**SUMMER 2020**

**‘Elements of Law: Part One’**

**(AP/ADMS 2610 3.0- SECTION B, TUESDAYS: 4 p.m. to 7 p.m.)**

**(Note: Subject to Further Revision)**

Faculty of Liberal Arts and Professional Studies

School of Administrative Studies

York University

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**1: Course Director:**

**ROBERT LEVINE**

Phone: (905) 889-9361

Email: [r\_levine@rogers.com](mailto:r_levine@rogers.com)

As this is an online course, there are no formal office hours. All phone calls and emails will be returned within 24 hours.

**Required Texts:** The required text for the course is ***Contemporary Canadian Business Law, Principles and Cases***, (2012) 10th or 11th Edition, J.A. Willes & J.H. Willes, McGraw-Hill Ryerson (“Textbook”) which is available in the York University Bookstore.

See the next page for all **Important Dates**

**2. Important Dates:**

Please refer to: <http://www.registrar.yorku.ca/enrol/dates/index.htm> for a list of important

dates.

The last date to drop the course without receiving a grade is **July 17th**.

Students who are not enrolled **by July 17th** will not be admitted into the course without Faculty Permission. **Please note that Course Directors cannot give permission to any student to enrol in the course at any time.**

**Also note that the Course Withdrawal Period** (withdrawing from a course and

receiving a W on the transcript) **is July 18th to August 12th**

**The last day to drop a course without receiving a grade is July 17th**

**Classes begin: May 11th – this class begins on May 14th**

**Summer Reading Week** (No classes, University open) **June 23rd to June 26th**

**Summer Classes End: August 12th**

**Summer Study Days** (No classes, University open) **August 8, 9, 11 and 13.**

**Summer Examinations: August 14th to August 21st**

**MID-TERM EXAM: Held During Session Six or Seven (At My Discretion)**

Students who write the mandatory quiz but do not write the midterm will have their final grade calculated as follows: QUIZ 15%, EXAM 85%

Students who for any reason do not attend the mid-term of the section they are enrolled in will not be permitted to write the mid-term

NOTE: If a mid-term is written and the course is not dropped by the drop date, then the mid-term mark will count towards the final grade.

**‘Elements of Law: Part One’**

**(AP/ADMS 2610 3.0)**

**Course Outline**

**Course Description**: This course is intended to provide students with the basic legal principles and frameworks that are necessary when one is operating within a business context. The course will introduce students to the fundamental building blocks of business law, contracts and torts (e.g., negligence). This will be followed by a discussion of the legal aspects of the different forms of business organization including: sole proprietorships; partnerships; and corporations. Other important areas of business law to be covered include: employment law; consumer law; competition law; environmental law; bailment; real estate law (including mortgages); as well as intellectual property. The course is not designed to turn students into lawyers, but to provide them with the basic knowledge and understanding of legal principles so that they are more fully aware of the legal implications of their actions in business and can more easily navigate within the Canadian legal system.

**\* Note: Not only does Law have its own language, but its concepts and terms are more commonly expressed in formal legal English language and grammar, which students will have to understand and apply for examination purposes. Accordingly, students should ensure that they have a good to excellent comprehension of formal English language and grammar, otherwise they take the course at their own risk.**

**Course Learning Objectives:**

The primary learning objectives of this course are as follows:

1. To have a basic understanding of the key legal concepts and principles that relate to business activity, whether as an owner, professional, employee, manager, executive, or director.
2. To become more aware of the legal implications that can arise while engaged in business activity in order to know when to engage the assistance of a lawyer, as well as how to be a more informed and knowledgeable legal client.
3. To develop critical decision-making skills via the application of concepts and legal principles to business cases.

**Student/Course Grading:**

|  |  |  |
| --- | --- | --- |
| **Assignment** | **Grade Weight** | **Date** |
| 1) Mandatory Quiz - online | 15% of final exam grade for students who do not write the midterm examination | June 16th **-** (See Note 1 below) |
| 2) Mid-Term Exam - online | 40% | June 30th |
| 3) Final Exam - online | 60% | During the Final Exam Period |
| ***TOTAL of (2) and (3)*** | **100%** |  |

***Mid-Term***: The Mid-term Examination will cover materials discussed during Sessions 1 through 6 of the course. The Mid-term Examination will be closed book and will take place during either session six or seven. It may consist of a variety of questions such as multiple choice, true/false, short answer, and/or case analysis questions. Format of the midterm exam will be provided prior to the exam itself.

