awareness of some of the methodologies used in translation studies research.</p> <p>7. Understanding of processes, methodologies and approaches to the translation of various text types.</p>	<p>5. Articulate and justify reasons for rhetorical and language choices.</p> <p>6. Critically assess their own and others' translations of various translations.</p> <p>7. Discuss the role played by translators and translated texts in a variety of contexts and time periods.</p>	<p>5. TRAN 2210, TRAN 2220, TRAN 2250, TRAN 3210, TRAN 3220, TRAN 4210, TRAN 4225, TRAN 4230, TRAN 4235, TRAN 4210, TRAN 4510, all FRAN and EN courses</p> <p>6. TRAN 2210, TRAN 2220, TRAN 2250, TRAN 3210, TRAN 3220, TRAN 4210, TRAN 4225, TRAN 4230, TRAN 4235, TRAN 4210, TRAN 4250, TRAN 4510</p> <p>7. TRAN 1640, TRAN TRAN 3270, TRAN 4636, TRAN 4638</p>
<p>Communication Skills</p> <p>1. Understanding of the meta-language of the field.</p> <p>2. An understanding of the differences between academic and professional communication.</p> <p>3. Advanced linguistic competence and performance in both working languages.</p>	<p>1. Demonstrate the ability to analyze a translation situation and convey a description of the relevant issues for research. Choose an appropriate scholarly style for presenting research in a given discipline or sub-field and in the language of the research.</p> <p>2. Demonstrate appropriate choices for academic and professional style, tone and register.</p> <p>3. Demonstrate the ability to communicate clearly and effectively in both English and French (verbally and in writing).</p>	<p>1. TRAN 3270, TRAN 4636, TRAN 4638</p> <p>2. TRAN 3270, TRAN 4255, TRAN 4636, TRAN 4638 and most mandatory practice-based courses</p> <p>3. All mandatory and optional courses</p>

<p>4. Understanding of the differences and similarities between communication in English and French.</p>	<p>4. Choose the appropriate linguistic and cultural communication methods and styles in English and French.</p>	<p>4. All mandatory and optional courses</p>
<p>Application of Knowledge and Skills</p> <p>1. The ability to analyze a translation situation and select the relevant methodology for research, problem-solving and translation.</p> <p>2. Ability to recognize trends and phenomena in areas of translation practice and research.</p> <p>3. Ability to apply specialized knowledge in the practice of translation, writing, terminology, and other language- and communications-based fields.</p> <p>4. Ability to apply theoretical and practical knowledge to in-class translation projects, practica, internships, and other experiential learning opportunities.</p>	<p>1. Identify and select appropriate research and translation methods according to type of text, target audience, and intended use of the translated text. Create and maintain a wide variety of tools relating to translation practice (e.g. contracts & other client focused documents, translation memories & corpora, glossaries).</p> <p>2. Recognize the nature of change as translation technologies, media, social environments, etc. evolve.</p> <p>3. Demonstrate the ability to develop independent projects and work independently or in teams.</p> <p>4. Be able to analyze a translation situation, identify relevant factors, and suggest relevant research or translation solutions.</p>	<p>1. TRAN 1604, TRAN 2210, TRAN 2220, TRAN 2250, TRAN 2280, TRAN 3210, TRAN 3220, TRAN 4210, TRAN 4225, TRAN 4230, TRAN 4235, TRAN 4210, TRAN 4250, TRAN 4510, TRAN 4525</p> <p>2. 3270</p> <p>3. All mandatory and optional TRAN courses</p> <p>4. TRAN 2210, TRAN 2220, TRAN 2280, TRAN 3210, TRAN 3220, TRAN 4210, TRAN 4225, TRAN 4230, TRAN 4235, TRAN 4210, TRAN 4250, TRAN 4510, TRAN 4525, TRAN 3900, TRAN 4900</p>

<p>5. Ability to demonstrate and apply knowledge gained from experiential learning.</p> <p>6. Ability to communicate field-specific knowledge to scholars within and outside the field.</p> <p>7. Ability to communicate specialized knowledge to professional colleagues, clients, and the general population.</p>	<p>5. Demonstrate knowledge and the ability to apply it appropriately during in-class practica and professional internships.</p> <p>6. Present, orally and in writing, analysis and discussion of topics in translation studies.</p> <p>7. Explain and discuss translation challenges, strategies and methods.</p>	<p>5. TRAN 3900, TRAN 4900, TRAN 4510</p> <p>6. TRAN 3270</p> <p>7. TRAN 3900, TRAN 4900, TRAN 4510</p>
<p>Awareness of Limits of Knowledge</p> <p>1. Recognition that different disciplines, fields and sub-fields view translation from different perspectives.</p> <p>2. Understanding that translation theories and practices, like all fields of human behaviour, will evolve as technology, policy, social organization, and intellectual understanding change.</p> <p>3. Awareness of the need for translators to constantly expand their knowledge in a variety of fields.</p>	<p>1. The ability to recognize how different perspectives on translation may be articulated, and to engage with them from the perspective of translation studies.</p> <p>2. An awareness of the need to continuously seek out opportunities to expand and update their own knowledge and understanding of translation practice and theory.</p> <p>3. Demonstrate the ability to assess their own needs for further studies and articulate plans for their own life-long learning.</p>	<p>1. TRAN 1604, TRAN 1640, TRAN 3270, TRAN 4636, TRAN 4638</p> <p>2. All mandatory and optional TRAN courses</p> <p>3. TRAN 3900, TRAN 4900, TRAN 4510</p>

<p>Autonomy and Professional Capacity</p> <ol style="list-style-type: none"> 1. The ability to recognize pertinent issues of translation on their own. 2. The ability and willingness to work independently and as a member of a team. 3. The capacity for sensitivity to differences in language choice, language use, and expression of values. 4. A sense of ethics and responsibility as cultural agents and mediators. 	<ol style="list-style-type: none"> 1. Identify social, ethical, practical, economic and other issues in translation practice. View translation materials with an analytical and critical eye. 2. Demonstrate constructive and productive team relationships in translation projects, as well as autonomy in individual work. 3. Interact constructively and productively with a variety of interlocutors in French and in English. 4. Analyze translation needs and suggest solutions based on an understanding of the various social, political and ideological roles of translators and other language and communications professionals. Self-reflect on their own positioning and motivations in the translation process. 	<ol style="list-style-type: none"> 1. All mandatory and optional TRAN courses 2. TRAN 2210, TRAN 2220, TRAN 2280, TRAN 3210, TRAN 3220, TRAN 4210, TRAN 4225, TRAN 4230, TRAN 4235, TRAN 4210, TRAN 4250, TRAN 4510, TRAN 4525, TRAN TRAN 3900, TRAN 4900 3. All mandatory TRAN and FRAN courses 4. TRAN 3900, TRAN 4900, TRAN 4510
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APPENDIX III – CALENDAR COPY FOR SPECIALIZED HONOURS BA AND IBA

