

ADMS 4590 Comprehensive Cases and Multi-Subject Accounting Problems
 Course Outline
 Winter 2022, ALL SECTIONS

Course Day/Time & Course Director:

The following table provides the day of the week/time of day and Course Director for each section. Students MUST only attend the section to which they are enrolled.

Section	Day/Time – 3 hrs	Delivery method/Location	Course Director, contact	Start Date
M	Monday 11:30	<p>Sessions 1 & 2 will be held by remote synchronous classes (zoom link on course website)</p> <p>The midterm and the final exam held remotely.</p> <p>All other sessions, sessions 3 and beyond will be held in-person on campus (VC 102)</p>	Sandra Iacobelli siacobel@yorku.ca	Jan 10
O	Monday 16:00	<p>Sessions 1 & 2 will be held by remote synchronous classes (zoom link on course website)</p> <p>The midterm and the final exam held remotely.</p> <p>All other sessions, session 3 and beyond, held in-person on campus. (Room R S123)</p>	Same as above	Jan 10
Q	Thursday 19:00	<p>All classes held by remote synchronous classes.</p> <p>The midterm and the final exam held remotely.</p>	Same as above	Jan 13

Delivery Method

Section M & O

The first two sessions held on Jan 10 and Jan 17 will be delivered remotely. All other subsequent sessions will be delivered in person on campus in the location specified. The midterm and final exam will also be held remotely.

Participation, Presentation and Analysis

Most classes will consist of group discussions and class discussions. Every student is expected to contribute by actively engaging in both group and class discussions.

Participation marks will be assigned for participation in discussions and attendance. Students failing to attend classes on regular basis and hence not participating in class discussions will receive a failing participation grade.

Starting in Week 2, students are also responsible for submitting their weekly outline on the assigned case of the week on eclass.

Both the midterm and final exam will be remotely online. This is to ensure consistency with the other section (s).

Peer evaluation will be completed at the end of the term.

Section Q:

All sessions will be held with remote synchronous classes.

Please note that this is a course (**Section Q only**) depends on remote teaching and learning. There will be no in-person interactions or activities on campus. Classes will be conducted using the Zoom platform and will be delivered synchronously during class scheduled times.

Audio, microphone and video capability must also be available. During the class time, students will be engaged in various activities which will require speaking to the entire class or in groups, completing assigned tasks and submitting them to EClass. It is strongly recommended to join the Zoom class with a laptop/desktop computer. Other types of devices will not have the appropriate functionality to take part in the assigned class activities.

Links to the Zoom meetings will be posted each week on the course website.

Technical Requirements for the Remote Classroom:

Equipment requirements: This course will be delivered remotely through scheduled classes over the Zoom platform. You will need the following equipment to successfully partake in the course:

- laptop/desktop computer;
- webcam and microphone;

- reliable internet connection.

Internet speed: Zoom recommends 800kbps/1.0Mbps (up/down) bandwidth for group calls. You can test their Internet speed through tests, such as [Speedtest](#), or typing into Google ‘what is my Internet speed?’

Please review the following link for full details of Zoom [system requirements](#). Minimum computer requirements are 2GHz dual core processor and 4Gb of RAM.

Quiet space: All classes will require interaction either in a group setting with fellow classmates or with the entire class, as such you will need to have access to a quiet space for the duration of your class times.

Zoom user name: For participation tracking purposes, please also ensure your zoom user name contains your legal name. If you go by a different name please include both names with your legal name in brackets.

Zoom help guides: In order to prepare for your zoom classes you may wish to partake in various training videos offered by zoom - [Zoom Help and Guides](#).

The following links provide details of zoom best practices and an additional YorkU user guide:

- [Zoom@YorkU Best Practices](#)
- [Zoom@YorkU User Reference Guide](#)

Students shall note the following:

- Zoom is hosted on servers in the U.S. This includes recordings done through Zoom.
- If you have privacy concerns about your data, please contact your course director
- The system is configured in a way that all participants are automatically notified when a session is being recorded. In other words, a session cannot be recorded without you knowing about it.

Technology requirements and EClass and Zoom can be found here – <https://currentstudents.yorku.ca/technology-protocol-for-students>

Technical Requirements for Remote Midterms and Exams:

Examinations will be conducted remotely at specified times of days outside of the regularly scheduled class time.

