Bachelor of Interior Design – BID

A CIDA Accredited Program

Student Handbook

July 2018
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1. **Scope of Handbook**

The scope of this handbook is to provide clarity on procedures and practices of Yorkville University (YU) and the BID program. Policies are outlined in the Academic Calendar. The audience of this handbook are both on-campus and on-line students. The school makes every effort to keep all documents accurate and up-to-date; in the event of a discrepancy the Academic Calendar shall take precedence. The Academic Calendar is available on-line at: [http://www.yorkvilleu.ca/resources/academic-calendar/](http://www.yorkvilleu.ca/resources/academic-calendar/)

It is important to you as a student that you make yourself familiar with these documents and know where to access information. These documents are located on-line at [https://myprogram.yorkville.ca/calendar-policies/](https://myprogram.yorkville.ca/calendar-policies/). Participation in the Student Orientation session will assist you in knowing how to navigate this portal as well as how to access information.

Best of luck in your educational pursuits!

2. **Course Delivery**

2.1 **Summary of Key Dates**

<table>
<thead>
<tr>
<th>Weeks 1 and 2 / Finalize Class List</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>• Challenge Examinations – student must apply by</td>
<td>W1</td>
</tr>
<tr>
<td>• Make-up exams from previous terms to be complete</td>
<td>W1</td>
</tr>
<tr>
<td>• Credit Transfers Applications – completed</td>
<td>W1</td>
</tr>
<tr>
<td>• <strong>Grade Appeal deadline to Dean of Academics</strong></td>
<td>W1</td>
</tr>
<tr>
<td>• Academic Appeals Committee meeting – 1st appeal</td>
<td>W2</td>
</tr>
<tr>
<td>• 2nd Appeals – program status</td>
<td>W2</td>
</tr>
<tr>
<td>• All grades finalized</td>
<td>W2</td>
</tr>
<tr>
<td>Review student course evaluations (Prior term) – shared with faculty</td>
<td>W3</td>
</tr>
<tr>
<td>1st Academic Progress Report</td>
<td>W3</td>
</tr>
<tr>
<td>Academic Awards</td>
<td>W5</td>
</tr>
<tr>
<td>Grade Posting</td>
<td></td>
</tr>
<tr>
<td>Academic Awards</td>
<td>W6</td>
</tr>
<tr>
<td>2nd Academic Progress Report</td>
<td>W6</td>
</tr>
<tr>
<td>Project Week – BID</td>
<td>W7</td>
</tr>
<tr>
<td>Student Course Evaluations – deployed</td>
<td>W8</td>
</tr>
<tr>
<td>Last Date to Withdraw without Academic Penalty – Degree</td>
<td>W8</td>
</tr>
<tr>
<td>Examination/Presentation Week</td>
<td>W11</td>
</tr>
<tr>
<td>Last day to post final Grades</td>
<td>W12</td>
</tr>
<tr>
<td><strong>Deadline for Grade Appeals to instructors</strong></td>
<td>W12</td>
</tr>
<tr>
<td>Project Pick-up</td>
<td>W12</td>
</tr>
<tr>
<td>Administration Week</td>
<td>W13</td>
</tr>
<tr>
<td><strong>Grade Appeal deadline to program chair</strong></td>
<td>W13</td>
</tr>
</tbody>
</table>