<p>Side-by-side comparison of the existing and proposed program requirements</p> <p>Current: (Strikethrough changes)</p>	<p>Proposed: (<u>Underline</u> changes)</p> <p><u>Specialized Honours BA and iBA</u> <u>120 Credits</u></p> <p><u>ADMISSION REQUIREMENTS</u> The minimum requirements for admission are as follows:</p> <ul style="list-style-type: none"> • <u>A minimum of six 4U or 4M courses, including 4U French (FRA4U, FIF4U, or FEF4U) and 4U English (ENG4U or EAE4U) or the equivalent</u> <p><u>Major credits:</u> students must complete at least 60 credits in the major, as listed below. A minimum grade of C+ is required in the following courses:</p> <ul style="list-style-type: none"> • <u>GL/TRAN 2210 3.0;</u> <u>GL/TRAN 2220 3.0;</u> <u>GL/TRAN 3210 3.0;</u> <u>GL/TRAN 3220 3.0;</u> <u>GL/TRAN 4510 3.0;</u> <u>GL/TRAN 4250 3.0;</u> • <u>and a minimum grade of C in all other courses that count towards the major</u> <p><u>Included in the above 60 credits in the major:</u> at least 36 credits at the 3000 or 4000 level, at least 18 of which must be at the 4000 level.</p>	<p>NOTES: Explanation of changes are cross-referenced to the Major Modification proposal document.</p> <p>The highlighted information has been moved forward and/or slightly reworded.</p>
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<p>ADMISSION REQUIREMENTS The minimum requirements for admission are as follows:</p> <ul style="list-style-type: none"> A minimum of six 4U or 4M courses, including 4U French (FRA4U, FIF4U, or FEF4U) and 4U English (ENG4U or EAE4U) or the equivalent 	<p><u>Credits outside the major:</u> at least 18 credits.</p> <p><u>Courses taken to fulfill the major requirements may also be used to fulfill the iBA requirements.</u></p> <p>NOTE: <u>Students whose target language is French (translating from English to French) follow the English to French stream.</u> <u>Students whose target language is English (translating from French to English) follow the French to English stream.</u></p>	
<p>ENGLISH to FRENCH STREAM</p> <p>Year 1 Translation</p> <p>First-year students must complete 6 credits in EN or ENSL and 6 credits in FRAN. AND Pass the qualifying exam at the end of Year 1</p> <p>NOTE: EN/ENSL courses below the 3000 level do not count toward the major. FRAN/FRLS courses below the 2000 level</p>	<p>ENGLISH to FRENCH STREAM</p> <p>Year 1 Translation</p> <p><u>Mandatory Qualifying courses:</u></p> <ul style="list-style-type: none"> <u>GL/TRAN/HUMA 1604 3.0</u> <u>GL/TRAN/HUMA 1640 3.0</u> <u>GL/EN 1900 3.0</u> <u>GL/EN 1901 3.0</u> <u>6 credits in a writing-intensive course in French.</u> <p>AND <u>Students must pass the Qualifying Exam at</u></p>	<p>Change to the wording to clarify that these are Qualifying courses. They do not count toward the major and are not be counted among the 60 credits required for the major. See A (a).</p>

<p>do not count toward the major.</p> <p style="text-align: center;">Year 2 Translation</p> <p>six credits in ENSL courses (at the 3000 or 4000 level) or six credits in any discipline if exempted</p> <p>GL/FRAN 2710 3.0 GL/FRAN 2712 3.0 GL/TRAN 2210 3.0 GL/TRAN 2220 3.0 GL/TRAN 2250 3.0</p> <p style="text-align: center;">Year 3 Translation</p> <p>GL/EN 1602 6.0 or 6 credits in English approved by the department, and</p> <p>GL/FRAN 3710 3.0 GL/FRAN 3712 3.0 GL/TRAN 3210 3.0 GL/TRAN 3220 3.0 GL/TRAN 3260 3.0 GL/TRAN 3270 3.0</p>	<p><u>the end of Year 1 in order to continue in the program.</u></p> <p><u>NOTE: ENSL and FSL courses do not count toward the degree in Translation. TRAN, EN and FRAN courses below the 2000 level do not count toward the major.</u></p> <p style="text-align: center;">Year 2 Translation</p> <p>GL/TRAN 2210 3.0 GL/TRAN 2220 3.0 GL/TRAN 2250 3.0 <u>GL/TRAN 2280 3.0</u> <u>GL/EN 2900 3.0</u> <u>GL/EN 2902 3.0</u> GL/FRAN 2710 3.0 GL/FRAN 2712 3.0</p> <p style="text-align: center;">Year 3 Translation</p> <p>GL/TRAN 3210 3.0 GL/TRAN 3220 3.0 GL/TRAN 3270 3.0 <u>GL/TRAN 3310 3.0</u> <u>GL/TRAN 4310 3.0</u> GL/FRAN 3710 3.0 and GL/FRAN 3712 3.0 or <u>GL/FRAN 3214 3.0</u></p>	<p>Exclusion of ENSL and FSL and specification of level of courses counting toward the major. See A (c), (d) and (e).</p> <p>TRAN 2280: New bilingual Documentation and Terminology course replacing two discontinued 3-credit courses. See A (h).</p> <p>EN 2900 and EN 2902: New specification of mandatory writing intensive courses in English. See A (d).</p> <p>TRAN 3310 and 4310: New specification of mandatory writing-intensive courses in English. See A (b).</p>
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<p style="text-align: center;">Year 4 Translation</p> <p>GL/TRAN 4510 3.0 GL/TRAN 4225 3.0 GL/TRAN 4250 3.0 GL/TRAN 4370 3.0 GL/TRAN 4230 3.0 or GL/TRAN 4525 3.0 or three credits in linguistics or three credits, approved by the department, in a course taught in English which focuses on Canadian literature or Canadian culture</p>	<p style="text-align: center;">Year 4 Translation</p> <p>GL/TRAN 4510 3.0 GL/TRAN 4225 3.0 GL/TRAN 4250 3.0 <u>GL/TRAN 4525 3.0</u> and GL/TRAN 4230 3.0 or <u>GL/TRAN 4210 3.0</u> or <u>GL/TRAN 4235 3.0</u> or three credits in linguistics <u>at the 4000 level</u></p>	<p>FRAN 3214: New option for writing-intensive course in French. See A (a).</p> <p>TRAN 4525: Translation and Localization Tools, previously optional now mandatory, in part to compensate for the loss of a 3-credit course. See A (h) and (i).</p>
<p>FRENCH to ENGLISH Stream</p> <p style="text-align: center;">Year 1 Translation</p> <p>First year students must complete 6 credits in EN and 6 credits in FRAN or FRLS AND Pass the qualifying exam at the end of Year 1</p> <p>NOTE: EN/ENSL courses below the 3000 level do not count toward the major. FRAN/FRLS courses below the 2000 level</p>	<p>FRENCH to ENGLISH Stream</p> <p style="text-align: center;">Year 1 Translation</p> <p><u>Mandatory Qualifying courses:</u></p> <ul style="list-style-type: none"> • <u>GL/TRAN/HUMA 1604 3.0</u> • <u>GL/TRAN/HUMA 1640 3.0</u> • <u>GL/EN 1900 3.0</u> • <u>GL/EN 1901 3.0</u> • <u>6 credits in a writing-intensive course in French.</u> <p>AND <u>Students must pass the Qualifying Exam at the end of Year 1 in order to continue in the</u></p>	<p>Change to the wording to clarify that these are Qualifying courses. They do not count toward the major and are not be counted among the 60 credits required for the major. See A (a).</p>

do not count toward the major.

