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**Manage My**  
**Academic Record**

SCHOOL OF THE ARTS, MEDIA,  
PERFORMANCE AND DESIGN

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Your academic career is as unique as you are. To help you navigate your path to success and stay on track, keep reading. →

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# Get answers for your questions:

I have a concern about my final grade

**05** **ACADEMIC ADVISING**  
Speak to your Faculty's Academic Advising Office before making important academic decisions.

**14** **GRADE REAPPRAISAL**  
With sufficient academic grounds, you may request that a final grade in a course to be reappraised.

**13** **COURSE REPEAT**  
You may repeat a graded course up to a total of three times. Your most recent attempt will count as your grade of record.

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I need an extension on my outstanding course work or final exam

**09** **DEFERRED STANDING**  
You can request permission to write a final exam at a later date than scheduled, or hand in outstanding course work after the last day of classes.

**15** **ACADEMIC PETITIONS**  
You have the option to petition for a waiver of a Faculty's academic regulation or deadline.

My interests have changed and I'm considering a different program

**05** **ACADEMIC ADVISING**  
Speak to your Faculty's Academic Advising Office before making important academic decisions.

**13** **COURSE RELIEF**  
You may be eligible to have courses excluded from counting toward your overall cumulative GPA.

**17** **PROGRAM CHANGE**  
If you're currently an undergraduate student you may be able to change your program.

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I'm not progressing in my program as well as I expected

**05** **ACADEMIC ADVISING**  
Speak to your Faculty's Academic Advising Office before making important academic decisions.

**15** **ACADEMIC PETITIONS**  
You may be able to petition for a waiver of a Faculty's academic regulation or deadline.

## I don't want one of my courses to count towards my GPA

**07** **COURSE WITHDRAWAL**  
You may be able to withdraw from a course without academic penalty after the course drop deadline.

**13** **COURSE REPEAT**  
You may repeat a graded course up to a total of three times. Your most recent attempt will count as your grade of record.

**11** **PASS/FAIL OPTION**  
In the first two weeks of classes, you may request a "Pass" or "Fail" evaluation, rather than a letter grade, on some courses.

**15** **ACADEMIC PETITIONS**  
You may be able to petition for a waiver of a Faculty's academic regulation or deadline.

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## Hooray! I'm taking my final courses and getting ready to graduate

**05** **ACADEMIC ADVISING**  
Apply to graduate online first through [YORKU.CA/MYGRAD](https://yorku.ca/mygrad). If you receive an email regarding your ineligibility to graduate, contact your advising office.

**VERIFY MY GRADUATION STATUS**  
Use this online tool to verify your graduation eligibility before applying to graduate.

**APPLY TO GRADUATE**  
You must apply to graduate in your final term in order to have your record audited and be sure you've completed all your degree requirements.

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**NEED HELP ADDING OR DROPPING COURSES? WANT TO KNOW HOW COURSES TAKEN ELSEWHERE WILL CONTRIBUTE TO YOUR ACADEMIC PROGRESS? NEED TO REACTIVATE YOUR DEGREE AND RETURN AS A STUDENT AFTER SOME TIME OFF? VISIT [REGISTRAR.YORKU.CA](https://registrar.yorku.ca) FOR HELP. OTHERWISE, READ ON! →**

# Academic Advising

**Take advantage of the support offered to you by the advising professionals at York University. Advising helps you to make informed and thoughtful decisions about your academic pathway as you progress through your program. You can find help with the following:**

- understanding Faculty legislation and policies
- program and degree requirements
- degree options: major, minor, certificates
- understanding your grade report and academic standing
- the petition process
- peer mentoring and study groups
- information and referrals to academic and campus services and resources

## School of the Arts, Media, Performance & Design Advising Offices

### **OFFICE OF ADVISING AND INTEGRATED STUDENT SERVICES (OAISS)**

**ADDRESS** Goldfarb Centre for Fine Arts, Room 322  
**TEL** 416-736-5135  
**HOURS** 9:30am - 3:30pm (Monday - Friday)  
**EMAIL** [oaiss@yorku.ca](mailto:oaiss@yorku.ca)  
**WEBSITE** [ampd.yorku.ca/current-students/advising](http://ampd.yorku.ca/current-students/advising)

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## York University/Sheridan College Program in Design Advising Office