Best of luck in your educational pursuits!
### 2.2 Key Contacts

<table>
<thead>
<tr>
<th>Name</th>
<th>Designation</th>
<th>Phone Number</th>
<th>e-mail</th>
</tr>
</thead>
<tbody>
<tr>
<td>Erin Jenner</td>
<td>Program Chair</td>
<td>1-877-429-4029 Ext: 1267</td>
<td><a href="mailto:ejenner@yorkvilleu.ca">ejenner@yorkvilleu.ca</a></td>
</tr>
<tr>
<td>Amy Bagshaw</td>
<td>Program Coordinator – year 1 and 2</td>
<td>1-877-429-4029 Ext: 1230</td>
<td><a href="mailto:abagshaw@yorkvilleu.ca">abagshaw@yorkvilleu.ca</a></td>
</tr>
<tr>
<td>Sheri Crawford</td>
<td>Head of Studio</td>
<td>1-877-429-4029 Ext: 1275</td>
<td><a href="mailto:scrawford@yorkvilleu.ca">scrawford@yorkvilleu.ca</a></td>
</tr>
<tr>
<td>Dr. Peter Buker</td>
<td>Program Chair, General Studies</td>
<td></td>
<td><a href="mailto:pbuker@yorkvilleu.ca">pbuker@yorkvilleu.ca</a></td>
</tr>
<tr>
<td>Adam Roland</td>
<td>Internship Coordinator</td>
<td></td>
<td><a href="mailto:aroland@yorkville.ca">aroland@yorkville.ca</a></td>
</tr>
<tr>
<td>Angela Antohi-Kominek</td>
<td>Dean of Academics</td>
<td>1-877-429-4029 Ext: 1241</td>
<td><a href="mailto:akominek@yorkvilleu.ca">akominek@yorkvilleu.ca</a></td>
</tr>
<tr>
<td>Talia Singer</td>
<td>Student Counsellor</td>
<td>1-877-429-4029 Ext: 1285</td>
<td><a href="mailto:tsinger@yorkvilleu.ca">tsinger@yorkvilleu.ca</a></td>
</tr>
<tr>
<td>Elizabeth Choi</td>
<td>Program Advisor</td>
<td>1-877-429-4029 Ext: 1282</td>
<td><a href="mailto:echoi@yorkvilleu.ca">echoi@yorkvilleu.ca</a></td>
</tr>
<tr>
<td>Karim Sukhiani</td>
<td>Registrar</td>
<td>1-877-429-4029 Ext: 1242</td>
<td><a href="mailto:ksukhiani@yorkvilleu.ca">ksukhiani@yorkvilleu.ca</a></td>
</tr>
<tr>
<td>Kathy Coorsh</td>
<td>Director, Library Services</td>
<td>1-877-429-4029 Ext: 1263</td>
<td><a href="mailto:kcorsh@yorkvilleu.ca">kcorsh@yorkvilleu.ca</a></td>
</tr>
<tr>
<td>Katherine Benjamin</td>
<td>Bursar</td>
<td>1-877-429-4029 Ext: 1250</td>
<td><a href="mailto:kbenjamin@yorkvilleu.ca">kbenjamin@yorkvilleu.ca</a></td>
</tr>
<tr>
<td>Greg Nichol</td>
<td>Director, Student Finance</td>
<td>1-877-429-4029 Ext: 1253</td>
<td><a href="mailto:gnichol@yorkvilleu.ca">gnichol@yorkvilleu.ca</a></td>
</tr>
<tr>
<td>Catherine Boni</td>
<td>Director, Career Services</td>
<td>1-877-429-4029 Ext: 1225</td>
<td><a href="mailto:cboni@yorkvilleu.ca">cboni@yorkvilleu.ca</a></td>
</tr>
<tr>
<td>John Milks</td>
<td>IT Manager</td>
<td>1-877-429-4029 Ext: 1262</td>
<td><a href="mailto:jmilks@yorkvilleu.ca">jmilks@yorkvilleu.ca</a></td>
</tr>
</tbody>
</table>

### 2.2 Timetables

Class schedules are posted at least two (2) weeks before the first day of the term. Classes are scheduled between the hours of 8:00AM and 9:00PM, Monday to Saturday. Students are encouraged to check their schedule on YSIS (Yorkville Student Information System), prior to the first day of class as schedules may be subject to change. See Academic Calendar for further details.

### 2.3 Re-Scheduled classes (on-campus)

Re-scheduled classes due to instructor absences are to be scheduled by the instructor and the class at a mutually agreeable time. Re-scheduled class notices will be posted in the usual classroom and on Webcampus.

### 2.4 Syllabi

All students have access to print the course syllabus and related information for their courses. The syllabus will follow the course outline template adopted by the school.

Syllabi are the property of Yorkville University. It is recommended that you retain your copy for possible use in obtaining Advanced Standing / Transfer Credit from another post-secondary institution. See Academic Calendar for further details.
2.5 Academics Progress Reports: Procedures
Each student receives an up-to-date grade in each course in which they are registered. Grades are posted at regular time intervals and at a minimum by the end of weeks 3, 6 and 9. Students may become ‘at-academic-risk’ and will be notified of this through a progress alert. Progress Alerts can identify various areas of risk, which include – poor attendance, participation, poor grades, frequent lateness, and time management. Students who receive a progress alert are referred to their Program Chair. Intervention strategies may include individualized advising and training, mandatory tutorials and/or being placed on probationary status.

2.6 Student Course Evaluations
Each student has the opportunity to provide input about each course in which they are enrolled. Each program will establish an anonymous end-of-term survey that assesses instructional practices.

Faculty will receive a summary report of the results of these end-of-term surveys in Week 3 of the next term.

2.7 Student Letter of Accommodation
Students who self-identify as requiring accommodation are required to follow the following procedure.

- The student contacts the Registrar’s Office to self-identify as having a disability and to provide for their student file verifying documentation related to the disability.
- The Registrar convenes a meeting with the program chair and the program advisor to determine the contents of a Letter of Accommodation.
- The student presents the letter to relevant course instructors and to eLearning prior to the beginning of each course.
- Letters of accommodation will indicate the expected duration of a student’s accommodation

3. Computers and Technology Requirements

3.1 Studios / Computer Rooms

Studio / Computer Lab Rules
All scheduled studios and computer labs are devoted to a specific course. Students are expected to work on the assigned work for the scheduled class.

Regularly scheduled courses take precedent during the allocated times. Students, who wish to use the studio / computer room and are not part of the regularly scheduled class, may only do so with approval from the faculty and at the time suggested. Under no circumstances is another student working in a regularly scheduled class allowed to distract the faculty and/or other students. Failure to do so may result in the student being asked to find an alternate location to work in.

Food and beverages (including water in a container) are not allowed in the computer labs—under any circumstances.
Security Practices
You have a responsibility to logout of computers and to maintain a secure password.

Any data that is stored on any location other than the provided home directory (such as on the local computer hard drive or a USB storage device) will not be secured or guaranteed by the IT department.

Software
All software installed on YU computers is licensed and owned by YU and may not be changed, moved or removed without consent from the IT Services.

All software located on network drives is licensed and owned by YU and may not be copied, installed or moved to any other location without consent from IT Services.

