

York University
Faculty of Liberal Arts & Professional Studies
School of Administrative Studies,

AP/ADMS3510 3.0 - Managerial Cost Accounting and Analysis
Summer 2019 Course Outline – all sections

(Note: Subject to change at the course director's discretion. Finalized course outline is available for students to review on the password-protected course website)

Course website: <https://moodle.yorku.ca>

Please note: You need to be registered and have a York Passport ID for site access.

Term	Section	Course Type	Day	Course Director	Email	Time	Location
Summer	A	Lecture	W	Roberto Umana	umana@yorku.ca	16:00	DB 0007
	B	Lecture	R	Roberto Umana	umana@yorku.ca	19:00	HNE B15

IMPORTANT INFORMATION BEFORE YOU DECIDE TO ENROL

NOTE 1

This course outline has been designed to provide you in advance with detailed guidance on every conceivable rule and regulation in the course. It represents a contract between you as a student and the Course Director, and there should be no deviations from these rules by either party. There will be **no exceptions to assignment requirements, examination dates, and grade weighting**. If you cannot abide by the requirements of this contract, please take the course somewhere else under a letter of permission. You should print out this document and keep it handy for reference throughout the course.

NOTE 2

You may attend any sections. However, you must write your examinations in your assigned section. Similarly, you must register for Connect in your assigned section.

NOTE 3

From the beginning of the term, you should keep in mind the due dates for Connect LearnSmart and Assignments. The schedule of the Connect due dates is listed in this course outline. The weight from missed Connect LearnSmart and Assignments cannot be transferred to the midterm examination and/or final examination. **There is no extended deadline for missed Connect LearnSmart and Assignments, as the solutions will be posted right after the due dates.**

REGISTRATION INFORMATION

Enrolment Deadline

All sections for this course normally fill months in advance so early registration is important. Very few students drop in the open enrolment period in the first two weeks of classes. If you did not get into the course before classes started, your chances of successfully enrolling are very slim. However, you can request the Receptionist at room 282 Atkinson to add your name to a list that is maintained with the only purpose of estimating the unsatisfied demand of the course, but students are not contacted when vacancies occur. The Course Director is not involved in the registration process in any way and cannot assist you with this process. Due to the high volume of material covered (four chapters in the first two weeks) and because of early dates of examinations, **no registration under any circumstances is permitted after the “last date to enroll without permission”, that is, May 12, 2019.**

Be aware of the important dates that apply to this course by checking the following site:
<https://registrar.yorku.ca/enrol/dates/su19>

Examination Dates

Midterm: As a multi-section course, the midterm examination in ADMS 3510 is scheduled outside of class on a Saturday afternoon. The midterm examination will consist of four questions. The first question will be an Excel assignment to be done during the examination. It will be worth 40% of the examination, and it will be made available prior to the date of the midterm examination. The other three questions are each worth 20 out of 100 marks and will be similar to exercises and problems from the back of assigned textbook chapters. You should not take this course if you are unable to attend this examination.

If a midterm exam is missed due to a valid reason such as illness or other reason approved by your course director, you are required to write the alternative examination (the specific time and date can be found later in this course outline in the “Weekly Timetable and Due Dates” schedule). If you also miss the alternative midterm examination, you will need to write the midterm examination in the next term.

If you have a conflict with the midterm, please communicate this conflict by email to your course director at least two weeks in advance of the midterm.