**Year 2
Translation**
GL/FRAN 2810 6.0
~~GL/EN 1602 6.0~~
or
six credits, approved by the department, in
a course with a focus on Canada, and
GL/TRAN 2210 3.0
GL/TRAN 2220 3.0
GL/TRAN 2250 3.0

**Year 3
Translation**
~~GL/FRAN 3810 3.0~~
~~GL/FRAN 3812 3.0~~
GL/TRAN 3210 3.0
GL/TRAN 3220 3.0
~~GL/TRAN 3260 3.0~~
GL/TRAN 3270 3.0
GL/TRAN 3310 3.0
GL/TRAN 4310 3.0

**Year 4
Translation**
GL/TRAN 4510 3.0
GL/TRAN 4225 3.0

program.

NOTE: ENSL and FSL courses do not count toward the degree in Translation. TRAN, EN and FRAN courses below the 2000 level do not count toward the major.

**Year 2
Translation**
GL/TRAN 2210 3.0
GL/TRAN 2220 3.0
GL/TRAN 2250 3.0
GL/TRAN 2280 3.0
GL/EN 2900 3.0
GL/EN 2902 3.0
GL/FRAN 2810 6.0

**Year 3
Translation**
GL/TRAN 3210 3.0
GL/TRAN 3220 3.0
GL/TRAN 3270 3.0
GL/TRAN 3310 3.0
GL/TRAN 4310 3.0
GL/FRAN 3214 3.0
GL/FRAN 4212 3.0

**Year 4
Translation**
GL/TRAN 4510 3.0
GL/TRAN 4225 3.0

Exclusion of ENSL and FSL and specification of level of courses counting toward the major. See A (c), (d) and (e).

TRAN 2280: New bilingual Documentation and Terminology course replacing two discontinued 3-credit courses. See A (h).

EN 2900 and EN 2902: New specification of mandatory writing intensive courses in English. See A (d).

TRAN 3310 and 4310: New specification of mandatory writing-intensive courses in English. See A (b).

<p>GL/TRAN 4250 3.0 GL/TRAN 4370 3.0 GL/TRAN 4230 3.0 or GL/TRAN 4525 3.0 or three credits in linguistics</p> <p>Specialized Honours BA: 120 Credits</p> <p>Major credits: students must complete at least 60 credits, as listed above. As part of the above requirements, a minimum grade of C+ in the following courses:</p> <ul style="list-style-type: none"> • GL/TRAN 2210 3.0; GL/TRAN 2220 3.0; GL/TRAN 3210 3.0; GL/TRAN 3220 3.0; GL/TRAN 4510 3.0; GL/TRAN 4250 3.0; • and a minimum grade of C in all other courses that count towards the major <p>General education requirement*: every BA student in the college shall complete the equivalent of at least six credits in each of three of the four general education divisions (for a total of 18 credits): humanities, modes of reasoning, natural</p>	<p>GL/TRAN 4250 3.0 <u>GL/TRAN 4525 3.0</u> and GL/TRAN 4230 3.0 or <u>GL/TRAN 4210 3.0</u> or <u>GL/TRAN 4235 3.0</u> or three credits in linguistics <u>at the 4000 level</u></p> <p>General education requirement*: every BA student in the college shall complete the equivalent of at least six credits in each of three of the four general education divisions (for a total of 18 credits): humanities, modes of reasoning, natural science, social</p>	<p>TRAN 4525: Translation and Localization Tools, previously optional now mandatory, in part to compensate for the loss of a 3-credit course. See A (h) and (i).</p> <p>TRAN 4210 – Literary Translation: one of the bilingual courses is now available to students in the French to English stream. See A (j)</p>
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<p>science, social science.</p> <p>Bilingual requirement*: all students admitted to Glendon must satisfy the bilingual requirement. In order to do so, students must successfully complete six credits in each official language (French and English) at Glendon from the following two categories:</p> <ul style="list-style-type: none"> • courses at the second-year level and above in French as a Second Language and/or in English as a Second Language; • courses in any discipline which are designated as satisfying the bilingual requirement. <p>Upper-level credits*: at least 36 credits at the 3000 or 4000 level, including at least 18 credits at the 4000 level. This includes the 3000 and 4000 level credits in the major listed above (under major credits).</p> <p>Credits outside the major*: at least 18 credits.</p> <p>Residency requirement: a minimum of 30 credits at York and at least half (50 per cent) of the course credits required in each undergraduate degree program major/minor must be taken at Glendon.</p> <p>Graduation requirement: students must successfully complete (pass) at least 120 credits which meet the Faculty's degree</p>	<p>science.</p> <p>Bilingual requirement*: all students admitted to Glendon must satisfy the bilingual requirement. In order to do so, students must successfully complete six credits in each official language (French and English) at Glendon from the following two categories:</p> <ul style="list-style-type: none"> • courses at the second-year level and above in French as a Second Language and/or in English as a Second Language; • courses in any discipline which are designated as satisfying the bilingual requirement. <p>Residency requirement: a minimum of 30 credits at York and at least half (50 per cent) of the course credits required in each undergraduate degree program major/minor must be taken at Glendon.</p> <p>Graduation requirement: students must successfully complete (pass) at least 120 credits which meet the Faculty's degree and</p>	
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<p>and program requirements with a cumulative grade point average of at least 5.00 (C+). *Note: please refer to the Rules and Regulations section of the Undergraduate Calendar for detailed requirement information.</p> <p>Specialized Honours iBA: 120 Credits Major credits: students must complete at least 60 credits, as listed in the table above. As part of the above requirements, a minimum grade of C+ in the following courses:</p> <ul style="list-style-type: none"> • GL/TRAN 2210 3.0; GL/TRAN 2220 3.0; GL/TRAN 3210 3.0; GL/TRAN 3220 3.0; GL/TRAN 4510 3.0; GL/TRAN 4250 3.0; ▪ and a minimum grade of C in all other courses towards major. <p>Courses taken to fulfill the major requirements may also be used to fulfill the iBA requirements.</p>	<p>program requirements with a cumulative grade point average of at least 5.00 (C+). *Note: please refer to the Rules and Regulations section of the Undergraduate Calendar for detailed requirement information.</p>	
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APPENDIX IV -- CALENDAR COPY FOR ACCELERATED HONOURS BA