All software used and installed on portable drives may only be used for the purpose designated by the course professor. Portable drives may not leave a lab.

Students may not install any software (licensed, shareware or freeware) on YU computer equipment unless approved by IT Services.

Hardware
YU computer or network equipment, including accessories (such as pointing devices or networking cables) are not to be moved from their designated location.

Students are expressly forbidden from opening the casings of any computer or network equipment. If a course requires computers to be opened, specific computers will be designated and permission from your instructor or IT services will be given.

Network Access
Access to the YU network is a privilege that may be revoked at any time for any of the following:
- Illegal behaviour, including hacking, abuse, spam activity
- Inappropriate use of network resources including internet access, gaming and streaming.
- Manipulating any files or settings for other student accounts.

3.2 Information Technology – Problem Reporting
If you encounter any problems with a computer/printer in any of the labs, please report the problem to your faculty member if issues occur during the class. If a problem arises outside of class hours, a help desk ticket can be initiated through technical support located on your login page.

If you require immediate assistance or have any question about the technical resources at YU please don’t hesitate to submit your question AskYU. The icon below is located on the top right hand of your Moodle course. Click the icon and submit your question.
3.3. Technology Requirements

1. The following system and software requirements are mandatory for all online students.
2. The following system and software requirements are recommended for on-campus students who plan to complete coursework without being on campus.

Interior Design Computer System Requirements

- Intel Core i5/i7 or Core m Series processor or AMD equivalent
- 8gb RAM or greater (16gb is recommended)
- 8gb of free disk space for installation of software
- Graphics card with 512mb of memory (a discrete graphics card is not required but is strongly recommended)
- Speakers/Microphone or headset (only required if taking courses delivered online)

Additional Requirements for ADOBE Creative Suite (required for Term 1 online courses and used throughout program)

- 20gb of available hard-disk space for installation: additional free space required during installation (cannot install on flash-based storage devices)
- Graphics card with 512mb of memory (a discrete graphics card is not required but is strongly recommended)
- Broadband internet connection required for on-line service

Software Requirements

- Microsoft Windows 7, 8 or 10 (Home, Professional or Enterprise Edition)


- SketchUp Pro 2016, $49USD/year

- V-Ray for SketchUp with License Dongle, $177.45/year

- Adobe Creative Cloud Student Subscription, $239.88USD/year plus tax and $359.99 USD plus tax for each subsequent year

  http://www.adobe.com/ca/offer-terms/ccm_ste_offer.html

Note: Users of Mac computers may use the native Mac version of the software, but will face numerous differences in the user interface between it and the PC version. It is therefore recommended that students...
4 Attendance

4.1 Attendance

Perfect attendance throughout your time here at YU is practice for your profession. Employers will not allow you to be absent, nor will they tolerate lateness; neither does YU. You are expected to attend all scheduled classes.

Attendance will be taken daily and made a part of your permanent record.

Note: any time you are not in class for the entire class period; for any reason (including illness, accident, work, transit delay, late registration, etc.) constitutes an absence. You will be responsible for knowing your attendance record.

If you know in advance that you will be absent, it is recommended that you attempt to make arrangements with your instructor to make-up the class and the work.

Repeated absenteeism may result in a warning, counselling, probation or dismissal from school.

4.2 Tardiness

Students are expected to be present at the beginning of each class meeting. Cases of excessive tardiness may be cause for disciplinary action. Promptness extends to being in the classroom after the break period(s). Many instructors consider partial attendance as an absence and will count as such.

4.3 Leave of Absence

While YU generally expects students enrolled in a program of study to maintain continuous enrolment through to graduation, students may apply for a leave of absence.

Leave of Absence Policy

- Must have a GPA of 1.5
- May apply for a LOA at anytime
- Must be in good financial Standing

Leaves of Absence are subject to approval by the Program Chair.

Interrupting your studies could result in the following consequences when you resume:

- You may require a new plan of study that will extend the expected date of your graduation
- You may require an irregular schedule.
- Your OSAP awards and status may be negatively impacted.

5 Academic Integrity Policies and Procedures
Academic honesty is a guiding principle within YUIT for students, faculty members, and administrative staff. YU values openness, honesty, civility, and curiosity in all academic endeavours. Support for academic honesty is exemplified in policies related to the initial assessment of applicants, the treatment of students during courses, the placement and treatment of students, and all assessment procedures.

All members of the YU community are obligated to maintain the highest standards of academic honesty, to follow accepted standards of academic honesty, and to foster these practices in others. All members of the academic community must ensure that all materials used in courses or in assignments submitted for assessment adhere to established standards of academic honesty.

This policy is designed to foster a fair and impartial set of standards by which academic misconduct will be judged. The policy defines misconduct under two headings: plagiarism and other forms of academic misconduct.

**Plagiarism**

YU defines plagiarism as:

- The intentional or unintentional act of representing someone else’s work as one’s own.
- Quoting verbatim, or almost verbatim, from any source without using quotation marks or a block quote, thereby creating the appearance that material written by someone else was written by the student.
- Submitting someone else’s work, in whatever form, without acknowledgement.