To seek approval to write the alternative midterm exam, follow the instructions below:

- (1) For illness incurred before the exam or on the exam day, a complete Attending Physician’s Statement (APS) must be submitted to the main office within 4 calendar days after the regular exam (for example, if the regular exam is conducted on Saturday, you must submit your APS by Wednesday) to ensure your name is correctly registered for the alternate

- midterm exam. You could find the APS from the following link: <https://myacademicrecord.students.yorku.ca/pdf/attending-physicians-statement.pdf?tab=3>. If you are from an online section, you could email your course director within 4 calendar days after the regular exam with an attachment of your APS, and mail the original APS to the main office. Note the purpose of email is to ensure your name can be put onto the alternate exam student list in time. You still need to mail the original APS for formal approval.
- (2) For reasons other than sickness, email your course director before the exam or within 4 calendar days after the exam (with supporting documentation) for any unexpected scenarios on the exam day.
 - (3) All students who have submitted the APS or other valid documents within the scheduled deadline will be allowed to write the alternate midterm exam **provided they are subsequently approved**. Given that it takes time to verify the facts stated on the documents you submit, your documents may not be approved by the alternate exam date.
 - (4) If you have a prolonged illness that prevents you from writing both the regular and alternate midterm exams, you need to submit the APS to the main office providing such evidence, within 4 calendar days of each exam. In such case, you will have to write a deferred midterm exam in the following term, subject to approval of your APS(s). Note if you defer both your midterm exam and final exam, one exam's grade will be recorded as zero.
 - (5) You could find whether your APS or other documents is approved by looking up the midterm exam grade report which will be posted onto the course website once the midterm exam marking is done.

Midterm examination: Saturday, June 8, 2019, 6-9pm

(Alternative Midterm examination: Friday, June 21, 2019, 10am-1pm)

Final examination: This examination is scheduled by the York Registrar for the formal examination period from July 31 to August 9, 2019, and thus the date of the examination is not known when this course outline is issued. It will consist of four questions. One question will be a new unique case that is similar to those done in class. It will be worth 40 marks out of 100 marks. The other three questions will be similar to the exercises and problems from the back of assigned textbook chapters. Each of these three questions will be worth 20 marks out of 100 marks. One of these three questions will require the use of excel and will specifically test content covered during weeks 8-11 from the Richardson textbook regarding Data Analysis. You should not book travel plans during this period. Exact date is published around July 15th. Consult the York University website for official timetable information. **You will not be allowed to write the exam if you are 30 minutes late for the exam.**

If for any reason you will have to miss the final exam, you need to submit a formal request to the school (not to the course director) by following procedures specified in the “Relevant University Regulations” section at the end of this course outline, before the stated deadline.

Course Description

A course in theories and techniques of cost accounting and managerial accounting. Emphasis is placed on cost accumulation for purposes of (a) asset valuations and income measurement and (b) planning and control.

Pre-requisites courses:

AP/ADMS 2320 3.0

AP/ADMS 2500 3.0

AP/ADMS 2510 3.0

AP/ECON 1000 3.0

AP/ECON 1010 3.0

Or their equivalents.

Students who do not fulfill the pre-requisite requirements will be de-enrolled from the course during any point of the term, once the Registrar's Office detects the missing pre-requisites. Students are solely responsible for financial loss or any other losses as a result of de-enrolment.

Course Objectives

The overall objectives of the course are to:

1. Meet the academic requirements of an honours level course as part of a business degree program at university.
2. Meet all requirements to be counted by CPA Ontario towards professional certification.
3. Prepare students to commence their careers.

In particular, this course aims to:

1. Help students learn to gather and develop information and ideas.
2. Help students learn to draw conclusions and form opinions from a set of data.
3. Introduce students to an entity's strategic plan and the planning process.
4. Assist students in understanding how to evaluate the entity's performance management and the internal reporting system.
5. Introduce students to the concept of the entity's risk management process.
6. Help students understand and be able to identify management information sources and needs.
7. Assist students in understanding how to prepare an entity's budget and how to relate this to the entity's planning process.

Required Course Materials:

There are three required texts for this course.

- A. Blocher, Stout, Juras, and Smith, *Cost Management: A Strategic Emphasis*, 8th edition, McGraw Hill Education, 2019.
- B. Richardson, Teeter, and Terrell, *Data Analytics for Accounting*, McGraw Hill Education, 2019
- C. Spraakman, *customer eCasebook for Current Trends and Traditions in Management Accounting Case Analysis*, 7th edition, 2018 (modular text).