***Final Exam***: Subject to change, the final exam is cumulative of all of the material covered in the course, is closed book, and will take place during the final exam period. You are also entitled to have a print or electronic language to language dictionary as an aid, to assist in translation *only*.

**NOTE 1**: Generally, where a student does not write the midterm examination, there is no deferred midterm examination. Student progress from the commencement of the course to the midterm exam will be evaluated out of 15 per cent. The form of evaluation will be determined solely by the Course Director, generally in the form of a Quiz. Where a student does not write the midterm exam, the evaluation out of 15% will be attributed to the student in place of the midterm mark, making the total weight of the student’s final exam 85% of the course grade.

**Expectations and Participation**

In general, the readings each week for the course will be quite heavy, but it is important that you take the time to do the readings and not leave them behind. This will help with one’s understanding of the material presented during the Topics/Lectures. It is also important to read all the practice cases/summaries weekly within the time specified in the syllabus so you will not fall behind. **Moreover, not only does Law have its own language, but its concepts and terms are more commonly expressed in formal legal English language and grammar, which students will have to understand and apply for examination purposes.**

**SUMMER 2020 ADMS 2610, SECTION A, SYLLABUS**

(read very carefully and follow deadlines set)

Note : The syllabus has been arranged to set out the materials that you should be covering on a weekly basis, although being an Internet course, you are free to allot your time as you see fit, which means you may wish to work ahead and cover more materials than are posted for a specific week. As a caution, do not fall behind.

**TOPIC 2: SESSION/LECTURE 1**: **INTRODUCTION:** **May 12th** (completed by May 18th)

**INTRODUCTION:**

Subject: Sources of law (Common law, Equity, Statute law); Constitution; Canadian Charter of Rights and Freedoms; Judicial System; Civil Court Procedure; Administrative Tribunals; Alternative Dispute Resolution (ADR); Legal Profession

Note: The posted written summaries will replace the above content.

Readings: Text: none;

Written Summaries:

***Introduction and Getting Some Terms Straight***;

***Highlights of Session 1, Part 1***

***Highlights of Session 1, Part 2***

Corresponding audio lectures.

Assigned Practice Questions.

**LEARNING OUTCOMES FOR SESSION 1:**

Introduce students to Unit 1 topics, principles and concepts

Demonstrate understanding of the topics, principles and concepts presented in the Introduction, Highlights of Session 1, Parts 1 and 2 by applying them to case scenarios/studies.

**PRIMARY READINGS:**

**WRITTEN SUMMARIES**: 1. Introduction and Getting Some Terms Straight

2. Highlights of Session I, Part 1

3. Highlights of Session 2, Part 2

and/or audio lectures

**TEXT**: No Readings

**TOPIC 3: SESSION/LECTURE 2: CONTRACTS, PART 1: May 19th** (completed by May 25th)

Subject: Elements of a Valid Contract; Intention; Offer and Acceptance; Consideration; Quantum Meruit; Debtor-Creditor; Capacity; Legality; Form and Writing; *Statute of Frauds*

***What is a Contract***

***Formation of Contract***:

***The Concept of Consideration Revisited***:

Generally ;

Past & Fresh Consideration ;

Consideration in Debtor & Creditor Law;

The Doctrine of Promissory Estoppel;

The Seal as Consideration

***Capacity: Minors, Drunken Individuals, Mental Incompetents, Corporations, Labour Unions, Bankrupt Persons***.

***The Requirement of Legality***: Illegal Contracts, Licensed and Unlicensed Individuals;

***Requirements of Form and Writing*** : Guarantees and Contracts re Land

***Parol EvidenceRule***

Assigned Practice Questions.

**LEARNING OUTCOMES FOR SESSION/LECTURE 2:**

Introduce students to Session 2 topics, principles and concepts.

Demonstrate understanding of Contracts, Part 1 topics, principles and concepts by applying them to case scenarios/studies.

**PRIMARY READINGS**:

Text: 11th Ed . Chapter 7 (Pages 116-133) 10th Ed. (Pp. 114-131); Chapter 8 (Pages 137-147) (Pp. 136-146);

Chapter 9 (Pages 151-165) 10th Ed. (Pp. 151-165);

Chapter 10 (Pages 175-187) (Pp. 175-190)

**See next page for Topic 4 : Session/Lecture 3 : CONTRACTS, PART 2**

**TOPIC 4 : SESSION/LECTURE 3: CONTRACTS, PART 2 : May 26th** (completed by June 1st)

Subject : Mistake, Misrepresentation (Innocent, Negligent, Fraudulent), Undue Influence, Duress, Privity of Contract, Assignment.

