

**University
Faculty of Liberal & Professional Studies
School of Administrative Studies**

**AP/ADMS2510 3.0 - Introduction to Management Accounting
Fall 2019 Course Outline (All Sections)**

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

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

Sec	Course Director	Email	Day	Time	Location
A	Amy Kwan	amykwan@yorku.ca	M	4:00-7:00	ACW 006
B	Roberto Umana	umana@yorku.ca	W	4:00-7:00	LSB 106
C	Amy Kwan	amykwan@yorku.ca	W	7:00-10:00	ACW 004
D	Gary Spraakman	garys@yorku.ca	INTR		
E	Robert Murison	rmurison@yorku.ca	TH	7:00-10:00	ACW 004
F	Amy Kwan	amykwan@yorku.ca	M	11:30-2:30	ACW 006

Course Coordinator: Marcela Porporato. porpomar@yorku.ca

ON-LINE Course: Only the content is on-line. All exams are scheduled to be taken at the York University Keele Campus or an off-site approved facility

<u>Grading Scheme (for all sections):</u>	
Connect Learn Smart Assignments	5%
Connect Homework Assignments	10%
Mid Term Test 1	25%
Mid Term Test 2	25%
Final Examination	<u>35%</u>
Total	100%

	Midterm		Alt midterm	
	Saturday	Time	Friday	Time
Midterm 1	05-Oct	10am-1:00pm	04-Oct	10:00am-1:00pm
Midterm 2	02-Nov	10am-1:00pm	01-Nov	10:00am-1:00pm

IMPORTANT- Your CONNECT Registration name: When registering in Connect do the following: where it asks for last name type your student number leave a space blank and type your last name; and when it asks for your name, just type your name. If you do not include your student ID before your last name, we will not be able to properly identify you and assign a grade to you for the e-book quizzes which will be done online through the e-book.

Pre-requisites, which must have been successfully completed prior to taking this course, are:

MATH: 12U or equivalent, and
ADMS 2500 3.0, and
ECON 1000 3.0

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-requisite(s). Students are solely responsible for financial loss or any other losses as a result of de-enrolment.

IPMPORTANT INFORMATION BEFORE YOU DECIDE TO ENROL

NOTE 1

ADMS 2510 is one of the largest enrolment classes on campus (*approximately 1,500 students per year*). This regrettably necessitates a very legalistic and inflexible approach to course administration. This course outline has been designed to provide you in advance with detailed guidance on every virtually 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.** It would be wise to review the solutions right after due dates to reinforce learning and to take timely corrective action on questions not successfully completed.

Enrolment Deadline

All sections for this course normally fill months in advance so early registration is important. 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 (five chapters in the first two weeks) and because of early dates of examinations, **no registration is permitted after the “last date to enroll without permission”.**

Be aware of the important dates that apply to this course by checking the following site:
<https://registrar.yorku.ca/enrol/dates/fw18>.

EXAM INFORMATION

Bonus Mark (1%): At the course director’s discretion, students in this section may receive a 1% bonus if 70% or more of them complete the online course evaluation. The course director will explain the importance of evaluations and provide time in class for completing the evaluation.

Connect Assignments (15%): Read the “COURSE INFORMATION” Section.

Midterms (two midterms 25% each): As a multi-section course, the midterm examinations in ADMS 2510 are scheduled outside of class on a Saturday afternoon. The midterm examinations will consist of four questions. Each question will be worth 25 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 the examination. **You’ll not be allowed to write the exam if you are late 30 minutes or more for the exam.**

If a midterm exam will be missed due to a valid reason approved by your course director, you are required to write the alternative examination (see weekly timetable for specific time and date). If you also miss the alternative midterm examination, you will need to write the midterm examination in the next term, subject to the course director’s approval. If you have a conflict with the midterm, please communicate this conflict by emailing to your course director at least two weeks in advance of the midterm.

If you miss a midterm exam, the weight can be transferred to the Final Exam. The Final can be a maximum of 70% of the course. Connect assignments and quizzes CANNOT be transferred.

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.
- (2) 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 adms2510@yorku.ca within 4 calendar days after the regular exam with an attachment of your APS, and mail the original APS to the main office (the date stamped on the envelop must be on or before the designated deadline). 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.
- (3) 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.
 - (4) The alternate midterm exam is scheduled following the regular midterm exam. 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. In such case, all students who have submitted the APS or other valid documents within the scheduled deadline will be allowed to write the alternate exam. However, if later your document was not approved, your grade would be recorded as zero even if you wrote the alternate exam.
 - (5) If you have a prolonged illness that prevents you from writing both the regular and alternate midterm exams, you need to submit the first APS to the main office within 4 calendar days of the first exam and the second APS within 4 calendar days of the alternate midterm 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 you can't defer both your midterm exam and final exam. If this happens, either your midterm grade or final exam grade will be recorded as zero.
 - (6) 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.