<p>ACCELERATED HONOURS BA Admission Requirements Students must:</p> <ul style="list-style-type: none"> • have a university degree; • have passed the entrance exam for the School of Translation. <p>Program Requirements Major credits: students must complete a minimum of 60 credits, including:</p> <ul style="list-style-type: none"> • 48 credits as listed below for the Anglophone and the Francophone streams; • 12 credits will be chosen in consultation with the Director of the School of Translation; • 24 credits at the 3000 or 4000 level with at least 12 credits at the 4000 level. 	<p>ACCELERATED HONOURS BA Admission Requirements Students must:</p> <ul style="list-style-type: none"> • have a university degree; <u>and</u> • have passed the <u>Qualifying Exam</u> for the School of Translation. <p>Program Requirements Major credits: students must complete a minimum of 60 credits, including:</p> <ul style="list-style-type: none"> • 48 credits as listed below; • 12 credits <u>to</u> be chosen in consultation with the Director of the School of Translation; <p>Included in the above 60 credits in the major: 24 credits at the 3000 or 4000 level, at least 12 of which must be at the 4000 level.</p> <p><u>A minimum grade of C+ is required in the following courses:</u></p> <ul style="list-style-type: none"> • <u>GL/TRAN 2210 3.0;</u> <u>GL/TRAN 2220 3.0;</u> <u>GL/TRAN 3210 3.0;</u> <u>GL/TRAN 3220 3.0;</u> <u>GL/TRAN 4510 3.0;</u> <u>GL/TRAN 4250 3.0;</u> • <u>and a minimum grade of C in all other courses that count towards the major</u> 	
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Francophone Stream	Anglophone Stream	<u>English to French</u>	<u>French to English</u>	TRAN 2280: New Documentation and Terminology course merging the content of two discontinued 3-credit courses. See A (h).
GL/TRAN 2210 3.0 GL/TRAN 2220 3.0 GL/TRAN 2250 3.0 GL/TRAN 3210 3.0 GL/TRAN 3220 3.0 GL/TRAN 3260 3.0 GL/TRAN 3270 3.0 GL/TRAN 4225 3.0 GL/TRAN 4250 3.0 GL/TRAN 4370 3.0 GL/TRAN 4510 3.0 GL/FRAN 2214 3.0 GL/FRAN 3240 3.0 GL/FRAN 3241 3.0 Three credits in EN (English) or ENSL (English as a Second Language) at the 2000 level or above. Three additional credits in TRAN (School of Translation).	GL/TRAN 2210 3.0 GL/TRAN 2220 3.0 GL/TRAN 2250 3.0 GL/TRAN 3210 3.0 GL/TRAN 3220 3.0 GL/TRAN 3260 3.0 GL/TRAN 3270 3.0 GL/TRAN 3310 3.0 GL/TRAN 4225 3.0 GL/TRAN 4250 3.0 GL/TRAN 4370 3.0 GL/TRAN 4510 3.0 GL/FRLS 2240 6.0 GL/FRLS 3240 3.0 GL/FRLS 3241 3.0 Three additional credits in TRAN (School of Translation).	GL/TRAN 2210 3.0 GL/TRAN 2220 3.0 GL/TRAN 2250 3.0 GL/TRAN 2280 3.0 GL/TRAN 3210 3.0 GL/TRAN 3220 3.0 GL/TRAN 3270 3.0 GL/TRAN 3310 3.0 GL/TRAN 4225 3.0 GL/TRAN 4250 3.0 GL/TRAN 4510 3.0 GL/TRAN 4310 3.0 GL/FRAN 2710 3.0 or GL/FRAN 2712 3.0 GL/FRAN 3710 3.0 and GL/FRAN 3712 3.0 or GL/FRAN 3214 3.0 GL/TRAN 4525 3.0	GL/TRAN 2210 3.0 GL/TRAN 2220 3.0 GL/TRAN 2250 3.0 GL/TRAN 2280 3.0 GL/TRAN 3210 3.0 GL/TRAN 3220 3.0 GL/TRAN 3270 3.0 GL/TRAN 3310 3.0 GL/TRAN 4225 3.0 GL/TRAN 4250 3.0 GL/TRAN 4510 3.0 GL/TRAN 4310 3.0 any 3-credit writing intensive course in French for non-francophones GL/FRAN 3214 3.0 GL/FRAN 4212 3.0 GL/TRAN 4525 3.0	TRAN 3310 and 4310: writing-intensive courses in English. See B (c).
General education requirement*: every student in the college shall complete the equivalent of at least six credits in each of three of the four general education divisions (for a		General education requirement*: every student in the college shall complete the equivalent of at least six credits in each of three of the four general education divisions (for a total of 18		FRAN 3214: New option for writing-intensive course in French. See B (d). TRAN 4525: Translation and Localization Tools, previously optional now mandatory, in part to compensate for the loss of a 3-credit course. See A (h) and (i).

<p>total of 18 credits): humanities, modes of reasoning, natural science, social science.</p> <p>Bilingual requirement*: all students admitted to Glendon must satisfy the bilingual requirement. In order to do so, students must successfully complete six credits in each official language (French and English) at Glendon from the following two categories:</p> <ul style="list-style-type: none"> • courses at the second-year level and above in French as a Second Language and/or in English as a Second Language; • courses in any discipline which are designated as satisfying the bilingual requirement. <p>Upper-level credits*: at least 36 credits at the 3000 or 4000 level, including at least 18 credits at the 4000 level. This includes the 3000 and 4000 level credits in the major listed above (under major credits).</p> <p>Credits outside the major*: at least 18 credits.</p> <p>Residency requirement: a minimum of 30 credits at York and at least half (50 per cent) of the course credits required in each undergraduate degree program major/minor must be taken at Glendon.</p> <p>Graduation requirement: students must successfully complete (pass) at least 420 credits which meet the Faculty's degree and program requirements with a cumulative grade point average of at least 5.00 (C+).</p> <p>*Note: please refer to the Rules and Regulations section of the Undergraduate Calendar for detailed requirement information.</p>	<p>credits): humanities, modes of reasoning, natural science, social science.</p> <p>Bilingual requirement*: all students admitted to Glendon must satisfy the bilingual requirement. In order to do so, students must successfully complete six credits in each official language (French and English) at Glendon from the following two categories:</p> <ul style="list-style-type: none"> • courses at the second-year level and above in French as a Second Language and/or in English as a Second Language; • courses in any discipline which are designated as satisfying the bilingual requirement. <p>Credits outside the major*: at least 18 credits.</p> <p>Residency requirement: a minimum of 30 credits at York and at least half (50 per cent) of the course credits required in each undergraduate degree program major/minor must be taken at Glendon.</p> <p>Graduation requirement: students must successfully complete (pass) at least <u>60</u> credits which meet the Faculty's degree and program requirements with a cumulative grade point average of at least 5.00 (C+).</p> <p>*Note: please refer to the Rules and Regulations section of the Undergraduate Calendar for detailed requirement information.</p>	
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CAMPUS GLENDON
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January 15, 2020

RE: School of Translation – Major Modification Proposal

Dear Members of the Senate Committee on Academic Standards, Curriculum and Pedagogy:

I am writing to confirm that Glendon's Academic Services has worked closely with the School of Translation on its Major Modification, and that we are supportive of the proposed changes. We do not have any concerns with the presentation of the undergraduate calendar requirements. In fact, the prescribed nature of the program coupled with the division of course requirements by year, makes it easily understandable by our students and those advising them.