### **DEPARTMENT OF DESIGN**

**ADDRESS** Victor Phillip Dahdaleh Building, Room 4008  
**TEL** 416-736-5885  
**HOURS** 8:30am - 4:30pm (Monday - Friday)  
**EMAIL** [ysdn@yorku.ca](mailto:ysdn@yorku.ca)  
**WEBSITE** [design.ampd.yorku.ca](http://design.ampd.yorku.ca)

**FOR THE ADVISING OF STUDENTS  
PRESENTLY ENROLLED IN YSDN.**

# Course Withdrawal

## There are two applications of this policy:

### **AS A STUDENT INITIATED LATE DROP:**

In the time period after the last day to drop a course without receiving a grade, up until the last day of classes for that term, York University undergraduate students have the option to withdraw from a course. The course enrolment will remain in the University's records and on official transcripts displayed with a "W" (Withdrawn from Course) notation. This policy provides an option to students who are struggling in a course and/or who have become overwhelmed by their circumstances. It allows students to minimize the impact on their academic standing, reduce their course load and focus on successfully completing their other courses.

### **AS AN OUTCOME OF THE PETITION DECISION PROCESS:**

The Withdrawn from Course Policy is also relevant to the resolution of Academic Petitions for late withdrawal filed after the last day of classes on the grounds of hardship. Visit our section on **ACADEMIC PETITIONS (PAGE 7)** for more information on filing a petition.

**NO REFUND OF TUITION FEES SHALL BE PROVIDED FOR COURSES DROPPED THROUGH THESE TWO OPTIONS.**

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## How do I withdraw from a course before the end of a class?

1. Check the Undergraduate Sessional Dates to review the Important Dates associated with the course from which you wish to withdraw.
2. If the last day of classes has not yet passed, then you can withdraw from the course using the online Registration and Enrolment Module. Select the course as you normally do to drop the course and the online tool will lead you through the withdrawal process.

**THE ONLINE REGISTRATION AND ENROLMENT MODULE WILL KEEP TRACK OF WITHDRAWN COURSES. IF YOU WITHDRAW FROM MORE THAN 3 COURSES WHILE YOU ARE STUDYING AT YORK, THEN IT IS STRONGLY RECOMMENDED THAT YOU SCHEDULE AN ACADEMIC ADVISING SESSION TO REVIEW YOUR OVERALL PROGRESS.**

# Deferred Standing

**Deferred standing may be granted to undergraduate students who are unable to write their final examination at the scheduled time or to submit their outstanding course work on the last day of classes.**

The Final Exam/Assignment Deferred Standing Agreement form sets an alternate date for writing a final examination or submitting outstanding course work before the Faculty deadlines. It does not permit rewriting a final examination to improve a final grade.

## How do I request deferred standing?

Approach your course director with the printed Final Exam/Assignment Deferred Standing Agreement form to discuss the possibility of setting an alternate date for writing the final examination or submitting your outstanding course work. You must also supply all relevant supporting documentation outlined on the form. Photocopies of supporting documentation are acceptable as long as the course director is able to view the original documents.

## What about mid-term examinations?

When students do not or cannot write a mid-term examination (not held during the formal examination period), alternate arrangements to write the mid-term examination should be made within the duration of the course by the course director and individual student at the discretion of the course director. The Deferred Standing Agreement is not needed.

## What about religious accommodations?

If you cannot write a formally-scheduled final examination on its scheduled date because of religious commitment, then refer to the Religious Observance Policy and Accommodation Guidelines at [REGISTRAR.YORKU.CA/ENROL/DATES/RELIGIOUS](https://www.yorku.ca/registrars/enrol/dates/religious).

**FOR A FULL BREAKDOWN OF THE PROCESS OF REQUESTING AND OBTAINING DEFERRED STANDING AND ANY NECESSARY DOCUMENTS, PLEASE VISIT [MYACADEMICRECORD.STUDENTS.YORKU.CA/DEFERRED-STANDING](https://myacademicrecord.students.yorku.ca/deferred-standing).**

# Pass/Fail Option

**Before opting for a pass/fail grade, students are urged to consider that grades are used by organizations outside the University to evaluate students.**

Students are cautioned that the appearance of “P” instead of a letter grade on their transcript will be a significant disadvantage when competing for admission to graduate programs and in any evaluation of their academic performance. A “P” grade for any course during the student’s last 60 credits or for any upper-level course, is likely to be damaging to any evaluation of their transcript.