A. Options for the Blocher textbook

1. Textbook + Connect Package

Blocher et al. *Cost Management: A Strategic Emphasis with Connect Access Code Card*, 8th edition, © 2019, McGraw-Hill Education
ISBN: 978-1-260-09172-4

OR

2. Connect (with eBook/SmartBook) for Blocher et al. *Cost Management: A Strategic Emphasis*, 8th edition, © 2019, McGraw-Hill Education

ISBN: 978-1-260-09172-4

OR

3. Connect eBookless (Assignments only – **without** eBook/SmartBook) for Blocher et al., *Cost Management: A Strategic Emphasis*, 8th, © 2019, McGraw-Hill Education

ISBN: 978-1-260-09172-4

Students can purchase Connect Access Codes through the York Bookstore or online when they register in their Connect Course (see Connect Registration Instructions below). Students have access to Connect for 1 year from when they register.

More information regarding your Text Book Options will be covered during your first class. If you are unsure of the best option for you, it is advisable to wait until your first class.

Connect is required to complete the online course assignments.

B. Options for Richardson textbook

1. Textbook + Connect Package for Richardson et al. *Data Analytics for Accounting with Connect Access Code Card*, 1st edition, © 2019, McGraw-Hill Education

ISBN: 978-1-260-09172-4

OR

2. Connect (with eBook/SmartBook) for Richardson et al. Data Analytics for Accounting, 1st edition, © 2019, McGraw-Hill Education
ISBN: 978-1-260-37513-8

OR

3. Connect eBookless (Assignments only – **without** eBook/SmartBook) for Richardson et al. Data Analytics for Accounting, 1st edition, © 2019, McGraw-Hill Education
ISBN: 978-1-260-37513-8

C. Options for Spraakman, Custom eCasebook of Current Trends and Traditions in management Accounting Case Analysis, 7e (Modular e-Text)

If you want to purchase the ebook, please use the link below:

<http://media.captus.com/bookstream/CurrentTrends6e-ADMS3510-ABH>

OR

[York University - ADMS 3510 Current Trends and Traditions, 7th edition \(Four-Month Subscription\) Purchase](#) | Non-Printable

Connect Registration Instructions

To register for Connect (or purchase online); go to your section Connect web address listed below.

Students: Please make sure you register in your correct section! Your completed work and grades are not transferable and cannot be moved to another section. Ensure you register on Connect using the exact same name as you are registered with York, paying attention to last name and first name order. Failure to do so may result in your grade mis-aligned with the grade disk and errors in reporting your final grade.

Note: You will not be able to register to your Connect course until April 29, 2019, when registration opens.

Connect web address (by sections)

Section	Instructor	Connect URL (Part 1 AND Part 2)
A	Roberto Umana	Part 1: http://connect.mheducation.com/class/a-instructor-summer-2019---section-a Part 2: http://connect.mheducation.com/class/a-instructor-summer-2019---section-a-2

B	Roberto Umana	Part 1: http://connect.mheducation.com/class/a-instructor-summer-2019---section-b Part 2: http://connect.mheducation.com/class/a-instructor-summer-2019---section-b-1
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1. Go to the Connect Web Address for your section or provided your instructor.
2. Click on “Register Now.”
3. Enter your York email address (this will become your Connect username). If you already have a McGraw-Hill account, you will be asked for your password and will not be required to create a new account.
4. Enter your Connect registration code or purchase it online here.
5. Follow the on-screen directions.
6. When registration is complete, click on “Go to Connect Now.”
7. You are now ready to use Connect.

Connect Support

For any questions or issues related to Connect, submit a support ticket with the McGraw-Hill Care Centre at 1-800-331-5094. You will be issued a case or reference number. Please keep for your records.