You will need a dedicated and quiet space to complete write your exams.

The cases used in ADMS 4590 (midterms/exams/practice tests) have many pages. It is very challenging to prepare a case response without access to a printed paper copy of the case. It is therefore highly recommended that you have access to a printer and can print your exams and cases. At the beginning of each exam you will be provided with 10 additional minutes to print the exam. It is also acceptable to use a second monitor/device to view the case while completing the exam.

Course Website:

Please refer to <https://eclass.yorku.ca>

Virtual Office Hours:

Office hours will be held by appointment through Zoom. To make an appointment and obtain a Zoom link email your Course Director.

Course Objective:

This is a capstone course intended to integrate various accounting disciplines, including financial and management accounting, assurance, finance and tax through the use of cases. Through group video, class group discussions and individual case writing, students are expected to develop a solid foundation in the application of technical knowledge to business scenarios that is required of entry level professional accountants.

Since class participation is essential in a case study setting, students are strongly encouraged to participate in both small group discussions. To facilitate class discussions, students are expected to have read the respective cases prior to each session and completed the pre-class activities.

Learning Objectives:

After completion of this course, students should be able to distinguish between substance and form of an accounting problem, be able to understand how management motivations influence their choice of accounting policies and the impact on audit planning. In situations when there are clear indications that certain standards apply, students are expected to be able to apply case facts to those specific standards; in situations where there are no specific guidance, students are expected to be able to analyze the issue based on first principles.

Furthermore, students should be able to identify and choose among different quantitative tools, perform the calculations with precision, to help them analyze, incorporating qualitative factors and make appropriate recommendations given some management decision-making scenarios.

Finally, students are expected to develop an understanding of an accountant's role in different contexts (public practice, controllership, advisory, not-for-profit) and be able to make appropriate recommendations based on supported analyses.

Specifically the following learning objectives will be achieved:

Technical competency:

- Integrate analysis of financial reporting issues, for routine and non-routine transactions, with assurance, and tax implications.
- Integrate analysis of finance transactions that small and large companies may encounter on a routine basis, with financial reporting, assurance, and tax implications
- Integrate analysis of management decisions that small and large companies may encounter on a routine basis, with financial reporting, assurance, and tax implications.

Enabling competency:

- Take into consideration ethical and professional conduct when analyzing cases
- Break down complex problems into sub-problems for analysis
- Write business memos in a professional manner
- Present analysis in front of a group with confidence
- Develop self-discipline in managing course work
- Develop leadership skills and teamwork skills in group work

Prerequisites:

This course enables students to apply their technical knowledge to complex accounting problems. Students will be required to interrelate the knowledge obtained from individual subject areas in order to identify problems, analyze data and formulate recommendations for action.

Prerequisites: 1) For students in an Honours program, 78 credits including AP/ADMS 3510 3.00, AP/ADMS 3530 3.00, AP/ADMS 4510 3.00 (or AP/ADMS 4511 3.00 or AP/ADMS 4520 3.00), AP/ADMS 4551 3.00 (or AP/ADMS 4515 3.00), and AP/ADMS 4561 3.00 (or AP/ADMS 3520 3.00).

2) for other students, these above-listed courses and an average grade of C+ or better in AP/ADMS 3585 3.00 and AP/ADMS 3595 3.00. Course credit exclusions: None.

PLEASE NOTE: THE SCHOOL OF ADMINISTRATIVE STUDIES RESERVES THE RIGHT TO DE-ENROL ANY STUDENT WHEN IT IS DETERMINED THAT A STUDENT HAS REQUESTED A COURSE WITHOUT HAVING THE NECESSARY LISTED PREREQUISITES.

ANY ENQUIRIES REGARDING PREREQUISITES SHOULD BE CLEARED PRIOR TO REGISTRATION.

Required Text & Supplies:

Financial Accounting Cases, Third Canadian Edition, (Case book) Camillo Lento, Jo-Anne Ryan, ©2020.
(Purchase 120 day e-book rental of the [e-book](#))

Course Kit (CK)

Instructions on how to purchase the course kit have been posted to the eClass site. The course kit consists of cases studies with detailed solutions. The cases purchased will be released by the instructor on a timed basis. The cases will be used as practice questions and as assessments within the course.

Course Website (CW)- All other cases will be posted on the course eClass page.

