YORK UNIVERSITY
Faculty of Liberal Arts and Professional Studies
School of Administrative Studies

AP/ADMS 2511 - Management Information Systems
COURSE OUTLINE, ONCA Section A, Fall 2026

COURSE INFORMATION:

Course Instructor: Prof. Ingrid Splettstoesser
E-mail: ingrids@yorku.ca
Office hours and location: Zoom office hours, demonstrations, review, and discussion. Mondays from 2 pm to 3 pm. First Meeting: Monday, September 14. Access after you have signed in to eClass: The Zoom link is:
https://yorku.zoom.us/j/95656274920?pwd=ygDigHuqtZLJeHqu3IyPdFDu10kwOs.1

Course time and days: ONCA Online (work at your own time), except for synchronous online office hours and in-person examinations. Midterm and final examinations are in person.
eClass status site: https://yorku.ca/eClass
(eClass websites will be available before the first week of classes)

Additional office hours by appointment via telephone or Zoom.

Send emails from inside the YorkU.ca domain only. Email from outside the YorkU.ca domain may be blocked. Always close your email correspondence with your name, student number, and class section.

LAND ACKNOWLEDGEMENT:

First Nations peoples have lived on this part of Turtle Island for millennia, stewarding the land, the water and all that contributes to life in this region. Today, the culture and presence of First Nations, Inuit and Métis peoples enrich the lands and people of this territory.

More than two centuries ago, the Mississauga people welcomed settlers to this territory, providing sustenance and engaging in trade and commerce. Between 1781 and 1820, eight treaties were signed with the Mississaugas of the Credit First Nation, who opened their territory to settlement. Today, York University's Keele Campus is located on Toronto Purchase Treaty, No. 13 lands and is situated on the traditional territory of the Huron-Wendat and Haudenosaunee.

Treaty history is foundational, and it is our collective responsibility to honour the land, as we honour and respect those who have gone before us, those who are here and those who have yet to come. We are grateful for the opportunity to be learning,

working and thriving on this land, and we commit to learn the truth and be active in the process of reconciliation.

COURSE OVERVIEW:

Course description and prerequisites:

Overview of information systems and technology: how information systems are selected, designed, and managed to provide information needed to run organizations successfully. Topics include the strategic role of information systems; ethical considerations; technology; information systems risks; and security control considerations. Prerequisite: AP/ADMS 1000 3.00. Course credit exclusion: AP/ADMB 2511 3.00.

Students are personally responsible for ensuring that they have the required prerequisites as stated in the course outline or in the course calendar. Students who do not have the prerequisites are at risk of being dropped from the course at any time during the course. The department will not be responsible for refunds resulting from students being dropped from a course due to a lack of the appropriate prerequisites.

EXPANDED COURSE DESCRIPTION:

This course provides an overview of information systems and how such systems are selected, designed, and managed to enable effective decision-making needed to run organizations successfully. Students will consider the strategic role of information technology and systems within organizations and in a competitive business environment, as well as the ethical implications of information systems. This course will examine the technical foundations of information systems, their impact on organizational design and management, and their impact on knowledge accumulation and decision-making. This course also addresses the risks associated with information systems, including security, privacy and control challenges. Through this foundation, students gain an integrated understanding of how information systems shape modern organizational capabilities and strategic outcomes. Use applications such as **(ChatGPT, Draw.io and Excel)** to support problem-solving and apply course concepts, including business process modelling, data analysis, and database simulation

Course learning objectives:

This course provides an overview of the role of information systems in today's organizations and business environment. This enables discussion of their impact on organizational decision-making. Specifically, upon completing this course, you should be able to:

1. Effectively use IS (information systems) terminology in oral and written communication.
2. Explain the strategic role of IS by using Porter's competitive forces and value chain models. Consider how IS are used to respond to competitive forces.
3. Relate the components of business processes to the importance of IS for effective and efficient business process management.
4. Be aware of the main ethical and privacy issues related to IS. Identify basic IS security risks and evaluate different types of IS security controls that could mitigate them.
5. Describe the main technical elements of modern IT (information technology) infrastructure. Relate recent developments in hardware, software, networks, and databases to the IT governance process.
6. Differentiate data, information and knowledge, and apply principles of data governance and data management to manage organizational information assets.
7. Describe the main characteristics and organizational use of eCommerce, social computing, functional area information systems and inter-organizational systems, including TPS, ERP, CRM and SCM.
8. Provide applied examples of how the use of IT systems facilitates achieving organizational goals.
9. Explain the role of big data, business analytics and AI (artificial intelligence). Evaluate how different types of business analytics and AI support functional areas while considering potential ethical implications of their use.
10. Describe different IS acquisition strategies and explain the roles that a user can play in each stage of the systems acquisition or development process.
11. Use applications such as **(ChatGPT, Draw.io and Excel)** to apply course concepts, including business process modelling, data analysis, and database simulation. Use AI-supported problem solving and other techniques discussed in the course.

Course format and organization:

This ONCA course is fully online except for midterm and final examinations, which are in-person. Weekly materials are posted as Sessions in eClass, stating work to be completed that week on an asynchronous basis, with links for submissions of assignments and completion of quizzes. This outline describes each of the submission requirements briefly. For more detail, go to the eClass website.

Weekly announcements will be used to remind you of due dates and guide you through steps for work completion. Quizzes, the Excel assignment and examinations are individual work. There are group assignments that require you to sign up for a group in

eClass where each group will be working on different companies to complete the assignments.

Technical requirements:

Several platforms or software will be used in this course (e.g., eClass, PowerPoint, Adobe Acrobat, Word, Zoom, Excel, Draw.io and ChatGPT) through which students will interact with the course materials and the course director/TA, as well as with one another.

Here are some useful links for computing information, resources, and help:

- Student Guide to eClass
- Zoom@YorkU Best Practices
- Zoom@YorkU User Reference Guide
- eLearning Getting Started (LA&PS eServices)
- Student Guide to Remote and Online Learning
- Student eLearning

You will need a stable, higher-speed Internet connection to work with the class website and online quizzes. To determine Internet connection and speed, there are online tests, such as Speedtest, that can be run. If you need technical assistance, please consult the University Information Technology (UIT) Student Services web page or write to askit@yorku.ca

Using Zoom

Students shall note the following:

- Zoom is hosted on servers in the United States and Canada. Recordings done since May 4, 2022 are stored in Canada. For more information, please refer to the notes on Zoom Privacy and Security provided by Information Security at York.
- If you have privacy concerns about your data, provide only your first name or a nickname when you join a session.
- 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.

Required Course Text and Materials: NEW TEXTBOOK THIS TERM

Course text:
Rainer, Prince, Sánchez-Rodríguez, Splettstoesser and Ebrahimi. 2026. Introduction to Information Systems: Supporting and Transforming Business, Seventh Canadian Edition, John Wiley & Sons, Canada, Ltd.

Any additional required reading materials will be posted on the course website.

Warning:

(1) Photocopying more than 10% of a textbook is illegal and may involve penalties. Do not duplicate textbooks or obtain these photocopies.
(2) Students are reminded of York University's policy regarding academic dishonesty as outlined in the York student calendars and are expected to comply with those policies in the completion of their work.

TEXTBOOK PURCHASE OPTIONS

You can purchase your textbooks from York University's bookstore in one of the following ways: (Refer also to the slide deck from Wiley posted on our website under the "Textbook Options" of our website.)
Day1Digital eBook for 150 Day access via the course website link $66 (HST Exempt)
- If you miss the Opt-In in the first 2 weeks, please reach out askyub@yorku.ca to request a manual Opt-In.
OR eBook (for 150 days) with Wiley Plus $125.27 including HST
OR printed book with Wiley Plus $185.26 including HST
OR additional purchase options available from the publisher

Used textbooks may be used for this course if they are the correct edition. Note that Wiley Plus is optional (not used by the course).

Fall 2026 Drop dates: See also: York University Academic Calendar

- Last date to add a course: September 22, 2026
- Last date to drop a course without receiving a grade: November 10, 2026
- If you withdraw between November 11 and the end of classes (December 8), the course remains on your transcript without a grade and is notated as "W".