If you still need assistance after submitting a ticket with the McGraw-Hill Care Centre, you can email your ticket number and request to your McGraw-Hill helpline: www.mhhe.com/support. Please include in your email, what course you are taking, your section and professor name, and the email address you used to register for Connect.

Computing Requirements

This course has an extensive computer interface and you will need access to a multi-media computer with a high-speed Internet connection. The most recent versions of Adobe Reader and Apple QuickTime are required to view course materials, available by free download from www.adobe.com and www.quicktime.com, respectively. A computer and speakers (or headphones) will be required to read and listen to the recorded material that complements the text. ‘Adobe Reader’ and ‘QuickTime’ are needed to view the multimedia clips that illustrate and explain the concepts. There are free computer labs on campus for registered students who do not possess these computing resources. Campus computers do not have speakers, so you will have to supply your own headphones.

ORGANIZATION OF THE COURSE

Lectures

There is a three-hour lecture each week. On-campus sections will have their lecture in the designated lecture hall at York.

Tutorial Groups and Sessions

Attendance at tutorial sessions is not mandatory. Tutorial sessions are designed to cover a set of problems and exercises, but beyond them, they are largely unstructured. In general, after the mandated exercises have been covered, you come with your questions and the TA is available to help you. When the TA is getting multiple questions on a single theme, this will usually turn into a group teaching moment. The detail of tutorials and themes for each session can be found later in this course outline.

Email Protocol

If you want help with a problem, it is important that your email be properly labeled and show the calculations you have made. *Make sure to include your name, student number, and section number in all your emails.* Messages without this information will remain unopened. Students in 3510 are required to obtain and use a Yorku.ca email account for course email. **For security reasons, we will not respond to Gmail/Hotmail etc.**

Who do I email for what?

[Helpdesk@yorku.ca...](mailto:Helpdesk@yorku.ca) (all computing issues)

Course Director... (all questions related to course content, course administration and grades)

Course Coordinator ... (all other issues and all questions/concerns not properly addressed by the Course Director or the Teaching Assistant):

Area Coordinator... (all questions/concerns not properly addressed by the Course Coordinator)

Practice Problems

There are lots of practice problems and solutions in your textbook. As you will be tested with questions from the text with the numbers changed, all textbook exercises and problems are good practice for the midterm and final examinations. The formula for success in a “problems” course such as accounting is always to work as many exercises and problems as time permits. Whenever a student asks their accounting professor how to improve their grade, the automatic answer is to work through more exercises and problems.

Concerns with Marking

If you have concerns with the marking of your work, write your concerns on the cover page and re-submit it to your course director, who will deal with the concerns. Note, as there is a certain amount of judgment in marking, the entire exam or assignment will be re-marked, and the overall mark could go up, stay the same, or fall.

Bonus Mark

At the professor's discretion, students in this section may receive a 1% bonus if 70% or more of the registered students complete the online course evaluation. The professor will explain the importance of evaluations and provide time in class for completing the evaluation.

Course Website

All course material is contained on the Moodle website for your courses.

The website contains

- This course outline
- Announcements on all important matters in the course. You should check these several times a week and especially before class in case there is a class cancellation
- Lecture slides to print as course notes
- Examination information
- Solution for even numbered exercises and problems

The website has restricted access; you will have to log in with your York Passport account.

Tutorials:

There will be a two-hour weekly tutorial. The TA will go through worked examples of textbook problems and assist students in areas where they have concerns.

Attendance at tutorial sessions is not mandatory. Tutorial sessions are unstructured as there is no prepared agenda beyond the list provided below and TA's are there simply to help you with any questions you have on accounting theory, study techniques, and practice problems. The best feature of these tutorials is that if you wish to get extra help, you are invited to attend all the sessions offered each week. With 2 hours of tutorials a week, there is no need to spend money on expensive outside tutors.