The CPA Canada Handbook (most current version). The CPA Canada Handbook is now available online through York Library (<https://edu-knotia-ca.ezproxy.library.yorku.ca/Knowledge/Home.aspx?productID=1>)

Recommended Text

Intermediate Accounting, 12th Canadian Edition, Volume 1 & 2, By Donald E. Kieso, Jerry J. Weygandt, Terry D. Warfield, Irene M. Wiecek, and Bruce McConomy .

Grading and Examinations:

Class Participation and Class Pre-work	10%
Group Case Assignment – Feb 5, 2022 @ 11:59 PM	10%
Midterm (REMOTE ALL SECTIONS) – Feb 26, 2022 (2-4 pm)	30%
Group presentation (Week 11)	10%
Final Exam (REMOTE ALL SECTIONS) TBD	40%
Course weight total	100%

Class Participation and Class Pre-work -

This component of the course grade will be evaluated based on two components: class pre-work and in-class participation.

Class pre-work: Commencing in Week 2, prior to each class students will be assigned pre-work which must be submitted into eClass prior to class. Pework will often consist of preparing a case outline, submitting specific case write-ups. Details about the required prework will be provided in the course website and also announced in class.

Class Participation: All students are expected to contribute by actively engaging in both group and class discussions. Students failing to attend the classes on a regular basis and hence not participating in group and class discussions will receive a failing participation grade.

Participation will be monitored by your instructor and include the following class activities:

- Partaking in discussion
- Participation polls
- Group and individual submissions assigned and submitted to eClass

Group case assignment

In groups of 3, students will be required to complete an analysis of a case. The case and requirements will be posted on eClass by the end of Week 3. Details of the group assignment requirements will also be reviewed during class time. Student groups will be assigned at the end of week 2.

Examinations

Midterm and the final exam will each consist of a remote open book timed case simulation(s). The examination may be held outside of class time. Refer to the detailed course schedule for the midterm date and time. Students should reference the CPA Handbook to analyze financial accounting issues. The exams will be timed and held at specific dates and times. Students will complete case responses in a Microsoft Word and Excel. Collaboration with others during the exam is not permissible. All submissions will be made to Turnitin (see course policies).

Please refer to the detailed course schedule for submission and due dates.

There are no make-up exams or alternate sittings of the midterm. Handwritten examinations will not be accepted.

Group Presentations

Groups of 5 students will prepare a 15 minute video presentation on an assigned case and also attend a live question and answer period with their course director. Video presentation requirements will be posted on the eClass and reviewed in class. Video presentations will not require group members to be physically present in one location.

Missed Exams:

If you are unable to complete the midterm examination at the pre-specified time you must inform the instructor via email within 48 hours of the exam. If a midterm examination is missed due to a valid reason such as illness or other reason approved by the Course Director, the weight of the grade of the midterm will be reallocated to the final exam. Late submissions of the midterm will not be accepted.

Course Director has the right to refuse acceptance of the APS.

Academic Honesty and Integrity:

In this course, we strive to maintain academic integrity to the highest extent possible. Please familiarize yourself with the meaning of academic integrity by completing SPARK's [Academic Integrity module at the](#) beginning of the course. Breaches of academic integrity range from cheating to plagiarism (i.e., the improper crediting of another's work, the representation of another's ideas as your own, etc.). All instances of academic dishonesty in this course will be reported to the appropriate university authorities, and can be punishable according to the [Senate Policy on Academic Honesty.](#)

Turnitin

To promote academic integrity in this course, students will be normally required to submit their written assignments to Turnitin (via the course eClass site) for a review of textual similarity and the detection of possible plagiarism. In so doing, students will allow their material to be included as source documents in the Turnitin.com reference database, where they will be used only for the purpose of detecting plagiarism. The terms that apply to the University's use of the Turnitin service are described on the Turnitin.com website.

Violation of academic honesty is a serious offense. Be sure to read the University's policy in the following link:
<http://secretariat-policies.info.yorku.ca/policies/academic-honesty-senate-policy-on/>

Class Recordings:

Students are prohibited from recording Zoom classes without the expressed permission of the course Director. Should your course Director post class recordings on the eClass course website students must abide the following:

1) the recordings should be used for educational purposes only and as a means for enhancing accessibility; 2) students do not have permission to duplicate, copy and/or distribute the recordings outside of the class (these acts can violate not only copyright laws but also FIPPA); and 3) all recordings will be destroyed after the end of classes.