Sincerely,

Cristina Bregar

Director | Directrice

Academic Services | Services académiques

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

Policy

The Withdrawn from Course Policy has the following applications:

a) Course Withdrawal and Transcript Notation: Student Selection

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

Exceptions

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

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

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

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

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

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

Guidelines for Granting *Withdrawn from Course*

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

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

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

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

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

Considerations:

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

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

Considerations:

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

(iii) Removal on grounds of severe and prolonged hardship

Considerations:

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

Policy on Repeating Passed or Failed Courses for Academic Credit

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

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

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

Course Relief Policy

Policy

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

Regulations

The Course Relief Policy applies as follows:

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

The Course Relief Policy does not apply to the following:

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

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

Proposed Revisions to Letter of Permission Legislation

Current Legislation	Proposed Revision
<p>Eligibility</p> <ul style="list-style-type: none"> • To be eligible for an LOP you must be pursuing a York degree and/or certificate program. If you are a non-degree student at York, you may apply directly to the host without an LOP. • You must be in good academic standing. An LOP will not be issued if you are on academic warning, program warning, debarment warning or academic probation. If your academic status changes after the LOP is issued and you are no longer in good standing or are ineligible to proceed in your program, the LOP will be rescinded and you will no longer be eligible for transfer credit from 	<p>Purpose This policy sets out the eligibility and other rules regarding Letters of Permission for undergraduate students to undertake studies elsewhere for credit towards a degree and/or certificate program at York University.</p> <p>Scope and Application This policy applies to all undergraduate students enrolled in a degree and/or certificate program at York University.</p> <p>Definitions Applicable definitions are available in the Pan-University Academic Nomenclature.</p> <p>Policy Students in degree and/or certificate programs at York University may take courses at other universities for transfer credits provided the Faculty, department and/or program in which they are currently registered approves such courses in advance. The approval is subject to individual Faculty, department, and/or program regulations and is granted in the form of a Letter of Permission (LOP), issued by the Office of the University Registrar.</p> <p>Eligibility</p> <ol style="list-style-type: none"> a. Students must be enrolled in a York degree and/or certificate program, have completed 18 credits at York, and be in good academic standing at the University at the time they apply for an LOP. An LOP will not be issued to students who have completed fewer than 18 credits or who are not in good academic standing as defined by the Academic Sanctions legislation in a student’s Faculty, department and/or program. If a student’s status changes after an LOP is issued and they are no longer in good standing or are ineligible to proceed in their program, the LOP will be rescinded and they will no longer be

<p>the host regardless of the grade achieved there.</p> <ul style="list-style-type: none"> Your LOP will not be processed if there are outstanding debts on your University account. <p>Important Notes</p> <ul style="list-style-type: none"> Course Credit Exclusions (CCEs) are courses offered at York and the host that are similar enough in content that both may not be taken for degree credit. A course substitute can replace a specified York course/degree requirement. A course substitute can be a CCE but a CCE is not always a course substitute. Some York programs are subject to external accreditation or professional association requirements (e.g. practica and core courses for engineering, nursing or social work), which restrict approvals for LOPs. Please consult the home Faculty/department for details. 	<p>eligible for transfer credit from the host institution regardless of the grade achieved there.</p> <ul style="list-style-type: none"> Students may not take courses at the 3000 or 4000 levels or that meet their major or General Education requirements on an LOP, except in unique circumstances at the discretion of the Faculty, department and/or program. Students may not take a course credit exclusion (CCE) on an LOP for a course already completed at York, except in unique circumstances at the discretion of the Faculty, department and/or program. Should a course be repeated, the initial grade will be replaced with a notation of “NCR – No Credit Retained”. Individual programs may define further restrictions about the courses students may take on an LOP. An LOP will not be processed if there are outstanding debts on a student’s University account. Students may take no more than 18 credits on LOP over the course of a degree program. Students enrolled in non-degree studies programs do not need to request an LOP and can apply directly to the host institution. <p>Important Notes</p> <ul style="list-style-type: none"> Students must be registered at York while they are on an LOP at another institution. Results of “Pass” or “Credit Achieved” at the host will not be accepted for transfer credit to a York degree. A minimum of 60 per cent or equivalent is required for credit. Transfer credit will be assessed based on the course work/requirements including in-class hours completed at the host institution and not on the course work/requirements of the York course credit exclusion or substitute. Courses completed at Canadian universities are normally assessed for credit at the year level offered by the
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<ul style="list-style-type: none"> • Credit towards your degree will only be counted once for repeated courses taken at York or elsewhere. Should a student repeat a course, the initial grade will be replaced with a notation of “NCR – No Credit Retained”. • Generic results of “Pass” or “Credit Achieved” at the host will not be accepted for transfer credit to your York degree. A minimum of 60 per cent or equivalent is required for credit. • Transfer credit will be assessed based on the course work/requirements including in-class hours completed at the host institution and not on the course work/requirements of the York course credit exclusion or substitute. • Courses completed at Canadian universities are normally assessed for credit at the year level offered by the host institution. For example, if a student successfully completes a 2000-level course at the host university, credits granted by York will be recognized at the 2000-level, regardless of whether York offers a similar course at a different year level. Year-level equivalencies for courses taken outside of Canada are subject to departmental assessment. • Courses and grades achieved at the host are not listed on the York transcript or included in your York grade point average (GPA). <p>Responsibilities It is the student’s responsibility to ensure that:</p> <ul style="list-style-type: none"> • Course(s) completed on an LOP meet their program requirements. • A student does not repeat courses already passed. • Should enrolment/registration circumstances change; that is, the course(s) students are requesting on an LOP is (are) not available, they must immediately contact their home Faculty in order to request approval for any replacement course(s). • An official transcript is forwarded to the Registrar's Office at York University as 	<p>host institution. For example, if a student successfully completes a 2000-level course at the host university, credits granted by York will be recognized at the 2000-level, regardless of whether York offers a similar course at a different year level. Year-level equivalencies for courses taken outside of Canada are subject to Faculty, department and/or program assessment.</p> <ul style="list-style-type: none"> e. Courses and grades achieved at the host are not listed on the York transcript or included in the York grade point average (GPA). <p>Roles and Responsibilities It is the student’s responsibility to ensure that:</p> <ul style="list-style-type: none"> a. Course(s) completed on an LOP meet their program requirements. b. They consult with their Faculty, department and/or program to obtain information about any additional restrictions on LOPs for programs subject to external accreditation or professional association requirements. c. Course(s) completed on an LOP are not considered to be course credit exclusions for a course already taken by the student at York. d. Should enrolment/registration circumstances change, that is, the
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soon as final grades are available from the host institution.

Incomplete applications for a Letter of Permission (LOP) cannot be processed and will be returned to the student.

Maximum Credits Allowed

Including courses taken on an LOP, the maximum number of credits in which a student may enrol is:

Faculty	Number of Credits
Environmental Studies	12 in summer and 36 in fall/winter
Fine Arts – all departments except Design	15 in summer and 36 in fall/winter
Fine Arts – Design	36 credits in a calendar year
Health	15 in summer and 36 in fall/winter
Liberal Arts & Professional Studies	18 in summer and 36 in fall/winter
Science & Engineering	15 in summer and 33 in fall/winter

course(s) the student is requesting on an LOP is/are not available, they immediately contact their Faculty, program or department in order to request approval for any replacement course(s).