**LEARNING OUTCOMES:**

Introduce students to Session 3 topics, principles and concepts.

Demonstrate understanding of Contracts, Part 2, topics, principles and concepts by applying them to case scenarios/studies.

**PRIMARY READINGS:**

**11TH Edition**: Chapter 11 (Pages 192-206) **10TH Edition**: (Pages 194-208)

Chapter 12 (Pages 212-221) (Pages 214-223)

**TOPIC 5 : SESSION/LECTURE 4 : CONTRACTS, PART 3 : June 2nd** (completed by June 8th)

SUBJECT: Performance, Breach, Duty to Mitigate, Remedies for Breach (Liquidated Damages; Specific Performance; Injunction)

Readings: Text: 11th Ed. Chapter 11 (Pages 192-206) 10th Ed. (Pp. 194-208);

Chapter 12 (Pages 212-221) (Pp. 214-223);

Assigned cases by Instructor

**TOPIC 6 : SESSION/LECTURE 5 : TORT LAW : June 9th** (completed by June 15th)

**TORT LAW :**

Subject: Intentional Torts (Defamation, Libel and Slander); Business-Related Torts and Crimes; Unintentional Torts; Vicarious Liability; Occupiers’ Liability; Negligence (Causation; Duty of Care) Concept of Foreseeability; Manufacturer’s Liability; Tort Defences (Contributory Negligence, Act of God; Waiver; Release; Statute of Limitations); Remedies

Professional Standards and Professional Obligations; Professional-Client Relationship; Accountants; Lawyers

**LEARNING OUTCOMES:**

Introduce students to SESSION 5 topics, principles and concepts.

Demonstrate understanding of Tort Law topics, principles and concepts by applying them to case scenarios/studies

Readings: Text: 11th Ed. Chapter 4 (Pages 60-76) 10th Ed. (Pp. 60-76);

Chapter 5 (Pages 80-95) (Pp. 80-94) Chapter 6 (Pages 100-111) (Pp. 99-100)

Assigned practice questions.

**TOPIC 7: SESSION/LECTURE 7: QUIZ and FORMS OF BUSINESS**: **June 16th** (Forms of Business completed by July 6th. Note: Forms of Business is not on the midterm)

**QUIZ: It is mandatory and all students must write it. It will be given on-line and you will access it through the course website, and answer it through the course website. I will try to provide instructions to aid you in doing this. It will be 1 hour long and will be open book. For those students who do not write the midterm examination, this quiz will be valued at 15% of your final exam mark.**

Subject: Sole proprietorship; Partnership; Liability of a Partnership for Acts of Employees; Rights and Duties of Partners to One Another; Dissolution of Partnership; Limited Partnership; Limited Liability Partnerships;

Nature of a Corporation; Methods of Incorporations; Articles of Incorporation.

Nature of a corporation; Shareholders’ Agreements; Corporate Securities; Duties and Responsibilities of Directors; Director’s Liability; Defence of Due Diligence; *Sarbanes Oxley Act*; Shareholders’ Rights; Purchase and Sale of a Corporation; Franchises.

**LEARNING OUTCOMES:**

Introduce students to SESSION 7 topics, principles and concepts.

Demonstrate understanding of Forms of Business, topics, principles and concepts by applying them to case scenarios/studies

**READINGS**

Text: Chapter 16 (Pages 284-299);

Chapter 17 (Pages 303-311)

Chapter 17 (Pages 311-326)

**READING WEEK : June 23 to June 26**

**MIDTERM EXAMINATION: June 30th, Online**

**TOPIC 8: SESSION/LECTURE 8: AGENCY LAW, BAILMENT AND EMPLOYMENT LAW: July 7th** (completed by July 12th)

Subject: Role of an Agent; Agency by Express Agreement; Duties of Parties; Agency by Conduct or Estoppel; Agency by Operation of Law; Ratification of Contracts by the Principal; Agency Relationship; Nature and Types of Bailment; Bailor-Bailee Relationship; Contract of Employment; Duties of the Employer; Duties of the Employee; Termination of the Contract of Employment; Dismissal and Wrongful Dismissal.

**LEARNING OUTCOMES:**

Introduce students to SESSION 8 topics, principles and concepts.

Demonstrate understanding of Agency Law, Bailment, and Employment Law, topics, principles and concepts by applying them to case scenarios/studies

READINGS: Text: Chapter 9 (Pages 166-168);

Chapter 15 (Pages 266-279);

Chapter 19 (Pages 349-367).