**Other Forms of Academic Misconduct**

- Cheating on examinations, tests, assignments, or reports.
- Impersonating another person for the purposes of completing course assignments, tests, or examinations.
- Obtaining an examination, test, or other course material through theft, collusion, purchase or other improper manner.
- Falsifying credentials, records, transcripts, or other academic documents, health certificates, or other certificates.
- Submitting course work that is identical or substantially similar to graded work that has been submitted for another YU course, or for the same course attempted in a previous term.
- Forging any electronic or print document, including transcripts, submitted for admission requirements.
- Interfering with the right of other students to pursue their studies.
- Interfering with the manner in which the instructor is teaching.
- Employing any unauthorized academic assistance in completing assignments or examinations.
- Tampering with, or altering, in any deceptive way, work subsequently presented for a review of the grade assigned.
Prevention Techniques for Students

All YU students have a responsibility to adhere to this Academic Integrity Policy, as do all members of the YU community.

The following is a list of ways in which students can prevent and confront academic integrity violations:

- Cite all references and always submit your own work.
- Make it difficult and unacceptable for other students to cheat by:
  - Covering your work during exams.
  - Refusing to give away old term papers.
  - Refusing to provide old exams to other students without the consent of the faculty member.
  - Keeping your computer password a secret.
  - Denying others access to your computer programs.
  - Logging off your computer, denying access to your work.
  - If you observe a violation of the Academic Integrity Policy, report it to either the faculty member teaching the course, or your program chair.

Procedures

Any member of the YU community may report a violation of the standards of conduct as described in this policy.

When an instructor suspects an offence has occurred, the following process is initiated:

1. The student(s) will be required to meet with the instructor within five working days to discuss the incident. The student will be given the opportunity to provide an explanation or to admit fault. If the situation is shown, to the instructor’s satisfaction, to be free of academic misconduct, no record will be kept of the incident.

2. If the student admits fault, or presents an unsatisfactory explanation, the instructor will inform the student that the incident is being referred to the program chair. The instructor will contact the Office of the Registrar to determine if previous instances of academic misconduct are on file for that student. The instructor will complete Part 1 of an Academic Misconduct Form and submit it along with any supporting documentation to the program chair. A previous incident will determine the minimum penalty available as per the following Penalties for Academic Misconduct chart.
Penalties for Academic Misconduct

<table>
<thead>
<tr>
<th>Offence</th>
<th>Minimum Penalty</th>
<th>Maximum Penalty</th>
</tr>
</thead>
<tbody>
<tr>
<td>First</td>
<td>Mark of “0” on the work evaluated</td>
<td>Immediate dismissal from the Institute for current semester, plus one subsequent semester.</td>
</tr>
<tr>
<td>Second</td>
<td>Mark of “0” in the course</td>
<td>Immediate dismissal from the Institute for three years</td>
</tr>
<tr>
<td>Third</td>
<td>Mark of “0” in the course, immediate dismissal for one year</td>
<td>Immediate dismissal from the Institute for five years</td>
</tr>
</tbody>
</table>

3. The Academic Misconduct Form and any notes and/or related documentation will be passed on by the instructor to the program chair of the student’s program. The program chair and the instructor will meet to review the materials related to the misconduct incident to confirm their agreement relative to the charge.

4. The student will be required to meet with the program chair within five working days of his/her initial meeting with the instructor to review the misconduct charge. At that time, the student will be given opportunity to explain once more his/her behavior relative to the charge. If the situation is shown, to the program chair’s satisfaction, to be free of academic misconduct, no record will be kept of the incident.

5. If the student admits fault, or presents an unsatisfactory explanation, the program chair will complete Part 2 of the Academic Misconduct Form. The student will be requested to acknowledge one of the following statements:
   - I acknowledge the stated offence to be true and correct, and I accept the penalty stated (note that an upward adjustment in severity may be made if previous incidents are revealed in the student record).
   - I acknowledge the stated offence to be true and correct, but I do not accept the penalty which is above the minimum stated in the policy and will follow procedures required to request an appeal hearing in this matter.
   - I do not acknowledge the stated offence and will follow procedures required to request an appeal hearing in this matter.

6. If the student is unresponsive or unwilling to meet, the Academic Misconduct Form is forwarded to the Office of the Registrar for processing. Only the program chair will sign in this instance.

7. If the student wishes to appeal the sanction, he or she will follow the appeal procedures outlined above. Otherwise, the Registrar will process the sanction within five working days. A revelation of previous offence(s) from the student’s record may result in the penalty being increased, and the student will be so notified. The Academic Misconduct Form will remain part of the student’s file in the Office of the Registrar for one year after leaving YUIT. No indication of academic misconduct will be made on a student’s grade report or transcript.
Academic Appeals and Complaints

A student may appeal a decision through the Office of the Registrar within five (5) business days following receipt of the letter conveying the decision.

Limitation on appeals: Appeals will not be considered when the outcome of the appeal will have no substantial practical effect on the appellant’s grades or academic standing.

The Registrar will present the appeal and all supporting documentation to the Dean of Academics who will convene the academic appeals standing committee which, within two business days, will review the file and render a decision upholding, overturning, or modifying the decision in question. The Registrar will communicate by letter to the student concerning the appeal committee’s decision.

The appeal committee’s decision is final.