Final examination (35%): This examination is scheduled by the York Registrar for the formal examination period from, and thus the date of the examination is not known when this course outline is issued. It will consist of five questions. Each question will be worth 20 marks out of 100 marks. Of the five questions, 4.5 questions will be similar to the exercises and problems from the back of assigned textbook chapters. One half of a question will test the material covered in week 11 regarding data analysis. You should not book travel plans in this period. Exact date is published around week 10. Consult the York University website for official timetable information. **You will not be allowed to write the exam if you are late 30 minutes or more 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.

Concerns with Marking

If you have any concern with the marking of your work, contact your course director in class or through email to have your concern addressed. Note, as there is a certain amount of judgment in marking, the entire exam or assignment may be re-marked, and the overall

mark could go up, stay the same, or fall. Please note, if you wrote in pencil the paper may not be re-marked if the course director cannot decide if the writing is original.

COURSE INFORMATION

Course Description

This first course in management accounting introduces students to the use of management accounting information for decision-making, planning and control in a wide range of organizations. Specifically, students learn the basic techniques of management accounting and, to a lesser extent, learn to apply those techniques through quantitative questions.

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.

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:

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 Bocher et al., Cost Management: A Strategic Emphasis, 8th, © 2019, McGraw-Hill Education

ISBN: 978-1-260-09172-4

Connect is required to complete the online course assignments. 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. The step by step purchase and registration videos are provided below.

<https://youtu.be/Rgv4qubhaZc>- Digital Only Purchase Direct from MHE

<https://youtu.be/amuBNCjVWGo>- Purchase with Access Code via Bookstore

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

Connect Registration Instructions

To register for Connect (or purchase online); go to your section’s Connect web address listed below. Note: You will not be able to register to your Connect course until April 29, 2019, when registration opens.

When registering in Connect do the following: where it asks for last name type your student number leave a space blank and type your last name; and when it asks for your name, just type your name. If you do not include your student ID before your last name, we will not be able to properly identify you and assign a grade to you for the e-book quizzes which will be done online through the e-book.

Section	Course Director	Connect URL
A	Amy Kwan	https://connect.mheducation.com/class/a-instructor-fall-2019---section-a---amy-kwan
B	Roberto Umana	https://connect.mheducation.com/class/a-instructor-fall-2019---section-b---roberto-umana
C	Amy Kwan	https://connect.mheducation.com/class/a-instructor-fall-2019---section-c---amy-kwan
D	Gary Spraakman	https://connect.mheducation.com/class/a-instructor-fall-2019---section-d---gary-spraakman
E	Robert Murison	https://connect.mheducation.com/class/a-instructor-fall-2019---section-e---robert-murison
F	Amy Kwan	https://connect.mheducation.com/class/a-instructor-fall-2019---section-f---amy-kwan

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.

Connect web address (by section):

1. Go to the Connect Web Address for your section or provided your course director.
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 course director name, and the email address you used to register for Connect.

Online Connect Assignments

The Connect LearnSmart (5%) and the Connect Homework 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.

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**.

Connect LearnSmart (5%) include quiz-type questions for you to self-assess your understanding after finish reading each chapter. Students have unlimited attempts for LearnSmart questions.

Connect Homework Assignments (10%) include quantitative and algorithmic questions. Students are allowed 3 attempts to finish the assignments #1 to #10 and only your best attempt will be recorded by professor when exporting your Connect Assignment grades. There is no time limit for each attempt. Students can work on these assignments over time and their work and progress will be saved. 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

For students to access the detailed feedback:

1. Click “See Report” next to the any submitted assignment
2. On the next screen, find the assignment for which you would like to view feedback
3. Click into your final attempt
4. You should see each question with detailed feedback

Connect Schedule

Learn Smart Quizzes	Assignments	Chapter week	Assignment Coverage	Textbook	Start Date	Due Date
LearnSmart Chapter 1		1		Blocher	01-Sep	24-Sep
LearnSmart Chapter 2		1		Blocher	01-Sep	24-Sep
LearnSmart Chapter 3		1		Blocher	01-Sep	24-Sep
	Assignment #1		Ch1 to Ch3	Blocher	01-Sep	24-Sep
LearnSmart Chapter 9		2		Blocher	01-Sep	24-Sep
	Assignment #2		Ch9	Blocher	11-Sep	01-Oct
LearnSmart Chapter 8		3		Blocher	11-Sep	01-Oct
LearnSmart Chapter 4		3		Blocher	11-Sep	01-Oct
	Assignment #3		Ch4 & Ch8	Blocher	11-Sep	01-Oct
LearnSmart Chapter 5		4		Blocher	11-Sep	01-Oct
	Assignment #4		Ch5	Blocher	11-Sep	01-Oct
LearnSmart Chapter 6		5		Blocher	11-Sep	01-Oct
	Assignment #5		Ch6	Blocher	11-Sep	08-Oct
LearnSmart Chapter 7		6		Blocher	18-Sep	09-Oct
	Assignment #6		Ch7	Blocher	18-Sep	15-Oct
LearnSmart Chapter 10		7		Blocher	18-Sep	23-Oct
	Assignment #7		Ch10	Blocher	18-Sep	29-Oct
LearnSmart Chapter 11		8		Blocher	02-Oct	30-Oct
	Assignment #8		Ch11	Blocher	02-Oct	05-Nov
LearnSmart Chapter 14		9		Blocher	02-Oct	06-Nov
	Assignment #9		Ch14	Blocher	02-Oct	19-Nov
LearnSmart Chapter 13		11		Blocher	02-Oct	20-Nov
	Assignment #10		Ch13	Blocher	02-Oct	26-Nov

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. Attending class lectures is essential to help you better understand class materials and allow you chances to ask course directors course-related questions face to face.