Final Exam Review:

Review of final exams marking will be handled remotely through Zoom during the formal exam viewing period. To request a review, email your course Director. Deadlines for exam review are set at the end of each term, but are normally complete by the end of the month following the exam period. Students should contact the School of Administrative Studies (416-736-2100) after the deferred exam period has passed.

Course Schedule

Session	Lecture Objectives	Case & Student Preparatory Work (Note: Additional class pre-work at the discretion of the instructor will be announced in eClass)	Related Technical Topics and Handbook Sections				
Session 1 <table border="1" data-bbox="172 516 430 665"> <tr> <td data-bbox="172 516 268 589">M&O</td> <td data-bbox="268 516 430 589">Jan 10 REMOTE</td> </tr> <tr> <td data-bbox="172 589 268 665">Q</td> <td data-bbox="268 589 430 665">Jan 13 REMOTE</td> </tr> </table>	M&O	Jan 10 REMOTE	Q	Jan 13 REMOTE	Developing Professional Judgment <ul style="list-style-type: none"> - Performing an integrative case analysis - what does that mean? - Understanding the CPA Way - Application of the CPA Way to: <ul style="list-style-type: none"> o Stakeholder analysis o Financial Reporting Analysis o Reconciling and dealing with uncertainty o Fine-tuning Your Research Skills o CPA Canada Handbook (Accounting and Audit) 	Read the following: <ul style="list-style-type: none"> - Case 1: Fantasy Football (Case book) - Introduction and case framework Approach (Case Book pg 3-12 up to Step 2) - CPA Way documents (Course Website) - Applying the CPA Way to Analyze a Financial Accounting Issue (Course Website) - How to access and search the CPA Handbook (Course Website) 	Fantasy Football Financial reporting: Revenue recognition, Goodwill & intangibles (ASPE: Section 3400, 3064)
M&O	Jan 10 REMOTE						
Q	Jan 13 REMOTE						

<p>Session 2</p> <table border="1" data-bbox="172 212 453 363"> <tr> <td>M&O</td> <td>Jan 17 REMOTE</td> </tr> <tr> <td>Q</td> <td>Jan 20 REMOTE</td> </tr> </table>	M&O	Jan 17 REMOTE	Q	Jan 20 REMOTE	<p>Achieving depth in financial reporting analysis with integration of various other technical competency areas. (management accounting, tax, finance, <u>audit</u>, strategy and governance)</p> <ul style="list-style-type: none"> - Application of the CPA Way to: <ul style="list-style-type: none"> o Financial reporting analysis o Stakeholder analysis o Audit planning o Written Communication 	<p>Read and submit an outline for the following:</p> <p>Case 2a– Atomic Excellence (Course website) Case 2b – All Extreme Wrestling – <u>partial coverage</u> (Case book)</p> <p>Read – Professional Judgment Resource, Center for Audit Quality (Course Website)</p>	<p>Atomic Excellence Financial Reporting: Revenue recognition, Intangible assets, Impairment (IFRS: 15, IAS 36, IAS 28)</p> <p>Assurance: Materiality, Risk of Material Misstatement at Overall Financial Statement Level (RMM at OFSL) (CAS 315, CAS320)</p> <p>All Extreme Wrestling Financial Reporting: Revenue, Impairment, Provisions, Investment securities, long-term debt. (IFRS 15, IAS 36, IAS 37, IFRS 9, IAS 38)</p>
M&O	Jan 17 REMOTE						
Q	Jan 20 REMOTE						
<p>Session 3</p> <table border="1" data-bbox="172 862 443 1013"> <tr> <td>M&O</td> <td>Jan 24 In-person</td> </tr> <tr> <td>Q</td> <td>Jan 27 REMOTE</td> </tr> </table>	M&O	Jan 24 In-person	Q	Jan 27 REMOTE	<p>Integration of <u>financial reporting</u> analysis with various other technical competency areas (management accounting, tax, finance, <u>assurance</u>, strategy and governance)</p> <ul style="list-style-type: none"> - Application of the CPA way to: <ul style="list-style-type: none"> o Financial reporting analysis o Stakeholder analysis o Audit procedures o Critique of internal controls - Ethics 		
M&O	Jan 24 In-person						
Q	Jan 27 REMOTE						