Chapter 21 (Pages 408-427)

Chapter 22 (Pages 386-401)

Assigned Practice Cases

**SESSION/LECTURE 9: GOVERNMENT REGULATION OF BUSINESS: July 13th** (completed by July 20th)

**Subject:** Consumer Protection Legislation; Consumer Safety; Consumer Information; Consumer-Product Quality and Performance Protection; Consumer Protection Related to Business Practices; Credit-granting Consumer Protection; Credit Reporting Consumer Protection; Restrictive Trade Practices; Mergers; Conspiracies and Combinations in Restraint of Trade; Offences Relating to Distribution and Sale of Products; Civil Actions under the Competition Act; Environmental Legislation; Environmental Responsibility.

**LEARNING OUTCOMES:**

Introduce students to SESSION 9 topics, principles and concepts.

Demonstrate understanding of topics, principles and concepts relating to Consumer Protection Legislation; Consumer Safety; Consumer Information; Consumer-Product Quality and Performance Protection; Consumer Protection Related to Business Practices; Credit-granting Consumer Protection; Credit Reporting Consumer Protection; Restrictive Trade Practices; Mergers; Conspiracies and Combinations in Restraint of Trade; Offences Relating to Distribution and Sale of Products; Civil Actions under the Competition Act; Sale of Goods Act, Environmental Legislation; Environmental Responsibility, by applying them to case scenarios/studies.

READINGS: Text: 11th Ed**:** Chapter 27(pages 536-550)10th Ed (Pp 532-545)

Chapter 32 (pages 631-646) (Pp 630-643)

Chapter 34 (pages 671-680) (Pp. 668-677)

Assigned practice exercises

**TOPIC 10: (Part 1) SESSION/LECTURE 10: INTELLECTUAL PROPERTY: July 21st** (completed by July 27th)

Subject: Patents; Trademarks; Trade Marks Act; Franchises; Copyright; Copyright Act

**LEARNING OUTCOMES:**

Introduce students to SESSION 10 topics, principles and concepts.

Demonstrate understanding of Patents; Trademarks; Trade Marks Act; Copyright; Copyright Act, and Franchises by applying them to case scenarios/studies.

**READINGS**: Text: 11th Ed- Chapter 26 (Pages 510-531) 10th Ed (Pp 507-527)

Assigned Practice Cases

**TOPIC 10: (Part 2) SESSION/LECTURE 11: REAL PROPERTY LAW: July 28th** (completed by August 3rd)

**Subject:** Easements; Restrictive Covenants; Fixtures; Title to Land; Registration of Property Interests; Nature of Mortgages; Priorities; Rights and Duties of the Parties; Special Clauses; Discharge of Mortgage; Assignment; Sale of Mortgaged Property; Default, Foreclosure and Sale; Business Applications of Mortgage Security; Leasehold Interest; Creation of a Tenancy; Rights and Duties of the Landlord and Tenant; Rights of a Landlord for Breach of the Lease; Rights of a Tenant for Breach of the Lease

**LEARNING OUTCOMES:**

Introduce students to SESSION 11 topics, principles and concepts.

Demonstrate understanding of Easements; Restrictive Covenants; Fixtures; Title to Land;

Registration of Property Interests; Nature of Mortgages; Priorities; Rights and Duties of the Parties; Special Clauses; Discharge of Mortgage; Assignment; Sale of Mortgaged Property; Default, Foreclosure and Sale; Business Applications of Mortgage Security; Demonstrate understanding of Leasehold Interests; Creation of a Tenancy; Rights and Duties of the Landlord and Tenant; Rights of a Landlord for Breach of the Lease; Rights of a Tenant for Breach of the Lease by applying them to case scenarios/studies.

**READINGS**: Text: 11th Ed. Chapter 22 (pages 442-447) 10th Ed. (438-439; 443-448)

Chapter 23 (pages 455-470) (453-468)

Chapter 24 (pages 475-487) (473-487)

Assigned Practice Cases

**TOPIC 11: SECTION/LECTURE 12: SECURITY FOR DEBT, NEGOTIABLE INSTRUMENTS and INTERNATIONAL BUSINESS TRADE**: **August 4th** (completed by August 10th)

Readings: Written Summaries:

Negotiable Instruments

Security for Debt

First 4 pages of Chapter 33 on International Business Trade

No Audio Lectures unless otherwise posted before the end of the course.