EVALUATION:

Assessment	Description and Due Dates (See also class website)	Weight %
Group work	Sign up to the group by clicking on the group sign-up link. Group sign-up and information posting assignment. Due September 25 at 11 am. Two group assignments (7% each). Due Friday October 9 and Friday November 13.	 1% 14%
Weekly quizzes	Individual multiple-choice quizzes to be completed online, submitted before 11:00 AM Friday of each week. Best 10 of 11.	10%
Midterm Examination	Session 6, Common Midterm Examination Covers Sessions 1 through 5. **Thursday, October 22 at 7:00 pm** to 9:30 pm, **Location CLH F (Curtis Lecture Hall)** (duration 2 hours and 30 minutes)	30%

	Students who miss the midterm examination may write the alternative examination on Monday, November 2 at 4 PM with appropriate documentation. Location TBA, TIME AND DATE OF alternate EXAM IS SUBJECT TO ROOM AVAILABILITY and will be confirmed	
Individual Assignment	One individual Excel assignment, details on eClass and a quiz. Due Friday November 27	5%
Final Examination	Cumulative, covering the entire course. **During regular examination schedule, December 10-22** DATE AND TIMES TBA	40%
Total		100%

Assessment components

All assignments are submitted via eClass. Examinations are in person.

Group Work Assignment

Groups of up to 6 (six) people will be working together during the term on three assignments. Details will be provided on eClass.

Online weekly quizzes

Weekly quizzes are available on our eClass course website. There will be no make-up for missed quizzes. Students registered with Student Accessibility Services (https://students.yorku.ca/accessibility) are entitled to additional time for these quizzes and should contact the instructor at the beginning of the course.

Midterm exam (in person)

If the midterm examination is missed due to an illness or other extenuating circumstance, the student should supply appropriate supporting documentation to the instructor no later than the next business day after the missed midterm to obtain permission to write the midterm at the alternative date. IMPORTANT: Students who miss both the originally scheduled examination date and the later date will receive a grade of zero for the midterm. Students who require accommodated time for examinations contact Counselling and Disability Services for a booking at least one month before the date of the examination, as spaces fill up.

Individual Excel assignment and quiz

There is one individual Excel assignment and quiz. Details will be provided on eClass.

COURSE POLICIES:

Please review the course policies in this section. All students are expected to familiarize themselves with the following information:

- Student Rights & Responsibilities
- Academic Accommodation for Students with Disabilities

Missing coursework

If a student misses coursework, they will receive a grade of "0" for that piece of course work unless discussed and approved with the course director with appropriate documentation prior to the due date.

Academic integrity

Academic integrity is a fundamental and important value of York University. To maintain a fair and honest learning environment, you are responsible for understanding and upholding academic integrity in all courses and academic activities. You are encouraged to connect with reliable on-campus resources that support your coursework and academic honesty. To better understand the serious consequences of breaching academic honesty policies, familiarize yourself with the *Senate Policy on Academic Conduct*. You can learn more about upholding academic integrity in your courses by exploring SPARK: Academic Integrity Module, LA&PS Academic Honesty and Academic Integrity for Students.

Course Policy on Student Use of Generative Artificial Intelligence (AI)

Students may only use generative artificial intelligence (AI) tools in this course so long as the following two conditions are met:

- Specific generative AI tools are used in accordance with the written guidelines provided for each assessment (assignment) or activity, and
- The use of generative AI is documented and cited following citation instructions given in the APA.

Use of generative AI outside these two conditions will constitute academic dishonesty under York University's *Senate Policy on Academic Honesty*. As a student in this course, it is your responsibility to understand when and how generative AI tools can be used to complete your assessments and activities. If you do not know whether an online resource or tool can be used in this course, please contact your instructor for guidance.

If you're not sure whether using an AI application for your academic work is acceptable, it is recommended that you:

- Carefully review the guidelines for your assessments

- Check for any messages from your instructor on eClass

Accessibility

York University is committed to creating a learning environment which provides equal opportunity to all members of its community. If you anticipate or experience any barriers to learning in this course, please discuss your concerns with your instructor as early as possible. For students with disabilities, contact Student Accessibility Services to coordinate academic accommodations and services. Accommodations will be communicated to Course Directors through a Letter of Accommodation (LOA). Accommodations for tests/exams normally require four (4) weeks (or 28 days) before the scheduled test/exam to arrange.