Standing Committee on Academic and Student Conduct Appeals:

The Standing Committee on Academic and Student Conduct Appeals is the final appeal body for students contesting decisions made by academic decision makers, including program chairs, deans, associate deans, and the registrar. The main policies governing decisions that might be appealed are student conduct (including academic integrity) and grading (including policies relating to academic probation and academic dismissal). Because appeals can come only from students, the Standing Committee does not hear requests for reconsideration of decisions relating to admission to academic programs.

Composition:

- Dean of Academics (Chair)
- All Program Chairs
- Registrar (non-voting secretary and support)

Process:

- The Registrar manages the flow of cases to the Standing Committee, including:
  - Communicating with the student appellant concerning: the student’s rights under policy; the procedures to be followed to prepare an appeal; deadlines; outcomes of the appeal.
  - Preparing files for the Standing Committee, including, where appropriate, copies of student academic work and academic record and copies of correspondence and previous decisions relating to the matter being appealed.
  - Maintaining records relating to each academic appeal.
  - Implementing the outcomes of the appeal.

- Students appealing academic decisions will prepare a written request to the Standing Committee outlining the grounds for appealing the academic decision and indicating the outcome desired.

- Grounds for appeal: Dissatisfaction with Institute policy, unhappiness with the outcome of a decision, and technicalities that do not materially affect a decision are not sufficient ground for
appeal. Students appealing decisions should provide argument and evidence showing one or more of the following:

- Institute policy was incorrectly interpreted and applied;
- there was a fundamental procedural error seriously prejudicial to the student;
- there was clear evidence of bias in a hearing or decision;
- the student has significant new information relevant to the case;
- inadequate weight was given to the evidence provided;
- the severity of the penalty imposed exceeds the nature of the offence for reasons identified by the student.

- Considering appeals:
  - Panels: For each appeal, the Standing Committee will strike a panel of three members – normally the Dean of Academics (panel chair) and two other members. No member of a panel will have previously been involved with the decision being appealed; nor shall any member of the panel be a member of the Faculty from which the appeal originates. If the Dean of Academics has previously been involved with the decision, another member of the Standing Committee will serve as panel chair.
  - Natural justice: Panels considering appeals will follow the principles of natural justice to ensure due process and fairness.

- Outcomes: Panels considering appeals might: deny the appeal and uphold the previous decision; accept the appeal and overturn the previous decision; replace the previous decision with another decision. For each appeal, the Chair of the Standing Committee will prepare a written summary of the decision and the reasons for the decision. The summary will be communicated through the Registrar to the student making the appeal.

6 Examinations

6.1 Final Examinations
Your instructor will provide the date and time of the final examination in a course.

Final examinations are normally scheduled during your timetabled class time, usually in week 11. Variations may occur depending on the term.

Examination Policies

Please note the following examination policies and practices will be strictly enforced during examinations:
1. All examinations must be written at the scheduled time and date. Make-up examinations will only be approved with documentation (e.g. A doctor’s certificate).
2. Students are not permitted to enter the examination room 30 minutes after the beginning of the exam without a permission slip. Permission slips are available from Student Services.
3. No student is permitted to leave the examination room for any reason until his/her examination paper is submitted. All students must remain in the examination room for at least 30 minutes.
4. Absolutely no written materials are allowed during the examination. If the examination requires a formula sheet, it will be attached to the examination.
5. All personal belongings (backpacks, books, headphones etc.) are to be deposited at the front or back of the examination room, as directed by the proctors. Students are not permitted to use headphones or to be in possession of a cell phone during the examination.
6. Programmable calculators are not allowed. All calculators will be checked, and if a student has a programmable calculator, she/he will be excused from the examination and will receive a mark of 0 in the final examination.
7. Anyone caught cheating during an examination will be excused from the examination and will receive a mark of 0 on the examination.

6.2 Make-up Examinations/Presentations
Make-up examinations/presentations are available to students who are not able to write a scheduled examination or present a scheduled presentation. To qualify for a make-up examination/presentation, a student must supply one of the following:
- A doctor's certificate stating that an examination was missed for medical reasons
- Documentation of hospitalization
- Documentation of a court case
- Acceptable documentation of other extenuating circumstances

It is the student’s responsibility to notify their Program Advisor and faculty member as soon as possible after the missed scheduled examination or presentation.

A student who misses an examination or presentation must adhere to established deadlines for submission of make-up requests and the make-up exam/presentation schedule. All make-up exams/presentations must be completed by Friday of week 1 of the following term.

A student may apply no more than three (3) times for the right to be given make-up examinations/presentation while a continuous student at YU.

6.3 Late assignment submission
Late assignments will be penalized five percent (5%) for each day that they are late. Late assignments will not be accepted after three days (3), for a maximum 15% deduction, unless there are extenuating circumstances that have been discussed with the instructor, and the instructor has agreed to extend the deadline.

7 Grading
Attendance will be taken daily and made a part of your permanent record. Attendance and participation are an important part of successful completion of the course. Lack of course participation and attendance may impact your ability to be successful in your courses. You will be required to re-take courses in which you were unsuccessful. Retakes are at your own expense.
7.1 Grades and Designators
All students in all courses will be evaluated according to the 4.3 GPA grading scale.

To ensure that grades and GPAs remain consistent on transcripts, all students who started their studies before October 2013 will have their final grade aligned to the grading scales in place when they started their studies as per the equivalency tables below.