<p>Session 4</p> <table border="1" data-bbox="170 212 422 362"> <tr> <td>M&O</td> <td>Jan 31 In-person</td> </tr> <tr> <td>Q</td> <td>Feb 3 REMOTE</td> </tr> </table>	M&O	Jan 31 In-person	Q	Feb 3 REMOTE	<p>Integration of <u>financial reporting</u> analysis with various other technical competency areas (<u>management accounting</u>, tax, finance, <u>assurance</u>, strategy and governance)</p> <ul style="list-style-type: none"> • Application of the CPA Way to: <ul style="list-style-type: none"> ○ Financial reporting analysis ○ Stakeholder analysis ○ Decision making ○ Critique of internal controls 	<p>Read and submit an outline for the following: Case 4 Hemp Co. (Course website)</p>	<p>Hemp Co. Financial Reporting: Government Assistance, Revenue, Goodwill and Intangible Assets, Asset Retirement Obligations, Property, Plant and Equipment, Impairment of Long Lived Assets, Leases (ASPE Section 3400, 3064, 3110, 3061, 3063, 3065)</p> <p>Management Accounting: Cost/Volume-Profit Relationships</p> <p>Assurance: Internal Controls</p>
M&O	Jan 31 In-person						
Q	Feb 3 REMOTE						
<p>GROUP ASSIGNMENT DUE Feb 5th @ 11:59 PM</p>							
<p>Session 5</p> <table border="1" data-bbox="170 870 422 1019"> <tr> <td>M&O</td> <td>Feb 7 In-person</td> </tr> <tr> <td>Q</td> <td>Feb 10 REMOTE</td> </tr> </table>	M&O	Feb 7 In-person	Q	Feb 10 REMOTE	<p>Integration of <u>financial reporting</u> analysis with various other technical competency areas (<u>management accounting</u>, tax, finance, <u>assurance</u>, strategy and governance)</p> <ul style="list-style-type: none"> - Application of the CPA Way to: <ul style="list-style-type: none"> ○ Financial reporting ○ Stakeholder analysis ○ Decision making ○ Audit planning 	<p>Read and submit an outline for the following: Case 5a - Chang ESL Academy (Course website)</p> <p>Case 5b - Calgary Rush – <u>partial coverage</u> (Case book)</p>	<p>Chang ESL Academy Financial Accounting: Revenue, Intangible Assets (ASPE Section 3400, 3064)</p> <p>Assurance: RMM at OFSL level, Materiality and Audit Approach</p> <p>Management Accounting: Cost-volume profit analysis, sensitivity analysis</p>
M&O	Feb 7 In-person						
Q	Feb 10 REMOTE						

<p>Session 6</p> <table border="1" data-bbox="184 212 441 362"> <tr> <td>M&O</td> <td>Feb 14 In-person</td> </tr> <tr> <td>Q</td> <td>Feb 17 REMOTE</td> </tr> </table>	M&O	Feb 14 In-person	Q	Feb 17 REMOTE	<p>MOCK MIDTERM EXAM</p>	<p>Case 6a –Case name - Mock Midterm Exam Delivered Asynchronously – see instructions on course website Students will prepare a response to sample midterm case and prepare a debrief (takeup) of their response.</p> <p>Case 6b – Mock Exam (Course Kit) – Case Take up delivered in class</p>	
M&O	Feb 14 In-person						
Q	Feb 17 REMOTE						
<p>Session 7 ALL SECTIONS REMOTE</p> <p>Feb 26th @ 2- pm</p>	<p>REMOTE MIDTERM EXAM Posted in eClass</p>						
<p>Session 8</p> <table border="1" data-bbox="184 878 434 1062"> <tr> <td>M&O</td> <td>Feb 28 In-person</td> </tr> <tr> <td>Q</td> <td>Mar 3 REMOTE</td> </tr> </table>	M&O	Feb 28 In-person	Q	Mar 3 REMOTE	<p>Integration of <u>financial reporting</u> analysis with various other technical competency areas (<u>management accounting</u>, tax, finance, audit, <u>strategy and governance</u>)</p> <p>- Application of the CPA Way to:</p> <ul style="list-style-type: none"> • Financial reporting • Stakeholder analysis • Decision making • Audit planning • Designing performance measures 	<p>Read and submit an outline for the following: - Case 8 CinePro (Course website)</p>	<p>Cinepro Financial Reporting: Revenue, Intangible assets, Impairment of Financial Assets, Assets Held for Sale. (IFRS 15, IAS 38, IFRS 5)</p> <p>Management Accounting Cost-volume-profit analysis</p> <p>Strategy and Governance Mission and Vision, Performance measures, Governance</p>
M&O	Feb 28 In-person						
Q	Mar 3 REMOTE						