Religious Observance Accommodation University Policy

York University is committed to respecting the religious beliefs and practices of all members of the community and making reasonable and appropriate accommodations to adherents for observances of days of religious significance. Should any of the dates specified in this syllabus for course assignments, tests, or deadlines conflict with a date of religious significance, please contact the instructor not less than two (2) weeks (or 14 days) before the date for which accommodation is sought. If the requested accommodation is for an exam or falls within the formal examination periods, you must complete and submit a Religious Accommodation Agreement at least three (3) weeks (or 21 days) before the start of the exam period.

About the Grading Scheme

Refer to the course website and details of assignments posted on the course eClass website.

Grades submitted by an instructor are subject to review by the teaching unit in which the course is offered and by the Faculty Council or Faculty Committee on Academic Policy and Planning. Final course grades may be adjusted to conform to program or Faculty grades distribution profiles. Normally, grades appear on grade reports and transcripts as soon as they are submitted to the Registrar's Office. The grading scheme for this course conforms to the 9-point system used in undergraduate programs at York University. For a full description of the York grading system, visit the York University academic calendar at:

https://calendars.students.yorku.ca/2025-2026/grades-and-grading-schemes

Grade	Grade Point	Percent Range	Description

A+	9	90-100	Exceptional
A	8	80-89	Excellent
B+	7	75-79	Very Good
B	6	70-74	Good
C+	5	65-69	Competent
C	4	60-64	Fairly Competent
D+	3	55-59	Passing
D	2	50-54	Marginally Passing
E	1	40-49	Marginally Failing
F	0	0-39	Failing

ORGANIZATION OF THE COURSE:

Session Duration and Learning Objectives	Readings, Discussion Questions and Due Dates **(all at 11 am)**
Session 1 – Week of September 9 to 15 Information Systems and the Modern Organization Learning Objectives: • Identify the reasons you need to be an informed user **• Assess your AI mindset, use AI with effective prompts, and identify actions needed to become a transformative AI user** • Relate the difficulty of managing information resources to the process of interacting with the information systems department • Describe modern information technology jobs • Explain the nature and purpose of data items, information, and knowledge and how they are used **• Discuss how you can participate in the steps of the data journey**	**READ** Tips for reading and note taking Textbook: Chapter 1, Technology Guides 1 and 2. Smart and Safe ChatGPT Use MCQ Quiz Tips **DO** Sign up to a group in eClass Discussion Questions 1 and 2 and Practice MCQ questions **DUE DATES** **Quiz Session 1, Due Before Friday, September 25 at 11 AM** (same due date for first two quizzes)

• Examine the basic components of an information system and interrelationships among components • Explain how IT affects organizations, managers, employees, and society • Discuss the computer hierarchy and explain its impact on IT usage • Define the main hardware and software components of an information system and consider how they are used for business applications • Explain the characteristics and uses of different types of information systems storage • Discuss the differences between system software and application software with examples • Discuss the advantages and disadvantages of open-source software • Discuss strategic hardware and software issues	
Session 2 – Week of September 16 to 22 Global Information Systems: Concepts, Management and Strategy Learning Objectives: • Discuss the importance of planning for information technology, and the link between IT planning, business planning and strategy • Explain business process management and the role IT plays as an enabler • **Use software to document, model and analyze business processes** • Examine business pressures and how organizations respond to them with the use of IT • Explain the role of IT in building competitive advantage using Porter's five forces model and value chain model • Assess which strategies for competitive advantage could match selected organizations • Discuss the alignment between business strategy and IT and the role of information technology governance • Describe the types of cloud computing, providing examples of how they are used for differing enterprise computing goals • Discuss the benefits of and concerns with cloud computing. • Examine strategic issues related to hardware, software and cloud computing	**READ** Textbook: Chapter 2 Technology Guide 3 **DO** Sign up to a group in eClass Discussion Questions 1 and 2 and Practice MCQ questions **DUE DATES** **Monday September 21 at 11 am** Deadline to sign up for a group **Friday September 25 at 11 am** **Quiz Session 2** (same due date for first two quizzes)
Session 3 – Week of September 23 to 29	**READ** Chapters 3 and 4