- e. An official transcript is forwarded to the **Office of the University Registrar** at York University as soon as final grades are available from the host institution.
- f. **They are registered at York University while they are on an LOP at another institution.**
- g. Their application for an LOP is complete at the time of submission to the Office of the University Registrar.

It is the Faculty, department and/or program’s responsibility to:

- a. **Review requests for LOPs in a timely manner, ensuring that sufficient information is available about the courses the student wishes to take on LOP and about the host institution.**

Review

This policy shall be reviewed every five years.



University Policy

Senate Policy on Letters of Permission

Topic:	Admissions, Transfer Credit, Fees
Approval Authority:	Senate
Approval Date:	27 February 2020 (pending)
Effective Date:	1 May 2020 (pending)
Last Revised:	27 February 2020 (pending)

1. Purpose

- 1.1. This policy sets out the eligibility and other rules regarding Letters of Permission for undergraduate students to undertake studies elsewhere for credit towards a degree and/or certificate program at York University.

2. Scope and Application

- 2.1. This policy applies to all undergraduate students enrolled in a degree and/or certificate program at York University.

3. Definitions

- 3.1. Applicable definitions are available in the Pan-University Academic Nomenclature.

4. Policy

- 4.1. Students in degree or certificate programs at York University may take courses at other universities for transfer credits provided the Faculty, department and/or program in which they are currently registered approves such courses in advance. The approval is subject to individual Faculty, department, and/or program regulations and is granted in the form of a Letter of Permission (LOP), issued by the Office of the University Registrar.

4.2. Eligibility

- a. Students must be enrolled in a York degree and/or certificate program, have completed 18 credits at York, and be in good academic standing at the University at the time they apply for an LOP. An LOP will not be issued to students who have completed fewer than 18 credits or who are not in good academic standing as defined by the Academic Sanctions legislation in a

student's Faculty, department and/or program. If a student's status changes after an LOP is issued and they are no longer in good standing or are ineligible to proceed in their program, the LOP will be rescinded and they will no longer be eligible for transfer credit from the host institution regardless of the grade achieved there.

- b. Students may not take courses at the 3000 or 4000 levels or that meet their major or General Education requirements on an LOP, except in unique circumstances at the discretion of the Faculty, department and/or program.
- c. Students may not take a course credit exclusion (CCE) on an LOP for a course already completed at York, except in unique circumstances at the discretion of the Faculty, department and/or program. Should a course be repeated, the initial grade will be replaced with a notation of "NCR – No Credit Retained".
- d. Individual programs may define further restrictions about the courses students may take on an LOP.
- e. An LOP will not be processed if there are outstanding debts on a student's University account.
- f. Students may take no more than 18 credits on an LOP over the course of a degree program.
- g. Students enrolled in non-degree studies programs do not need to request an LOP and can apply directly to the host institution.

4.3. Important Notes

- a. Students must be registered at York University while they are on an LOP at another institution.
- b. Results of "Pass" or "Credit Achieved" at the host will not be accepted for transfer credit to a York degree. A minimum of 60 per cent or equivalent is required for credit.
- c. Transfer credit will be assessed based on the course work/requirements including in-class hours completed at the host institution and not on the course work/requirements of the York course credit exclusion or substitute.
- d. Courses completed at Canadian universities are normally assessed for credit at the year level offered by the host institution. For example, if a student successfully completes a 2000-level course at the host university, credits granted by York will be recognized at the 2000-level, regardless of whether York offers a similar course at a different year level. Year-level equivalencies for courses taken outside of Canada are subject to Faculty, department and/or program assessment.
- e. Courses and grades achieved at the host are not listed on the York transcript or included in the York grade point average (GPA).

5. Roles and Responsibilities

5.1. It is the student's responsibility to ensure that:

- a. Course(s) completed on an LOP meet their program requirements.
- b. They consult with their Faculty, department and/or program to obtain information about any additional restrictions on LOPs for programs subject to external accreditation or professional association requirements.
- c. Course(s) completed on an LOP are not considered to be course credit exclusions for a course already taken by the student at York.
- d. Should enrolment/registration circumstances change, that is, the course(s) the student is requesting on an LOP is/are not available, they immediately contact their Faculty, program or department in order to request approval for any replacement course(s).
- e. An official transcript is forwarded to the Office of the University Registrar at York University as soon as final grades are available from the host institution.
- f. They are registered at York University while they are on an LOP at another institution.
- g. Their application for an LOP is complete at the time of submission to the Office of the University Registrar.

5.2. It is the Faculty, department and/or program's responsibility to:

- a. Review requests for LOPs in a timely manner, ensuring that sufficient information is available about the courses the student wishes to take on LOP and about the host institution.

6. Review

6.1. This policy shall be reviewed every five years.

Legislative history:	
Date of next review:	February 2025
Policies superseded by this policy:	
Related policies, procedures and guidelines:	Pan-University Academic Nomenclature Guidelines and Implementation Procedures for the Assessment of Transfer Credit

Senate Appeals Committee – Report to Senate

At its meeting of January 23, 2020

FOR INFORMATION

1. Annual Student Appeals Statistics, 2018-19

In this annual report, the Senate Appeals Committee (SAC) describes its activities for the past year, and presents data on Senate and Faculty-level cases.

Between July 1, 2018 and June 30, 2019 the committee received 47 new files. Ten (10) files were not completed by June 30; an additional 9 files initiated in 2017-18 were completed. Figure 1 presents the number of cases from the last five years.

The total number of appeals declined as expected, due to the extended deadlines for dropping courses and modifications to other regulations after the 2018 labour disruption. Petitions to drop a course without receiving a grade continue to decline, this year accounting for only 21.6% of petitions at the Faculty level, but still account for almost half (45.6%) of the appeals to Senate. This also reflects the impact of the *Withdrawn From Course Policy*, introduced in 2016.

The percentage of appeals granted was lower than 2016-17 and 2017-18 but remains within the range of the last seven years, with 2014-15 being an anomaly.

Figures 1 and 2 below, and Tables 1-3 give the data for SAC appeals. As the SAC procedures were revised, Table 1, Outcome of Consideration by SAC, provides data for the last four years under the old categories, and Table 1A provides data on decisions for the three years under the new procedures.