At a minimum, the following problems will be worked through in the tutorials:

Week & Date	Time	Location	Take up in tutorial
1, May 4	12:30-2:30pm	DB0010	Capital budgeting questions supplied by instructor
2, May 11			B15 -52
3, May 18			B16 – 57
4, May 25			B17 – 65; B17-70
5, June 1			B18 – 29; 18 – 30; 18-44
6, June 15			B19 – 44; 19 – 49
7, June 22			B20 – 36; 20 – 45
8, June 29			R1, Lab 1-2

9, July 6			R2, Lab 2-3
10, July 13			R3, Lab 3- 2
11, July 20			R4, Lab 4 - 3
12, July 27			Review

Course Evaluation (for all sections):

Connect LearnSmart Assignments	5%
Connect Homework Assignments	10%
Midterm examination	35%
Participation	5%
Final Examination	<u>45%</u>
Total	100%

Participation: **Attendance will be taken at each class.** The criteria for participation marks are:

- 1 - generally attends
- 2 - attends and participates frequently
- 3 - attends, participates frequently, makes some contributions
- 4 - attends, participates frequently, makes many contributions
- 5 - attends, participates frequently, and makes insightful and frequent contributions

Participation

During the 1st week of class you will have the possibility to form groups of up to 3 students. The groups should be formed from students registered in the same section. Groups will be assigned to present on one of the cases under the ‘WEEKLY TIMETABLE AND DUE DATES’ page. A maximum of 2 groups will be assigned to present on a weekly basis. Selection of cases is on a first come first allocated basis.

Participation in the group presentation will allow each group member to secure a minimum 3% out of 5% total mark regardless of actual class attendance.

Online Connect LearnSmart and Connect Assignments

The Connect LearnSmart (5%) and the Connect Assignments (10%) are part of your course work and are located in Connect, which is an adaptive learning tool that pinpoints critical concepts you need to learn and maps out a personalized study plan to ensure success. For a short video on Connect, visit www.mhlearnsmart.com.

When working in Connect, students can also access SmartBook. SmartBook provides an adaptive reading experience that reinforces what students need to learn and ensures they retain the information. For another short video on Connect, visit www.improveyourgrades.ca.

Connect LearnSmart (5%)

The Connect LearnSmart (5%) is an online interactive, adaptive study tool that assesses a student’s proficiency and knowledge within each assigned chapter, tracks which topics have been mastered, and identifies areas that need more study. Students have unlimited attempts for each Connect LearnSmart and only their best mark will be kept and applied to their final grade.

Connect Assignments (10%)

The Connect Assignments (10%) include quantitative and algorithmic questions and *students have 3 attempts to finish each of the weekly Connect Assignments (#1 to #10)*. There is no time limit for each attempt. Students can work on these assignments over time and their work and progress will be saved. Only your best attempt will be recorded by your professor when exporting your Connect Assignment grades. The following feedback will be provided for each attempt:

- First attempt: total scores, question scores, correct/incorrect indicators
- Second attempt: total scores, question scores, correct/incorrect indicators
- Final attempt: total scores before the due date, and all detailed feedback after the due date

The Connect due dates are available below and in Connect and each assignment is due at 11:59 pm on the due date **which cannot be extended**. Note: Assignment 11 is for self-practice only and hence not graded.

Connect Assignments Due Dates

Assignment	Textbook	Start Date	Due Date
LearnSmart Chapter 12	Blocher	May 1	
Assignment #1	Blocher	May 8	May 28
LearnSmart Chapter 15	Blocher	May 1	
Assignment #2	Blocher	May 8	May 28
LearnSmart Chapter 16	Blocher	May 1	
Assignment #3	Blocher	May 15	June 4
LearnSmart Chapter 17	Blocher	May 1	
Assignment #4	Blocher	May 22	June 11
LearnSmart Chapter 18	Blocher	May 1	
Assignment #5	Blocher	May 29	June 18
LearnSmart Chapter 19	Blocher	May 1	
Assignment #6	Blocher	June 5	June 25
LearnSmart Chapter 20	Blocher	May 1	
Assignment #7	Blocher	June 19	July 2
LearnSmart Chapter 1	Richardson	May 1	
Assignment #8	Richardson	June 26	July 9
LearnSmart Chapter 2	Richardson	May 1	
Assignment #9	Richardson	July 3	July 16
LearnSmart Chapter 3	Richardson	May 1	
Assignment #10	Richardson	July 10	July 23
LearnSmart Chapter 4	Richardson	May 1	
Assignment #11 (not graded)	Richardson	July 17	July 23