Ethics, Privacy, Information Security and Controls Learning Objectives: • Discuss the role of ethics in the corporate environment and the major ethical issues raised by using information systems • **Describe and use the AI E.T.H.I.C. framework** • **Discuss standards for using AI as a future professional** • Describe privacy and explain how IT affects privacy • Discuss privacy of information and anti-spam legislation in Canada and the implications for IT • Explain the main threats and risks to information security and information systems • Describe the purpose and nature of enterprise risk management and how it is used to develop the different types of IS security controls, providing examples of each • **Introduce standards for documenting and developing Excel spreadsheets** • **Introduce the Data Journey roadmap with Excel** • Link controls to the threats they could mitigate or prevent • Explain the roles of business continuity planning and of information systems auditing • Identify behavioural and computer-based actions you could take to protect your information assets using a risk-based approach	**DO** Discussion Questions 1 and 2 and Practice MCQ questions **DUE DATES** **Friday September 25 at 11 am** Group Assignment: Introductions and Planning **Friday October 2 at 11 am** Quiz Session 3
Session 4 – Week of September 30 to October 6 Data, Information and Knowledge Management, Part 1 Learning Objectives: • **Discuss the components of data citizenship: data doing, data thinking and data participation** • Describe the difficulties of managing data and how they can be mitigated by data governance • Discuss the role of data governance in enabling appropriate AI use • Describe the role and components of a data management plan • Discuss how organizations could consider data sovereignty as part of data governance and master data management • Explain the characteristics of relational database management systems (RDBMS) and their role in information reporting	**READ** Chapter 5, Sections 5.1, 5.2 and 5.6 (the Appendix) **DO** **Discussion Questions 1 and 2 and Practice MCQ questions** **DUE DATES** **Friday October 9 at 11 am** Quiz Session 4

• Use the data hierarchy and build E-R (entity relationship) diagrams	
Session 5 – Week of October 7 to 9, 19 to 20 Data, Information and Knowledge Management, Part 2 Learning Objectives: • Discuss methods and strategies for effectively managing big data • Explain the nature of big data, data warehouses, data marts and data lakes • Discuss their advantages, disadvantages, and how they facilitate business analytics • Explain the knowledge management system cycle and describe the role of knowledge management systems in managing explicit and tacit knowledge **• Use Excel to simulate the functioning of a database** **• Use a standard process to document Excel spreadsheets** **• Identify and use Excel functions to provide quality control during data entry and calculation of an invoice**	**READ** Chapter 5, Sections 5.3, 5.4 and 5.5 **DO** **Discussion Questions 1 and Practice MCQ questions** **DUE DATES** **Friday, October 9 at 11 am:** Group assignment, Jobs at Your Company **Friday, October 23** Quiz Session 5
Term break, no classes	October 10 to October 16
Session 6 – Midterm (Covering Sessions 1 to 5 inclusive), on **Thursday, October 22 at 7:00 pm** to 9:30 pm, **Location CLH F (Curtis Lecture Hall)** (duration 2 hours and 30 minutes) TIME AND DATE OF alternate EXAM IS SUBJECT TO ROOM AVAILABILITY. Students who miss the midterm examination may write the alternative examination on Monday, November 2 at 4 PM with appropriate documentation. See “About the grading scheme” section of this course outline for more details	**DO** Practice midterm exam and read the study tips
(Week 6, October 21 to Oct 27 week 6, are study days,)	