<table>
<thead>
<tr>
<th>Grade</th>
<th>Range</th>
<th>Points</th>
<th>Grade</th>
<th>Range</th>
<th>Points</th>
<th>Grade</th>
<th>Range</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>A+, A, A-</td>
<td>80 – 100%</td>
<td>3.7, 4.0, 4.3</td>
<td>A</td>
<td>80 – 100%</td>
<td>4</td>
<td>A</td>
<td>90 – 100%</td>
<td>4</td>
</tr>
<tr>
<td>B+, B, B-</td>
<td>70 – 79%</td>
<td>2.7, 3, 3.3</td>
<td>B</td>
<td>70 – 79%</td>
<td>3</td>
<td>B</td>
<td>80 – 89%</td>
<td>3</td>
</tr>
<tr>
<td>C+, C, C-</td>
<td>60 – 69%</td>
<td>1.7, 2, 2.3</td>
<td>C</td>
<td>60 – 69%</td>
<td>2</td>
<td>C</td>
<td>70 – 79%</td>
<td>2</td>
</tr>
<tr>
<td>D+, D, D-</td>
<td>50 – 59%</td>
<td>0.7, 1, 1.3</td>
<td>D</td>
<td>50 – 59%</td>
<td>1</td>
<td>D</td>
<td>60 – 69%</td>
<td>1</td>
</tr>
<tr>
<td>F</td>
<td>0 – 49%</td>
<td>0</td>
<td>F</td>
<td>0 – 49%</td>
<td>0</td>
<td>F</td>
<td>0 – 59%</td>
<td>0</td>
</tr>
</tbody>
</table>

The explanation of each grade and its designators can be found in the Grading section of the Academic Calendar. (ie. the difference between an A versus and A-). See link provided - [http://www.yorkvilleu.ca/resources/academic-calendar/](http://www.yorkvilleu.ca/resources/academic-calendar/)

YU qualifies letter grades, other than the grade of ‘F’, by using ‘+’ and ‘-’ to create a continuum of grades describing a continuum of performance.

7.2 Grade point System
See Academic Calendar. [http://www.yorkvilleu.ca/resources/academic-calendar/](http://www.yorkvilleu.ca/resources/academic-calendar/)

7.3 Designators
See Academic Calendar. [http://www.yorkvilleu.ca/resources/academic-calendar/](http://www.yorkvilleu.ca/resources/academic-calendar/)

7.4 Grade Appeals
Students are encouraged to speak to the course instructor if they question a final grade. This first appeal should occur by Friday of week 12. Should this informal procedure be unsatisfactory, a student may formally appeal a grade following established procedures and deadlines through program chair as described in section 13.1 of this handbook. The deadline for this level of grade appeal is Wednesday of week 13. Should the student wish to pursue the appeal to a third level, they have two class days to submit the appeal to the Dean of Academics. Barring rare exception, all appeals related to grade appeals are fully completed by Friday of week 1. The appeal procedure is outlined in section 15 of this handbook.

http://www.yorkvilleu.ca/resources/academic-calendar/
8 Academic Progress

8.1 Standards of Academic Progress
Students must demonstrate satisfactory academic progress toward completing their program of study. To be in good academic standing, a student must maintain a CGPA of 2.00 or higher on the 4.0 scale or 1.7 CGPA on the 4.3 scale.

A student’s academic progress is based on the student’s GPA and fulfillment of minimum completion requirements (see Graduation Requirements). Failure to show acceptable academic progress will result in the student’s placement on academic warning, probation, and then suspension.

1. A student may be dismissed if:
   a. a student’s CGPA at the end of the first completed term of studies is below 1.00 on the 4.0 scale or 0.7 on the 4.3 scale
   b. the student was on probation for the previous term and has a CGPA below 2.00 on the 4.0 scale or 1.7 on the 4.3 scale at the end of the term.
   c. the student was on probation for two previous consecutive terms and has a TGPA below 2.00 on the 4.0 scale or 1.7 on the 4.3 scale at the end of the term.

2. A student will be placed on Academic probation if:
   a. at the end of an academic term the CGPA is less than 2.00 on the 4.0 scale or 1.7 on the 4.3 scale
   b. the student was on probation for one term and has any combination of a TGPA below 2.00 on the 4.0 scale or 1.7 on the 4.3 scale, or if the student interrupts their studies (withdrawal from all required courses) during the term.

3. A student returns to good academic standing if the CGPA has been raised to at least 2.00 on the 4.0 scale or 1.7 on the 4.3 scale and all other standards have been met.

To remain eligible for financial assistance you must maintain your academic progress and pass a minimum of 60% of classes each term of a full course load please refer to the YU Academic Calendar at http://www.yorkvilleu.ca/resources/academic-calendar/.

8.2 Waive a Pre-Requisites
In some circumstances, a student may be granted the right to enrol in a course without completing the pre-requisite.

To qualify you must have a cumulative GPA of 3.0 on the 4.0 scale or 2.7 on the 4.3 scale or above. Requests to waive a pre-requisite are made through the Program Chair.

Only four (4) waivers will be considered during your studies at YU. It is the student’s responsibility to retake, at theory own expense, the pre-requisite prior to graduation.