WEEKLY TIMETABLE AND DUE DATES

All three books are referenced, **B = Blocher et al., R = Richardson, and S = Spraakman**

Week	Textbook Chapters	CLASS WORK (Minimum)
1, May 1-2: Capital budgeting	B: Chapter 12 S: Chapters 1-3	B: 12-28, 12-30 and 12-39
2, May 8-9: Operational performance measures, indirect costs	B: Chapter 15 S: Case 33, Precious	B: 15-35, 15-38, 15-40
3, May 15-16: Operational performance measures, productivity, sales	B: Chapter 16 S: Case 21 Foodco	B:16-41, 16-50, 16-57
4, May 22-23, Quality control	B: Chapter 17 S: Case 7 Clearwater	B: 17-42, 17-52, 17-58
5, May 29-30: Strategic performance measures, responsibility centres	B: Chapter 18 S: Case 27 King Coal	B: 18-43, 18-52, 18-53
6. June 5-6, Strategic performance measures, transfer pricing	B: Chapter 19 S: Case 14 Dennison	B: 19-42, 19-46, 19-48
Common midterm examination	B: Ch 12, 15-17	Saturday, June 8, 6-9pm
Jun 11-14	Reading week	No Classes
Alternate midterm examination	B: Ch 12, 15-17	Friday, June 21, 10 am to 1 pm
7, June 19-20: Management compensation	B: Chapter 20 S: Case 17 Dindal	B:20-44, 20-47, 20-53
8, June 26-27	R: Chapter 1 S: Case 19 Dowie	R: Chapter 1-P5, P6, Lab 1.0, Lab 1.2
June 28		Last day to drop a course without receiving a grade
9, July 3-4	R: Chapter 2 S: Case 30 Ontario	R: Chapter 2 - P1, P2, P9, Lab 2.1, Lab 2.2, Lab 2.9
10, July 10-11	R: Chapter 3 S: Case 9 Colonial	R: Chapter 3 – P6, P7, Lab 3.1, Lab 3.3, Lab 3.4
11, July 17-18	R: Chapter 4 S: Case 1 Adam Tran	R: Chapter 4 – P2, P3, Lab 4.1, Lab 4.2
12, July 24-25	Review	
Comprehensive final examination	B: Ch 12, 15-20 R: Ch 1-4	To Be Announced on Moodle

RELEVANT UNIVERSITY REGULATIONS

Deferred Exams: Deferred standing may be granted to 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. Details can be found at <http://myacademicrecord.students.yorku.ca/deferred-standing>

Any request for deferred standing on medical grounds must include an Attending Physician's Statement form; a "Doctor's Note" will not be accepted.

DSA Form: http://www.registrar.yorku.ca/pdf/deferred_standing_agreement.pdf

Attending Physician's Statement form: <http://registrar.yorku.ca/pdf/attending-physicians-statement.pdf>

To apply for deferred standing, students must register at

<http://apps.eso.yorku.ca/apps/adms/deferredexams.nsf>

Followed by handing in a completed DSA form and supporting documentation directly to the main office of the School of Administrative Studies (282 Atkinson) and add your ticket number to the DSA form. The DSA and supporting documentation must be submitted no later than five (5) business days from the date of the exam. These requests will be considered on their merit and decisions will be made available by logging into the above-mentioned link. No individualized communication will be sent by the School to the students (no letter or e-mails).