Session 7 – Week of October 28 to November 3 Harnessing Telecommunications Networks and E-Business Learning Objectives: *Telecommunications and Networking* • Describe the hardware, software and standards that comprise modern networks • Discuss how telecommunications and network technologies support individuals and organizations • Discuss the origins and potential future of the Internet • Discuss the main applications of network technologies in businesses for the purposes of discovery, communication, collaboration and education *E-business and E-Commerce* • Describe and provide examples of the different types of e-commerce, their mechanisms and e-commerce business models for organizations, consumers, and employees • Explain the different types of electronic payment methods and discuss their risks and benefits • Describe ethical and legal issues associated with e-business *Wireless Technologies* • Describe and evaluate the main types of wireless transmission media and networks • Describe the major threats to wireless networks and how they could be mitigated • Examine the Internet of Things and assess which sensors could be used • Consider the effects of global positioning systems on the application of mobile computing and mobile commerce	**READ** Chapters 6, 7 and 8 **DO** **Discussion Questions 1 and Practice MCQ questions** **Practice Question 2 is a group assignment that is due on Friday, November 13 at 11 am** **DUE DATES** **Friday, November 6** Quiz Session 7
Session 8 – Week of November 4 to 10 Deploying Information Systems Learning Objectives: *Social Computing* • Discuss the impact of Web 2.0 technologies and applications • Examine impacts, benefits, risks, and risk mitigation strategies for social commerce and social networking, including innovative uses • Be aware of the impact of AI use in creating deep fakes and false news	**READ** Chapters 9, 10 and 11 **DO** **Discussion Questions 1, 2 and 3** **Practice MCQ questions** **DUE DATES** **Friday, November 13** Quiz Session 8

Information Systems within the Organization • Examine the benefits, limitations and examples of TPS (transaction processing systems), and ERP (enterprise resource planning) systems and ERP II systems • Discuss functional area information systems' reports and their uses **• Provide examples of how AI can enhance functional area systems** • Explain how ERP supports cross-functional business processes *Customer relationship management, and supply chain management* • Explain the functions and business applications of CRM (customer relationship management) and SCM (supply chain management) • Describe problems along the supply chain and how IT can be used to solve them • Discuss how the use of EDI, XML, extranets and portals support SCM	
Session 9 – Week of November 11 to 17 Business Analytics, Part 1 Learning Objectives: • Describe roles performed by managers and explain the functions that IT plays in supporting decision making • Describe the business analytics process and its supporting pillars • Describe the statistical procedures available to facilitate descriptive analytics and relate these to effective use of business intelligence **• Use the first two steps of the data journey: (1) Define/find/gather, (2) Explore/clean/describe,** **• Use Excel Pivot Tables**	**READ** Chapter 12, Sections 12.1 to 12.3 **DO** **Practice Question 1** **Practice MCQ questions** **DUE DATES** **Friday, November 13** Group Assignment 2 **Friday, November 20** Quiz Session 9
Session 10 – Week of November 18 to 24 Business Analytics, Part 2 Learning Objectives: • Provide the statistical procedures used to facilitate predictive, and prescriptive analytics and relate these to effective use of business intelligence **• Use the last two steps of the data journey: (3) Analyze/Model (4) Tell the story**	**READ** Chapter 12, Sections 12.4 to 12.6 **DO** **Practice Question 1** **Practice MCQ questions** **DUE DATES** **Friday, November 27** Quiz Session 10

• **Discuss the purpose and use of data visualization standards** • **Use Excel graphics that apply data visualization standards** • Discuss the advantages, disadvantages and uses of dashboards and geographic information systems	
Session 11 – Week of November 25 to December 1 Acquiring Information Systems and Applications Learning Objectives: • Justify the importance of information technology planning • Describe the processes used to justify IT investments • Discuss the advantages and disadvantages of eight strategies for acquisition of IT applications • Describe the six processes in the traditional systems development process and discuss its advantages and disadvantages • Evaluate the advantages and disadvantages of alternative systems development methods and tools • Decide which acquisition method is best for different requirements or businesses	READ Chapter 13 **DO** **Discussion Questions 1 and 2** **Practice MCQ questions** **DUE DATES** **Friday, November 27** Individual Excel assignment and quiz due **Friday, December 4** Quiz Session 11 **Tuesday December 8 for accommodated students**
Session 12 – Week of December 2 to December 8 **(December 8 is the last day of classes: final due date for all course work)** Artificial Intelligence Learning Objectives: • Contrast the capabilities of natural and artificial intelligence (AI) systems and the impact on organizations • Discuss the advantages, disadvantages and provide examples of machine learning, deep learning, neural networks, and other types of artificial intelligence • **Review the differences between transactional and transformational AI** • **Examine the application of individual, professional and organizational AI Ethics** • **Discuss how AI can benefit or hinder decision making** • **Discuss the impact of extensive AI use for individuals, organizations and physical regions**	READ Chapter 14 (Appendix excluded) **DO** **Discussion Questions 1 and 2** **Practice MCQ questions** **DUE DATES** **Tuesday, December 8** Quiz Session 12 for all students (includes accommodated students)
Session 13 -- Final Examination During regular examination schedule,	DO Practice final exam

December 10-22 DATE AND TIMES TBA, Cumulative: Covering Sessions 1 – 12 See "Relevant university regulations" section of this course outline for more details.	