Figure 1

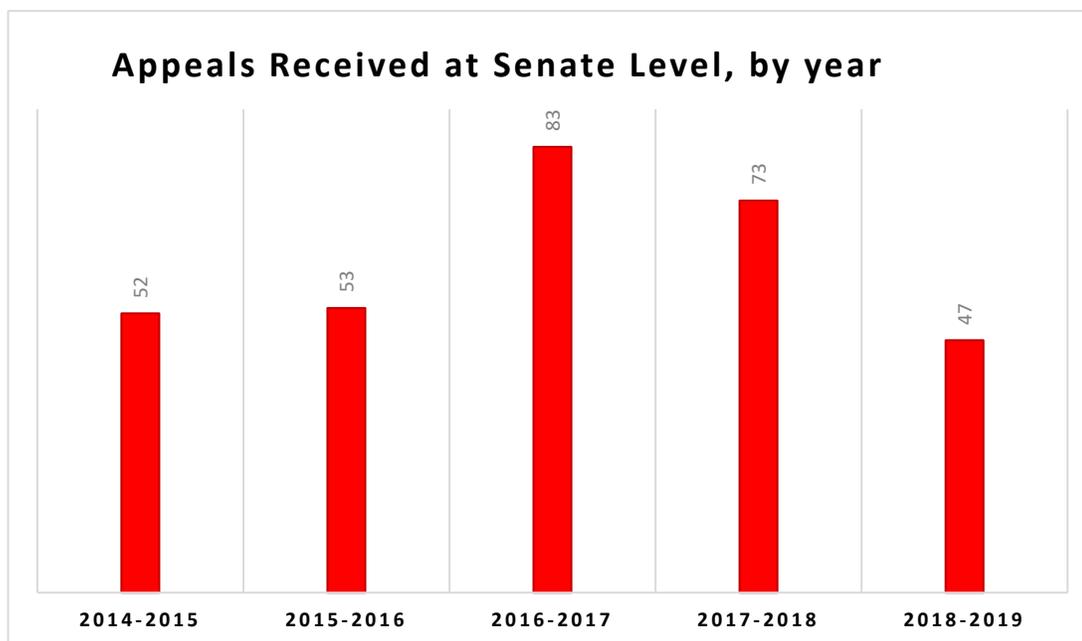


Table 1¹
OUTCOME OF CONSIDERATION BY SAC, BY YEAR AND
DECISION (procedures prior to 2016-2017)

	2012-2013		2013-2014		2014-2015		2015-2016	
	Grant	Deny	Grant	Deny	Grant	Deny	Grant	Deny
Leave to Appeal of Faculty Decisions	20	53	24	63	22	31	20	32
Reconsideration of Leave to Appeal Decisions	0	12	3	15	6	8	1	9
Appeal Hearing Decisions	16	4	18	8	22	4	15	4
Total	36	69	45	86	50	43	36	45

Table 1A
OUTCOME OF CONSIDERATION BY SAC, BY YEAR AND
DECISION, Revised Procedures

	2016-17		2017-2018		2018-2019	
	Grant	Dismiss	Grant	Dismiss	Grant	Dismiss
Appeal hearings	24	7	27	9	13	9
Dismissal without a hearing	8	33	9	46	2	22
Reconsideration	5	4	3	14	2	9
Total	37	44	39	69	17	40

Notes: Two appeals were withdrawn by the appellant, one prior to consideration and the other prior to a decision being issued. One request for reconsideration was withdrawn prior to consideration. One file was not advanced; the appellant remedied the deficiency and the file was considered.

¹ Notes: Decisions are recorded in the year when the final decision is made. With the introduction of Withdrawn as a decision for a late withdrawal appeal in 2016-17, where SAC gives a W decision it is recorded as a granted appeal.

Figure 2

Percentage of Appeals Granted and Denied, by Year

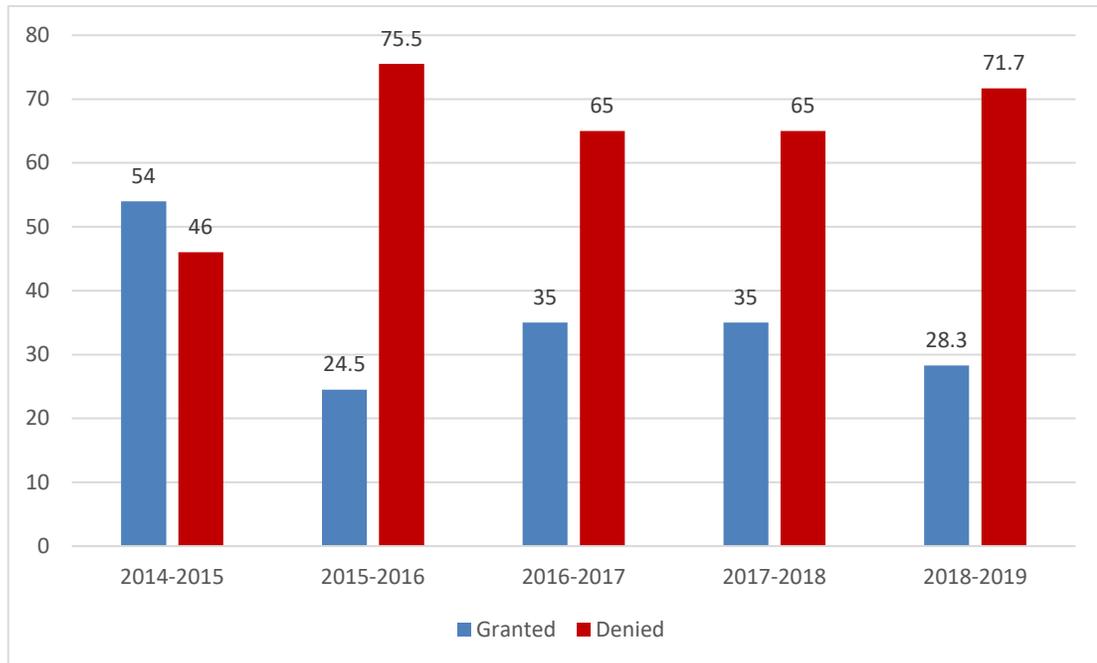


Table 2
SENATE LEVEL APPEALS BY TYPE, YEAR AND NUMBER²

Type of SAC Appeal	2014-2015 52 Appeals	2015-2016 53 Appeals	2016-2017 69 Appeals	2017-2018 84 Appeals	2018-2019 46 Appeals
Course drop without receiving a grade	30	28	37	35	21
Reconsideration of SAC Decision	14	10	11	17	11
Deferment	1	4	3	6	4
Academic Honesty	9	8	7	16	8
Waiver of Required Withdrawal / Debarment	7	8	13	12	2
Grade Reappraisal	5	3	3	4	8
Late Enrolment	1	0	0	0	0
Other	4	2	5	2	0
Waiver of degree/program requirement	4	1	1	6	2
Total	75	64	80	98	54

² Totals exceed individual cases due to reconsiderations and/or multiple appeals within one case.

Table 3
APPEALS TO SENATE APPEALS COMMITTEE BY FACULTY OF ORIGIN

	2014-2015	2015-2016	2016-2017	2017-2018	2018-2019
AMPD	0	0	1	1	1
Education	1	0	1	0	0
Environmental Studies	0	0	0	0	0
Glendon	1	3	3	6	4
Graduate Studies	2	5	6	4	2
Health	23	18	14	28	8
Lassonde	0	0	3	2	6
Liberal Arts and Professional Studies	14	14	16	19	12
Osgoode	1	2	0	2	4
Schulich	4	2	10	4	1
Science	9	9	15	18	8

2. Annual Reporting of Faculty-level Petition and Appeals Statistics, 2018-2019

The committee is continuing its efforts to standardize reporting across the University. The data are for petitions initiated July 1, 2018 to June 30, 2019. The data in Table 4 provide the big picture but are not entirely comparable across Faculties.

At the bottom of the table, the total number of appeals for each Faculty and the percentage of petitions which were appealed at the Faculty level is provided. The overall percentage of cases appealed is just 3.5%, which is lower than in the last five years when it has ranged between 4.9 and 6%.