## Eligibility rules:

1. Students must be in good academic standing.
2. Students must have completed a minimum of 24 credits towards an undergraduate degree; this includes credits awarded as transfer credit.
3. The maximum number of credits that can be taken on a pass/fail basis is six for bachelor degrees (90 credits) and twelve for Honours degrees (120 credits).
4. The pass/fail grading option cannot be used for the following:
  - major or minor courses (including for-credit practica)
  - outside-the-major required courses (for example, your FA1900 course credits)
  - courses taken to satisfy general education or certificate requirements

## The process:

The Pass/Fail Option Application must be signed by the course director/instructor within the first two weeks of class. The completed form must then be submitted to Registrarial Services in the Bennett Centre for Student Services. To download the application, please visit [MYACADEMICRECORD.STUDENTS.YORKU.CA/PASS-FAIL-OPTION](https://myacademicrecord.students.yorku.ca/pass-fail-option).



# Course Repeat

A “course attempt” is defined as a completed course where a final grade is recorded. Students in most programs can repeat a passed or failed course twice for degree or certificate credit, to a maximum of three attempts per course. Although the previous attempts remain on your academic record, only the most recent attempt counts toward your credit totals and grade point averages. Any grade(s) awarded in prior attempt(s) will remain on your transcript designated as “No Credit Retained” (NCR).

**FOR FURTHER INFORMATION, VISIT**  
[MYACADEMICRECORD.STUDENTS.YORKU.CA/COURSE-REPEAT](https://myacademicrecord.students.yorku.ca/course-repeat).

# Course Relief

York University allows eligible undergraduate students who have changed their program degree or major to exclude courses completed toward the prior major requirements from their Overall Cumulative GPA (OCGPA) and credit totals for their new program of study. This policy aims to help students continue in and graduate from a new academic program.

**FOR ADDITIONAL INFORMATION REGARDING ELIGIBILITY, VISIT** [MYACADEMICRECORD.STUDENTS.YORKU.CA/COURSE-RELIEF](https://myacademicrecord.students.yorku.ca/course-relief).

# Grade Reappraisal

Students may, with sufficient academic grounds, request that a final grade in a course be reappraised (which may mean the review of specific pieces of tangible work). Non-academic grounds are not relevant for grade reappraisals; in such cases, students are advised to petition to their home Faculty. Students are normally expected to first contact the course director to discuss the grade received and to request that their tangible work be reviewed. Tangible work may include written, graphic, digitized, modelled, video recording or audio recording formats, but not oral work.

**FOR A FULL BREAKDOWN OF THE GRADE REAPPRAISAL POLICY, PLEASE VISIT** [MYACADEMICRECORD.STUDENTS.YORKU.CA/GRADE-REAPPRAISAL-POLICY](https://myacademicrecord.students.yorku.ca/grade-reappraisal-policy).

# Academic Petitions

A petition is a written request for the waiver of a Faculty's academic regulation or deadline. Before initiating a petition, you are advised to review University and Faculty rules and regulations in the Undergraduate Calendar as well as Petition Deadlines.

## The following circumstances may be petitioned:

- Academic standing regulation waived
- Add course(s) past the published deadline(s)
- Course overload
- Deferred standing
- Degree requirements waived or altered
- Drop course(s) from the transcript
- Exemption from the deadline to submit a request for a grade reappraisal
- Exemption from the deadline to submit a petition for deferred standing

**SUBMIT ORIGINAL DOCUMENTS ONLY. PHOTOCOPIES ARE NOT ACCEPTABLE. MAKE SURE TO KEEP A PERSONAL COPY OF YOUR PETITION AND ANY DOCUMENTS YOU SUBMIT WITH YOUR PETITION.**

Your petition must be submitted to Registrarial Services located in the Bennett Centre for Student Services. Please ensure that all required petition documents are submitted at the same time in one package.

## To initiate an academic petition, you must submit the following forms/information:

1. A completed copy of the Undergraduate Academic Petition Form.
2. A typed Petition Statement Letter with content organized under two headings:
  - REGULATION(S) BEING PETITIONED:** Clearly indicate the regulation(s) from which you are seeking exemption.
  - CIRCUMSTANCES OR GROUNDS FOR THE PETITION:** Explain in detail all the circumstances and problems which prompted your petition request. If you are requesting to drop some but not all of your courses, explain why.
3. Any relevant supporting documentation or forms. For the full details of the academic petition process and where to download forms, visit [MYACADEMICRECORD.STUDENTS.YORKU.CA/ACADEMIC-PETITIONS](https://myacademicrecord.students.yorku.ca/academic-petitions).