Practice Problems

There are lots of practice problems and solutions in your textbook. As you will be tested with questions modified from the textbook, 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 more exercises and problems. You are expected to spend substantial amount of time on problems. For problems you are still confused after understanding textbook materials and reviewing solutions, you could seek help by asking your course director in class, attend tutorial sessions, or email your course director.

Tutorial 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 during each tutorial session, the TA is available to address questions you have in person. When the TA is getting multiple questions on a single theme, this will usually turn into a group teaching moment.

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	14-Sep	10am to 12noon	CLH-K	1-38, 1-45, 2-44, 2-51, 3-49
2	21-Sep			9-30, 9-31
3	28-Sep			8-37, 8-38, 4-44, 4-49,
4	05-Oct			5-40, 5-42
Reading Week	12-Oct			
5	19-Oct			6-32, 6-41
6	22-Oct			7-40, 7-44
7	02-Nov			10.25, 10.31
8	09-Nov			11-23, 11-38
9	16-Nov			13-29, 13-49
10	23-Nov			14-28, 14-47
11	30-Nov	Review		

Who do I email for what?

All computing issues - contact: helpdesk@yorku.ca

All administrative questions, textbook materials, and chapter problems – contact the Course Director. Course Directors answer all administrative questions and questions related to the textbook materials and than end-of-chapter questions. If you want help with a problem, please email it to your course director. It is important that your email be properly labeled and show the calculations you have made. **Make sure you send your message from your yorku.ca email account.** For security reasons, we might not respond to Gmail/Hotmail etc. **Make sure to include your name, student number, and section number in all your emails.** This course has many students, it is important for you to follow the email protocol. Messages that do not follow the above email protocol might be returned to you asking for re-submission or might be recognized as junk mail and will not be addressed.

When do I contact the Course Coordinator?

Contact the Course Coordinator If you do not hear from the email Course Director within 48 hours (excluding weekends and holidays), or if you feel your questions/concerns are not properly addressed by the Course Director, please email the course coordinator.

Course Website

All course materials are contained on the Moodle website under the course code ADMS2510. The website has restricted access; you will have to log in with your York Passport account.

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 all even numbered exercises and problems from the textbook. Due to copyright requirements, not all solutions can be posted on the course website. If you would like to review solutions for odd numbered exercises and problems, you need to email your course director and share your attempt or bring it to the Saturday tutorial. Your attempted solutions will then be used to provide guidance on how to solve the problem.

WEEKLY TIMETABLE AND DUE DATES

All textbook appendices are covered in ADMS 2510

	Week		Textbook Chapters	CLASS WORK (Minimum)
1	04-Sep	10-Sep	Chapters 1, 2, 3: Cost management and strategy implementation	1-48, 1-50, 2-61, 2-63, 3-43, 3-56
2	11-Sep	17-Sep	Chapter 9: Cost-Volume-Profit analysis	9-37, 9-42, 9-50
3	18-Sep	24-Sep	Chapter 8: Cost estimation Chapter 4: Job Costing	8-39,8-42, 8-53 4-48, 4-52
4	25-Sep	01-Oct	Chapters 5: Activity-based costing	5-27, 5-28, 5-36
5	02-Oct	08-Oct	Chapter 6: Process costing	6-34, 6-50, 6-51
	05-Oct		Common Midterm 1 exam, covering chapters 1,2,3,4,5,8,9	
6	09-Oct	15-Oct	Chapter 7: Cost allocation	7-34, 7-39, 7-48,
7	23-Oct	29-Oct	Chapter 10: Budgeting	10-30, 10-38, 10-43
	02-Nov		Common Midterm 2 exam, covering chapters 6,7,9,10	
8	30-Oct	05-Nov	Chapter 11: Decision making	11-30, 11-34, 11-36
9	06-Nov	12-Nov	Chapter 11- Continued, Capter 14: Operations performance measure, variance analysis	13-32, 13-40, 13-45, 13-48
10	13-Nov	19-Nov	Capter 14: Operations performance measure, variance analysis	14-23, 14-25, 14-43, 14-51,
11	20-Nov	26-Nov	Chapter 13: Product costing, etc. Data analytics: See notes on Moodle	13-32, 13-40, 13-45, 13-48 Data analytics: See notes on Moodle
12	27-Nov	03-Dec	Review	
			Final exam, comprehensive	

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 <https://sas-app.laps.yorku.ca/>

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>

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)