The number of petitions was only slightly higher than the previous year, but the number of late withdrawal petitions continued to decline, with 9.1% fewer than 2017-18 and 53.4% fewer than 2016-17. While, as noted, some of this is attributable to the extended deadlines resulting from the labour disruption, there is also the impact of the Withdrawn from Course Policy. In FW18, students withdrew from 9,510 courses between the deadline to drop a course without receiving a grade and the end of classes for the relevant terms. Without this option it is expected that many of those students would have petitioned for late withdrawal.

There was a significant increase in the number of deferred standing/extension of deferred standing petitions, with some Faculties indicating it was at least partially a result of missed deadlines as a result of the labour disruption. Suggestions were made to improve the clarity of the Attending Physician's Statement to allow committees to better weigh the evidence provided. The committee will work with the Registrar's Office to implement these.

Overall 80% of petitions were granted, with few being dismissed in Education and Environmental studies and close to 40% in Graduate Studies and Science.

Table 4

FACULTY-LEVEL PETITIONS BY TYPE 2018-2019

		AMPD	ED	ES	GL	GS	HH	LA&PS	LSE	OS	SSB	SC	TOTAL
Petition Type	Reason												
Course Add	Enrol In Course(s) After The Faculty Deadline	3		1	11	22	2	24	10		25		98
Course Drop	Drop Course(s) After Faculty Deadline	34	13	15	48	3	158	779	66		34	118	1268
	Granted W on transcript	12	6	1	54	65	241	544	20				943
Credit											1		1
Departmental/Programme Waiver	Advanced Standing: Course Substitute			1		3			0		2		6
	Advanced Standing: Course Waiver					2					20		22
	Advanced Standing: Course Transfer					46							46
	Course Substitution for Major or Minor Req. (s)	20		1							2		23
	Other		4			64					25		93
	Waiver Of Degree Credit Exclusion Legislation										1		1
	Waiver with replacement	15		19		8					6		48
	Take courses out of sequence - Schulich										4		4
	Promotion without satisfying year requirements - Schulich												0
	Reduced course load - Schulich										2		2
Exemptions	Degree Exemption(s)												0
Extension	Deferred Standing, extension of deferred standing	1	7	1	11		96	547	102		20	125	910
	Course extension		1			79							80
	Program extension					154					2		156
Grade Reappraisal	Grade Reappraisal				2	4				17	23		46
Leave	Leave of Absence					194					47		241
	LOA Medical/compassionate					196					2		198
	LOA No course available					129							129
	Maternity leave					59							59
	Strike-related - FGS												0
Letter of Permission	Credit For Course(s) Taken Elsewhere Without LOP				42	1			1		73		75

		AMPD	ED	ES	GL	GS	HH	LA&PS	LSE	OS	SSB	SC	TOTAL
Other	Other					18	54	53			8		133
Overload	Course Overload	9		2			35	84	32		1		163
Readmission											1		1
Relief against failure	Osgoode only						2		8	43			53
Repeat	Repeat Failed Course			2									2
	Repeat Passed Course			35			32						67
Status	Change degree stream						24						24
	Change to full-time						55				2		57
	Change to part-time		9				133				1		143
	Reinstatement						17						17
	Withdrawal												0
	Study at a location other than York		7										7
Stop-out	Education only												0
Waiver	Graduate Without Min. Req'd G.P.A.						1				3		4
	Request For Waiver Of Req. Withdrawal*	10					5	74	33		124		246
	Request For Waiver Of Req. Debarment	2					8		9				19
	Upgrade G.P.A. In Attempt To Graduate			1			4	38	1				44
	Waiver Of Degree Credit Exclusion Legislation				2								2
	Waiver Of General Education Requirement	7	9		2				31				49
	Waiver Of Honours Standing Regulations			7			47	75	31				160
	Waiver Of In-Faculty Requirement		15		20		3		16		49		103
	Waiver Of Major Requirement(s)				1		2		13		7		23
	Waiver Of Upper Level Course Requirements						3				2		5
	Other		9	3	1		2		1	25	1	51	93
Total	TOTAL	113	115	54	152	1308	663	2218	374	85	488	294	5864
Appeals		4	0	0	4	9	54	71	15	NA	9	41	207
Percentage of decisions appealed		3.54%	0.00%	0.00%	2.63%	0.69%	8.14%	3.20%	4.01%	NA	1.84%	13.95%	3.53%

3. Annual Faculty-Level Academic Honesty Statistics, 2018-2019

SAC includes in its annual report statistics on Faculty considerations of charges of breaches of academic honesty. As in previous years, the majority of cases involved plagiarism and cheating, however, there was an increase in charges of falsification and aiding and abetting. Most were resolved at the exploratory meeting stage. For 2018-2019, there were 791 cases of breaches of academic honesty (or about 1.46% of the total student body at York), a slight increase from 1.1% the previous year. See Table 5 for details.

There was a significant increase in cases at Lassonde; the number reported here reflects only those that were complete. There are 152 files pending resolution. As in 2016-17, this is to a large extent a result of large groups of students cheating in one or two courses. While some students accepted responsibility and individual meetings were not necessary, there remain a large number of cases where exploratory meetings need to be arranged. Revised procedures are under consideration to allow such group cheating cases to be dealt with in a more timely manner.

Table 5
ACADEMIC HONESTY CASES BY FACULTY
2011-2012 TO 2015-2016

Faculty	2014-2015 n=520	2015-2016 N=562	2016-2017 N=664	2017-2018 N=610	2018-2019 N=817
Arts, Media Performance & Design	12	13	3	9	24
Education	0	1	0	8	9
FES	8	12	9	8	8
Glendon	14	25	11	8	26
Graduate Studies	14	23	18	12	30
Health	35	52	72	23	49
Lassonde	21	19	111	36	209
LA&PS	297	284	276	257	357
Osgoode	3	7	6	5	3
Schulich	41	38	68	75	35
Science	75	90	90	169	67

NOTE: The numbers above refer to charges laid. Where the conclusion of an exploratory meeting was that there was no breach and no formal charge was laid, the case is not recorded.

4. Policies and Procedures

A working group under the Academic Standards, Curriculum and Pedagogy Committee of Senate (ASCP) will begin the review and consultation of a draft revision of the Senate Policy on Academic Honesty in Winter 2020.

Consultation on the draft revised Guidelines for Faculty Petitions and Appeals will also begin in the next few months.

5. Hail and Farewell

The members of the Senate Appeals Committee and the support staff of the Secretariat would like to extend their thanks and appreciation to our departing members for their work on and commitment to the Senate Appeals Committee: Professors Lykke de la Cour, Michael De Robertis, Alexey Kuznetsov,

Simone Pisana, and Beryl Pilkington, and students Ilia Azari, Emilio Bernardo-Ciddio and Talha Tanweer.

A warm welcome is extended to new members: Professors Jen Gilbert, Brian Huss, Saskia Van Viegen, Paula Wilson and Mike Zabrocki, and students Alexander Bajic, Michelle Cobblah and Dylan Gruspier.

Suprakash Datta, Chair, 2019-2020