**LEARNING OUTCOMES**:

Introduce students to SESSION 12 topics, principles and concepts.

Demonstrate understanding of the provisions and importance of the Sale of Goods Act, the principles applying to security for debt, the principles applying to negotiable instruments and a brief introduction to International Business Trade/Law

**Please note that one or more of these topics will be covered in earlier session/lectures of the course, because there are only 12 weeks in the semester.**

**READINGS**: Pages in the Text will be specified.

**AUGUST 11th – Study day, no lecture**

|  |
| --- |
| **FINAL EXAMINATION**: 2 to 3 HOURS (CLOSED BOOK) |

**LIST OF HOLIDAYS AND UNIVERSITY CLOSURES:**

|  |  |
| --- | --- |
| Victoria Day - University closed | May 18th |
| Canada Day - University closed | July 1st |
| Civic Holiday - University closed | August 3rd |

**RELEVANT UNIVERSITY REGULATIONS**

**Also available at**[**https://sas.laps.yorku.ca/students/**](https://sas.laps.yorku.ca/students/)

**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 midterm test paper may not be re-marked if the course director cannot decide if the writing is original*

**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>

As communicated to the University community on March 13, 2020, Senate Executive has agreed **to waive until further notice the requirement for students to submit an Attending Physician’s Statement in support of a request for deferred standing or petitions**

To apply for deferred standing, students must register at: <https://sas-app.laps.yorku.ca/>

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>

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.

Your instructor does not make determinations about deferred exams. Please seek permission from the faculty directly**. If you miss the deferred final exam you may petition to extend the deferred standing agreement. In the event your request for deferral is denied, information on the petition process is found at:**

[**http://www.yorku.ca/laps/council/students/petitions.html**](http://www.yorku.ca/laps/council/students/petitions.html)**Students petitioning should bring their course performance summaries to the Administrative Studies office (Rm 282 in Atkinson) without the course director signature.**

**Academic Honesty:**

The Faculty of Liberal Arts and Professional Studies considers breaches of the Senate Policy on Academic Honesty to be serious matters. To quote the Senate Policy on Academic Honesty. The 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.

*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/secretariat/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.

**Writing Alternate Exams**:

Alternate Exam and test requests must be submitted **at least three (3) weeks in advance of the scheduled test dates.** Late requests to book tests or exams will not be accepted by the Alternate Exams online request system. It is the student's responsibility to check the e-mail regularly for notifications regarding changes or updates concerning Alternate Exam and Test Scheduling services.

To reschedule an exam or test for students currently registered with Counselling & Disability Services, follow these steps.

1. **Scheduling is dependent on space availability.** If you have been corresponding with your course instructor by e-mail and have confirmation of their approval to reschedule, you may upload, attach or send a copy of the e-mail as an electronic signature from the course instructor. Note that it is not recommended to correspond with the course director only, a School of Administrative Studies staff needs to be copied.
2. If permission is granted by the School of Administrative Studies through the deferred exam app, **complete and submit** a signed [Alternate Exam and Test Rescheduling Request Form](http://altexams.apps01.yorku.ca/pdf/rescheduling_form.pdf) **at least five (5) business days in advance of the rescheduled exam/test date**. Remember to attach the print out from the DSA system at the School of Administrative Studies. This applies only to final exams: Submit your request to defer the exam to the School of Administrative Studies following the guidelines provided above (do not contact only your course director because deferred exams are managed by the School not the professor). Once you have created a ticket you can see and print the date of the deferred exam, please communicate that to the Alternate Exam Center (that is equivalent to the permission of your course director).
3. Review the [Policies and Procedures](http://altexams.apps01.yorku.ca/policies-and-procedures)for writing your rescheduled exam/test.
   * *Please use Microsoft Internet Explorer, Google Chrome, Apple Safari or Adobe Acrobat to fill out the online form in your browser or save it and open with Adobe Acrobat.*
4. **Note:**If you are requesting to reschedule an exam/test as a religious accommodation, ensure that you check the box located on the top of the form. Information regarding religious observance policy and accommodation can be found in the [York Courses Web site](https://w2prod.sis.yorku.ca/Apps/WebObjects/cdm.woa/wa/regobs).
5. If you are submitting a request to write an exam or test on a date that falls **after the Faculty deadlines for submission of deferred final grades**, you must [petition for deferred standing](http://www.registrar.yorku.ca/exams/deferred/) through your home Faculty. In this circumstance, **submit an Alternate Exam and Test Rescheduling Request Form only if your petition is granted**.