8.3 Multiple Attempts
Students who need to enrol in a course beyond the second attempt will need to connect with the Program Chair for academic advisement and develop success strategies.
8.4 Right of Appeal

A student who has been dismissed for failing to meet the standards of academic progress will receive an automatic appeal. The student is encouraged to submit a written petition to the Academic Appeals Committee via the Program Advisor within the specified timelines. The written petition needs to document mitigating circumstances that contributed to poor academic performance. The petition should also include a realistic plan for improvement.

If the appeal is approved, the student may continue in the program with reinstatement conditions as specified. Failure to meet the specified conditions results in a second dismissal, and further reinstatement is not normally approved.

The student has the right to a second appeal that is forwarded to the Campus Provost, Vice President Academic. A written petition must support second appeal and introduction of evidence the Reconsideration Committee may have not been purview to.

During the appeals process students are to attend regularly scheduled classes. The Academic Appeals Committee will assess the first appeal by Wednesday of week 2 of term. Second appeals will include a meeting with the Campus Provost, Vice President Academic and will be held no later than Friday of week 2.

Should the student wish to pursue the appeal to a third level, a body of persons not involved in the appeal in any way will be convened to provide the final review and decision of the student’s appeal.

8.5 Student Re-instatement/Re-admission Policies and Procedures

Students who have been dismissed from the YU for any reason must re-apply using the Application for Re-instatement Form which is available from student services.

Students who have withdrawn from their program of study and wish to resume their studies must apply for reinstatement using the Application for Re-instatement Form if one of the following conditions applies:
  - They were not approved for a leave of absence
  - Their CGPA is less than 2.0 on the 4.0 scale or 1.7 on the 4.3 scale
  - Their TGPA in their last term of study was less than 2.0 on the 4.0 scale or 1.7 on the 4.3 scale

The Admissions Committee will review each application for re-instatement and make a decision about each one.

Students who have voluntarily withdrawn from a YU program and who have been absent from class attendance for a period of 12 consecutive months are required to seek re-admission.

8.6 Academic Honours

YU maintains and posts two lists of students who achieve academic distinction in the previous term:
  - The President’s List recognizes all students who have had an outstanding term of studies.
  - The Honours List tracks all students who have maintained a high CGPA
There is a reward for excellence and the YU is the first to recognize it, we use the four point system of grading. Quality points are awarded and recorded on each student’s permanent record card as follows:

<table>
<thead>
<tr>
<th>4.0 Scale</th>
<th>4.3 Scale</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>A+ , A, A-</td>
</tr>
<tr>
<td>B</td>
<td>B+, B, B-</td>
</tr>
<tr>
<td>C</td>
<td>C+, C, C-</td>
</tr>
<tr>
<td>D</td>
<td>D+, D, D-</td>
</tr>
<tr>
<td>F</td>
<td>F</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th>4 Quality points</th>
<th>3.7, 4.0, 4.3 Quality points</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>3 Quality points</td>
<td>2.7, 3.0, 3.3 Quality points</td>
</tr>
<tr>
<td></td>
<td>2 Quality points</td>
<td>1.7, 2, 2.3 Quality points</td>
</tr>
<tr>
<td></td>
<td>1 Quality points</td>
<td>0.7, 1, 1.3 Quality points</td>
</tr>
<tr>
<td></td>
<td>0 Quality points</td>
<td>0 Quality points</td>
</tr>
</tbody>
</table>

**As of January 2011**
- The Grade Point Average represents the student’s average quality points for all courses.
- At the end of each term, students who have received a TGPA of 3.5 or higher and a CGPA of 3.5 or higher on the 4.0 scale are named on the President’s List and the Honours List.
- At the end of each term, students who have received a TGPA of 3.50 on the 4.0 scale or higher are named on the President’s List.
- Students who have received a CGPA 3.5 on the 4.0 or higher are named on the Honours List.
- To be eligible, students must be carrying a full course load of 12 credits.

**As of October 2013, for students enrolling in a new program:**
- The Grade Point Average represents the student’s average quality points for all courses.
- At the end of each term, students who have received a TGPA of 3.3 or higher and a CGPA of 3.3 or higher are named on the President’s List and the Honours List.
- Students who have received a CGPA of 3.3 or higher are named on the Honours List.
- Students who have received a TGPA of 3.3 or higher are named on the President’s List.
- To be eligible, students must be carrying a minimum course load of 9 credits.

**Program completion with academic honours designations:**
- Students who complete the program with a Cumulative Grade Point Average (CGPA) of 3.5 - 3.749 on the 4.0 scale and 3.3 – 3.69 on the 4.3 scale graduate with Honours
- Students who complete the program with a Cumulative Grade Point Average (CGPA) greater than 3.75 on the 4.0 scale and 3.7 on the 4.3 scale graduate With Distinction.

## 9 External Credits

### 9.1 Transfer of External Credits

See Academic Calendar, section on Program Credit Transfer and Advanced Standing.  
[http://www.yorkvilleu.ca/resources/academic-calendar/](http://www.yorkvilleu.ca/resources/academic-calendar/)

The following courses are ineligible for Transfer of Credit:

- DIDH320 – Research Methods in Interior Design
- DIDS410 – Thesis 1: Research & Programming
- DIDS420 – Thesis 2: Concept and Design Development
9.2 Advanced Standing through Examination Challenge

Students who believe that they have mastered the learning objectives of a course, either through courses taken at another school for which transfer credit has not been given, or through self-study or life experiences, may apply for a challenge examination through the Office of the Registrar. Proficiency credit may be achieved through a written examination, presentation of a portfolio, the completion of assignment(s) and/or the development of product(s). Prior enrollment in a course renders it ineligible for challenge. YU does not award advanced standing through proficiency for more than 50% of the total number of credits contained by a program. Certain courses (e.g., capstone courses) within a particular program are not eligible for challenge. In the case of written or oral examinations, a grade of 80% must be achieved for credit to be assigned.