Students with approved DSA will be able to write their deferred examination during the School's deferred examination period. No further extensions of deferred exams shall be granted. The format and covered content of the deferred examination may be different from that of the originally scheduled examination. The deferred exam may be closed book, cumulative and comprehensive and may include all subjects/topics of the textbook whether they have been covered in class or not. Any request for deferred standing on medical grounds must include an Attending Physician's Statement form; a "Doctor's Note" will not be accepted.

Academic Honesty: The Faculty of Liberal Arts and Professional Studies considers breaches of the Senate Policy on Academic Honesty to be serious matters. The Senate Policy on Academic Honesty is an affirmation and clarification for members of the University of the general obligation to maintain the highest standards of academic honesty. As a clear sense of academic honesty and responsibility is fundamental to good scholarship, the policy recognizes the general responsibility of all faculty members to foster acceptable standards of academic conduct and of the student to be mindful of and abide by such standards. Suspected breaches of academic honesty will be investigated and charges shall be laid if reasonable and probable grounds exist.

Students should review the York Academic Honesty policy for themselves at:

<http://www.yorku.ca/secretariat/policies/document.php?document=69>

Students might also wish to review the interactive on-line Tutorial for students on academic integrity, at:

<https://spark.library.yorku.ca/academic-integrity-what-is-academic-integrity/>

Grading Scheme and Feedback Policy: The grading scheme (i.e. kinds and weights of assignments, essays, exams, etc.) shall be announced, and be available in writing, within the first two weeks of class, and, under normal circumstances, 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 be received by students in all courses prior to the final withdrawal date from a course without receiving a grade, with the following exceptions:

Note: Under unusual and/or unforeseeable circumstances which disrupt the academic norm, instructors are expected to provide grading schemes and academic feedback in the spirit of these regulations, as soon as possible. For more information on the Grading Scheme and Feedback Policy, please visit: <http://www.yorku.ca/univsec/policies/document.php?document=86>

In-Class Tests and Exams - the 20% Rule: For all Undergraduate courses, except those which regularly meet on Friday evening or on a weekend, tests or exams worth more than 20% will not be held in the two weeks prior to the beginning of the official examination period. For further information on the 20% Rule, please visit: <http://secretariat-policies.info.yorku.ca/policies/limits-on-the-worth-of-examinations-in-the-final-classes-of-a-term-policy/>

Reappraisals: 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, modeled, video recording or audio recording formats, but not oral work. Students need to be aware that a request for a grade reappraisal may result in the original grade being raised, lowered or confirmed. For reappraisal procedures and information, please visit the Office of the Registrar site at: <http://myacademicrecord.students.yorku.ca/grade-reappraisal-policy>

Accommodation Procedures: LA&PS students who have experienced a misfortune or who are too ill to attend the final examination in an ADMS course should not attempt to do so; they must pursue deferred standing. Other students should contact their home Faculty for information. For further information, please visit: <http://ds.info.yorku.ca/academic-support-accomodations/>

Religious Accommodation: York University is committed to respecting the religious beliefs and practices of all members of the community, and making accommodations for observances of special significance to adherents. For more information on religious accommodation, please visit: <https://w2prod.sis.yorku.ca/Apps/WebObjects/cdm.woa/wa/regobs>

Academic Accommodation for Students with Disabilities (Senate Policy)

The nature and extent of accommodations shall be consistent with and supportive of the integrity of the curriculum and of the academic standards of programs or courses. Provided that students have given sufficient notice about their accommodation needs, instructors shall take reasonable steps to accommodate these needs in a manner consistent with the guidelines established hereunder. For more information, please visit the Counselling and Disability Services website at <http://www.yorku.ca/dshub/>

York's disabilities offices and the Registrar's Office work in partnership to support alternate exam and test accommodation services for students with disabilities at the Keele campus. For more information on alternate exams and tests please visit <http://www.yorku.ca/altexams/>

Please alert the Course Director as soon as possible should you require special accommodations.

(The End)