<p>Session 9</p> <table border="1" data-bbox="184 248 441 396"> <tr> <td>M&O</td> <td>Mar 7 In-person</td> </tr> <tr> <td>Q</td> <td>Mar 10 REMOTE</td> </tr> </table>	M&O	Mar 7 In-person	Q	Mar 10 REMOTE	<p>Integration of Financial reporting analysis with various other technical competency areas (<u>management accounting</u>, finance, <u>audit</u>, strategy and governance)</p> <p>- Application of the CPA Way to:</p> <ul style="list-style-type: none"> • Financial reporting analysis • Stakeholder analysis • Decision making • Audit procedures 	<p>Read and submit an outline for the following: Case 9 – Composting Toilets Inc (course website)</p>	<p>Composting Toilets</p> <p>Management Accounting</p> <p>Quantitative (margin per unit) and Qualitative analysis Cash Flow</p>
M&O	Mar 7 In-person						
Q	Mar 10 REMOTE						
<p>Session 10</p> <table border="1" data-bbox="170 623 436 771"> <tr> <td>M&O</td> <td>Mar 14 In-person</td> </tr> <tr> <td>Q</td> <td>Mar 17 REMOTE</td> </tr> </table>	M&O	Mar 14 In-person	Q	Mar 17 REMOTE	<p>Integration of Financial reporting analysis with various other technical competency areas (<u>management accounting</u>, tax, <u>finance</u>, <u>audit</u>, strategy and governance)</p> <p>- Application of the CPA Way to:</p> <ul style="list-style-type: none"> • Financial reporting analysis • Stakeholder analysis • Decision making • Critique of internal controls 	<p>Read and submit an outline for the following: Case 10 – Environmentally Friendly Diapers (Course website)</p>	<p>Environmentally Friendly Diapers</p> <p>Financial Accounting: Inventory, property plant and equipment, Contingent liabilities, revenue (ASPE 3031, 3061, 3290, 3400)</p> <p>Management Accounting: NPV analysis- future viability of a product line</p> <p>Assurance: Internal controls</p>
M&O	Mar 14 In-person						
Q	Mar 17 REMOTE						
<p>Session 11</p> <table border="1" data-bbox="184 1214 436 1362"> <tr> <td>M&O</td> <td>Mar 21 In-person</td> </tr> <tr> <td>Q</td> <td>Mar 24 REMOTE</td> </tr> </table>	M&O	Mar 21 In-person	Q	Mar 24 REMOTE	<p>Integration of Financial reporting analysis with various other technical Competency areas (management accounting, finance, audit, strategy and governance)</p>	<p>Case 11 – TBD – Group project video presentations</p>	
M&O	Mar 21 In-person						
Q	Mar 24 REMOTE						

Session 12		Integration of <u>financial reporting</u> analysis with various other technical competency areas (management accounting, tax, finance, <u>audit, strategy and governance</u>) - Application of the CPA Way to: o <ul style="list-style-type: none"> • Financial reporting • Stakeholder analysis • Critique of corporate governance 	Read and submit an outline for the following: Case 12 – Bobbin Family Adventure Farm Ltd. (course website) Case 12b – Mock Exam Question - TBD (Course Kit)	Bobbin Family Adventure Financial Accounting: Revenue, Asset Retirement Obligations, Financial Instruments (ASPE Section 3400, 3110, 3856) Audit: Procedures Management Accounting Cost-volume-profit analysis, break even analysis
M&O	Mar 28 In-person			
Q	Mar 31 REMOTE			

Session 13 - ALL SECTIONS REMOTE Common Final Exam – DATE & TIME TBD		
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IMPORTANT SCHOOL AND UNIVERSITY POLICY & INFORMATION

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>

In order 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.

Note that the deferred examination may be held during the regular examination period.

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://secretariatpolicies.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.

Effective date: Dec 14, 2021