INTELLECTUAL PROPERTY.

Course materials are designed for use as part of this particular course at York University and are the intellectual property of the instructor unless otherwise stated. Third-party copyrighted materials (such as book chapters, journal articles, music, videos, etc.) have either been licensed for use in this course or fall under an exception or limitation in Canadian copyright law. Students may not publish, post on an Internet site, sell, or otherwise distribute any course materials or work without the instructor's express permission. Course materials should only be used by students enrolled in this course.

Copying this material for distribution (e.g., uploading material to a commercial third-party website) may lead to a charge of misconduct according to York's *Code of Student Rights and Responsibilities*, the *Senate Policy on Academic Conduct*, and/or legal consequences for copyright violations.

ADDITIONAL RELEVANT UNIVERSITY POLICIES OR REGULATIONS:

Should there be any updates to these regulations, you can review the most recent Faculty of Liberal Arts and Professional Studies regulations, which are used by SAS (the School of Administrative Studies) at: https://www.yorku.ca/laps/sas/academic-resources/common-course-policies/

Deferred Final Examinations

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 comply with University regulations. **APS forms are NOT required for ADMS 2511 assignments or examinations.**

In order to apply for deferred standing (even without a DSA – Deferred Standing Agreement), students must register at https://www.yorku.ca/laps/sas/academic-resources/deferred-exam-requests/

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 abovementioned link. No individualized communication will be sent by the School to the students (no letter or e-mails).

Students who submit a request in compliance with University regulation or 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.

School of Administrative Studies deferred exams for the Fall 2026 term will be scheduled for the second half of January 2027.

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/gradereappraisal-policy

Student Support and Resources

York University offers a wide range of student supports resources and services, including everything from writing workshops and peer mentorship to wellness support and career guidance. Explore the links below to access these on-campus resources:

- Academic Advising is available to provide students support and guidance in making academic decisions and goals.
- Student Accessibility Services are available for support and accessibility accommodation when required.
- Student Counselling, Health & Wellbeing offers workshops, resources, and counselling to support your academic success.
- Peer-Assisted Study Sessions (PASS) Program provides student study sessions for students to collaborate and enhance their understanding of course content in certain courses.

- Student Numeracy Assistance Centre at Keele (SNACK) supports students in courses involving math, stats, and Excel.
- The Writing Centre provides multiple avenues of writing-based support including drop-in sessions, one-to-one appointments, a Multilingual Studio, and an Accessibility Specialist.
- Centre for Indigenous Student Services offers a community space with academic, spiritual, cultural, and physical support, including writing and learning skills programs.
- ESL Open Learning Centre (OLC) supports students with building proficiency in reading, writing, and speaking English.
- Learning Skills Services provides tips for time management, effective study and learning habits, keeping up with coursework, and other learning-related supports.
- Learning Commons provides links to supports for time management, writing, study skills, preparing for exams, and other learning-related resources.
- Roadmap to Student Success provides students with timely and targeted resources to help them achieve academic, personal, and professional success.
- Office of Student Community Relations (OSCR) is responsible for administering the *Code of Student Rights & Responsibilities* and provides critical incident support.
- Peer Mentorship helps students transition through their first year by connecting them with upper-year students. The mentors can help find supports and resources. They also lead a community hub on campus.
- goSAFE (https://www.yorku.ca/safety/gosafe/) is staffed by York students and can accompany York community members to and from any on-campus location, such as the Village Shuttle pick-up hub, parking lots, bus stops, or residences.

For a full list of academic, wellness, and campus resources visit Student Support & Resources.

Effective date: Oct 2, 2026