## Financial petitions:

If you experience extremely difficult circumstances (e.g. death of an immediate family member or serious documented medical problems), which lead you to drop your courses after a refund deadline, you may request a credit/refund of your course fees by submitting a Financial Petition Form. Financial petitions are adjudicated by Student Financial Services (SFS), not by Faculty petitions committees.

**SFS IS LOCATED IN THE BENNETT CENTRE FOR STUDENT SERVICES. ANY ADDITIONAL INFORMATION REGARDING FINANCIAL PETITIONS CAN BE FOUND ONLINE AT [SFS.YORKU.CA/REFUNDS/PETITIONS](https://sfs.yorku.ca/refunds/petitions). OAISS DOES NOT HANDLE FINANCIAL PETITIONS.**

# Program Change

## How to make a program change request:

1. Visit [MYACADEMICRECORD.STUDENTS.YORKU.CA/PROGRAM-CHANGE](https://myacademicrecord.students.yorku.ca/PROGRAM-CHANGE) for all the relevant information regarding deadlines, timelines, and eligibility. Complete your program change request through this page.
2. Contact the department you wish to change to for information on any required portfolios/auditions/supplementary evaluations.
3. While you're waiting to hear back, check the Academic Calendars page at [CALENDARS.STUDENTS.YORKU.CA](https://calendars.students.yorku.ca) to view required courses for the degree you are applying for. For further assistance, visit the OAISS office to pick up a blank degree worksheet for your interested program.
4. Once you have heard back or been accepted by the department, book an advising appointment with your new faculty to see where your previous courses can fit into your new degree.

## Types of changes:

### **CHANGE OF MAJOR**

Your major (including adding a double major, minor, area of concentration or stream) changes but your home Faculty and degree type stay the same. Not all programs offer double major or major/minor options. You may not choose both a second (double) major and a minor.

### **CHANGE OF DEGREE (BETWEEN BFA AND BA)**

Your degree program changes but your home Faculty remains the same. Some degree changes automatically include a major change.

### **CHANGE OF FACULTY**

Your home Faculty changes. Most Faculty change requests include a major change and/or a degree change.

## What should I know before I make my program change request?

- If you are in an Honours (120 credits minimum) degree but plan to graduate with a bachelor's degree in the same program after completing the 90 credits minimum, you are not required to request a program change to the 90 credits bachelor's degree.
- When applying to graduate after completing 90 credits, simply select the bachelor's degree option.
- If you want to add a certificate to your record without changing your current program, contact the program offering the certificate.
- Make sure you're aware of any fee differences with a switch in program by checking [SFS.YORKU.CA/FEES/COURSES](https://sfs.yorku.ca/fees/courses).
- If you are in your final year and considering adding a second major, contact your advising office to discuss the option of pursuing a "second degree."

# Quick links for more information

**UNDERGRADUATE SESSIONAL DATES**  
[REGISTRAR.YORKU.CA/ENROL/DATES](https://registrar.yorku.ca/enrol/dates)

**RELIGIOUS OBSERVANCE POLICY  
AND ACCOMMODATION GUIDELINES**  
[REGISTRAR.YORKU.CA/ENROL/DATES/  
RELIGIOUS](https://registrar.yorku.ca/enrol/dates/religious)

**FINANCIAL PETITIONS**  
[SFS.YORKU.CA/REFUNDS/PETITIONS](https://sfs.yorku.ca/refunds/petitions)

**ACADEMIC CALENDARS**  
[CALENDARS.STUDENTS.YORKU.CA](https://calendars.students.yorku.ca)

**COURSE AND PROGRAM FEES**  
[SFS.YORKU.CA/FEES/COURSES](https://sfs.yorku.ca/fees/courses)

**DEGREE PROGRESS REPORT**  
[MYACADEMICRECORD.STUDENTS.YORKU.  
CA/DEGREE-PROGRESS-REPORT](https://myacademicrecord.students.yorku.ca/degree-progress-report)

**REGISTRARIAL SERVICES**  
[CURRENTSTUDENTS.YORKU.CA/  
REGISTRARIAL-SERVICES](https://currentstudents.yorku.ca/registrarial-services)

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**Still looking for more  
information? Check out  
[managemyacademicrecord.  
students.yorku.ca](https://managemyacademicrecord.students.yorku.ca).**

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