Grading / Examinations

Common Grading Scheme for Undergraduate Faculties
There is a Senate approved grading schemes to be used by all undergraduate Faculties. The scheme is set out at http://www.yorku.ca/secretariat/policies/document.php?document=87

Grading Scheme and Feedback to Students
The grading scheme for a course (i.e. kinds and weights of assignments, essays, exams, etc.) will be announced, and available in writing, within the first two weeks of class.

1. Graded feedback worth at least 15% of the final grade for Fall, Winter or Summer Term, and 30% for ‘full year’ courses offered in the Fall/Winter Term will be received by students in all courses prior to the final withdrawal date from a course without receiving a grade. The exceptions to the graded feedback requirements are set out in the Policy at: http://www.yorku.ca/secretariat/policies/document.php?document=86

Limits on Worth of Examinations in the Final Classes of a Term
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. The exceptions to the rule are classes which regularly meet Friday evenings or on Saturday and/or Sunday at any time, and courses offered in the compressed summer terms.

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

Conduct of Examinations
The University is committed to maintaining the highest standards of academic integrity in the examination process. A set of guidelines and procedures govern the conduct of examinations to safeguard the academic integrity of the process. See the legislation at: http://www.yorku.ca/secretariat/policies/document.php?document=80

Grade Sheet Policy
After final grades for a course have been submitted, it is the responsibility of the Course Director to submit to the unit offering the course, the course grade sheet(s) (hard copy or electronic) containing students' grades for every graded component of the course, the percentage weighting of each component and the record of students' attendance where it is relevant in determining a participation mark. The grade sheets are to be kept in a designated unit office for no less than one year.

Language of Examination
In all Faculties, the language(s) of instruction will normally be the languages(s) of examination.

Taking a Course on a Pass / Fail Basis
Students in good standing who have completed a minimum of 24 credits towards an undergraduate degree program may elect to take up to 6 credits on an ungraded basis towards their degree. Exceptions to the option are set out in the policy at http://www.yorku.ca/secretariat/policies/document.php?document=161

Academic Honesty and Integrity
York students are required to maintain the highest standards of academic honesty and they are subject to the Senate Policy on Academic Honesty (http://www.yorku.ca/secretariat/policies/document.php?document=69 ). The Policy affirms the responsibility of faculty members to foster acceptable standards of academic conduct and of the student to abide by such standards. There is also an academic integrity website with comprehensive information about academic honesty and how to find resources at York to help improve students' research and writing skills, and cope with University life at http://www.yorku.ca/academicintegrity

Curriculum: Guidelines, Forms and Templates
A series of guidelines, templates and forms are available to guide such activities as the development of a course syllabus, establishing new/revised courses and determining what key information to provide to students. These resources are available on the website of the Academic Standards, Curriculum & Pedagogy Senate Committee at http://www.yorku.ca/secretariat/committees/ascp/index-ascp.html
Responsibilities of Faculty Members

Policy on Student Evaluation of Teaching
Instructors are encouraged to seek student feedback on teaching on at least one occasion during the course, and to continue to make more frequent requests for feedback and to seek it in a variety of forms. The Senate guidelines on teaching evaluations are intended to effect the following: On at least one occasion per course (or half-course), feedback is provided to all instructors in the form of a department- or Faculty-approved questionnaire, the results of which go to the department, to support curriculum review and tenure and promotion processes, and to the instructor. The policy - [http://www.yorku.ca/secretariat/policies/document.php?document=100](http://www.yorku.ca/secretariat/policies/document.php?document=100)

Disruptive and/or Harassing Behaviour in Academic Situations
Students and instructors are expected to maintain a professional relationship characterized by courtesy and mutual respect. Moreover, it is the responsibility of the instructor to maintain an appropriate academic atmosphere in the classroom and other academic settings, and the responsibility of the student to cooperate in that endeavour. The instructor is the best person to decide, in the first instance, whether such an atmosphere is present in the class. The policy and procedures governing disruptive and/or harassing behaviour by students in academic situations is available at - [http://www.yorku.ca/secretariat/policies/document.php?document=82](http://www.yorku.ca/secretariat/policies/document.php?document=82)

Personal Relationships Between Instructors and Students
It is expected that instructors who have a close personal relationship with a student (e.g., instructor is the parent of the student, or the spouse/spousal equivalent of the student) who desires to enrol in their course will, in consultation with their Chair and/or Dean, make appropriate alternative arrangements for the evaluation of that student. If no appropriate alternative arrangements for evaluation can be agreed upon, the student may not enrol in the course. Further details are set out in the policy at [http://www.yorku.ca/secretariat/policies/document.php?document=91](http://www.yorku.ca/secretariat/policies/document.php?document=91)

Responsibilities of Faculty Members
Senate established a statement of collegial responsibilities for full-time faculty members pertaining to the areas of scholarship, teaching, and service, and companion guidelines for defining abuse of these responsibilities specifically in terms of employment outside the University. On the matter of teaching, faculty members are expected to carry out their responsibility by keeping up to date with relevant secondary literature and carefully preparing lectures and course materials, taking care to make themselves accessible to students for academic consultation, to inform students adequately regarding course formats, assignments, and methods of evaluation, to maintain teaching schedules in all but exceptional circumstances, to inform students adequately of any necessary cancellation and rescheduling of instruction, and to adhere to the schedules for submission of grades and evaluations by their Departments and Faculties. The full statement is at: [http://www.yorku.ca/secretariat/policies/document.php?document=83](http://www.yorku.ca/secretariat/policies/document.php?document=83)

Access/Disability
York University is committed to principles of respect, inclusion and equality of all persons with disabilities across campus. The University provides services for students with disabilities (including physical, medical, learning and psychiatric disabilities) needing accommodation related to teaching and evaluation methods/materials. These services are made available to students in all Faculties and programs. Students in need of these services are asked to register with disability services to ensure that appropriate academic accommodation can be provided with advance notice. Students are encouraged to schedule a time early in the term to meet with their course directors to discuss their accommodation needs. Additional information is available at the following websites:

Counselling & Disability Services - [http://www.yorku.ca/disabilityservices](http://www.yorku.ca/disabilityservices)
Counselling & Disability Services at Glendon - [http://www.glendon.yorku.ca/counselling](http://www.glendon.yorku.ca/counselling)
York Accessibility Hub - [http://www.yorku.ca/accessibilityhub/index.htm](http://www.yorku.ca/accessibilityhub/index.htm)

Ethics Review Process
York students are subject to the Policy for the Ethics Review Process for Research Involving Human Participants. Students proposing to undertake research involving human participants (e.g., interviewing the director of a company or government agency, having students complete a questionnaire, etc.) are required to submit an application for Ethical Approval of Research Involving Human Participants before they begin the research. Course Directors are expected to facilitate and advise on this process for their students as necessary. The full Policy is at: [http://www.yorku.ca/secretariat/policies/document.php?document=94](http://www.yorku.ca/secretariat/policies/document.php?document=94)