To challenge a course for credit a student must submit to the Office of the Registrar an Examination Challenge for Credit Application Form with documentation that clearly supports the claim of mastery of a course’s learning outcomes. All challenges must be completed by the end of week one of a particular term if the targeted course is scheduled for study in that term. Applications are assessed by a program’s chair to determine whether or not an examination challenge is warranted, and if so, the format of assessment.

A fee of $75 accompanies each course challenge.

The following courses are ineligible for Examination Challenge:

DIDS107 – Design Studio - Residential
DIDS115 - Design Studio - Retail
DIDS203 – Design Studio – Restaurant
DIDS206 - Design Studio - Advanced Residential
DIDS220 – Design Studio – Healthcare
DIDS210 – Design Studio - Workspace
DIDS310 – Design Studio – Moving Spaces
DIDS315 – Design Studio - Hospitality
DIDS320 – Design Studio - Collaborative
DIDH320 – Research Methods in Interior Design
DIDH400 – Social justice for the Built Environment
DIDS410 – Thesis 1: Research & Programming
DIDS420 – Thesis 2: Concept and Design Development
DIDS430 – Thesis 3: Presentation and Defense
DIDT432 – Documentation
DIDH420 – Philosophy of Design
9.3 (LOP) – Letter of Permission

YU students may take courses at other accredited universities for transfer credits through letters of permission. These courses will not be included in the calculation of the student’s grade point average.

- Students are required to submit a letter of permission application, to the Registrar’s office, for courses they wish to take at another institution.

- The LOP application will be reviewed by the Chair of the program. Once the application has been approved, the Dean of Academics will issue the LOP to the student. It is the students’ responsibility to present the LOP to the other institution.

- Students are responsible for ensuring transcripts for courses taken at another institution are sent directly to the YU Registrar’s office to ensure their record is updated with the result of the course.

- Students must achieve a grade of at least C for transfer of credit.

10 Residency Requirements

Graduation policy lists the minimum portion of the student’s program that must be completed through actual coursework while in residence at YU. This residence requirement may vary by program, but it is always at least 35% of the program.
### 11 Program of Study and Graduation Requirements

The BID program is a four-year degree program that can be completed in **three** years (12 terms - with continuous enrollment). Students are expected to complete the program within seven years of starting their first class.

<table>
<thead>
<tr>
<th>Term 1</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL101</td>
<td>Research &amp; Composition</td>
</tr>
<tr>
<td>DIDS1003</td>
<td>Introduction to Interior Design Theory</td>
</tr>
<tr>
<td>DIDT1301</td>
<td>Introduction to Drafting</td>
</tr>
<tr>
<td>DIDS1005</td>
<td>Fundamentals of Space Planning</td>
</tr>
<tr>
<td>DIDV130</td>
<td>Digital Drawing &amp; Colour Theory</td>
</tr>
<tr>
<td><strong>Total:</strong></td>
<td>15</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Term 2</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>DIDS107</td>
<td>Design Studio: Residential</td>
</tr>
<tr>
<td>DIDT142</td>
<td>Manual &amp; Digital Drawing Standards</td>
</tr>
<tr>
<td>DIDV134</td>
<td>Visual Communications – Rendering</td>
</tr>
<tr>
<td>DIDE151</td>
<td>Products &amp; Materials – Foundation</td>
</tr>
<tr>
<td>ARTH110</td>
<td>Western Art – Prehistoric to Gothic</td>
</tr>
<tr>
<td><strong>Total:</strong></td>
<td>15</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Term 3</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>DIDS115</td>
<td>Design Studio: Retail</td>
</tr>
<tr>
<td>DIDT145</td>
<td>CADD</td>
</tr>
<tr>
<td>DIDV135</td>
<td>Visual Communications – Perspectives</td>
</tr>
<tr>
<td>DIDE155</td>
<td>Building Systems – Lighting</td>
</tr>
<tr>
<td>ENGL150</td>
<td>Professional Communication</td>
</tr>
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<td>15</td>
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<tr>
<td>Term 4</td>
<td>Description</td>
</tr>
<tr>
<td>---------------------------------</td>
<td>--------------------------------------------------</td>
</tr>
<tr>
<td>DIDS203</td>
<td>Design Studio: Restaurant</td>
</tr>
<tr>
<td>DIDT235</td>
<td>Construction Drawings</td>
</tr>
<tr>
<td>DIDV225</td>
<td>Visual Communications – Technique</td>
</tr>
<tr>
<td>DIDE261</td>
<td>Product &amp; Materials: Residential</td>
</tr>
<tr>
<td>ARTH120</td>
<td>Western Art – Renaissance to Contemporary</td>
</tr>
<tr>
<td><strong>Total:</strong></td>
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<table>
<thead>
<tr>
<th>Term 5</th>
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</thead>
<tbody>
<tr>
<td>DIDS206</td>
<td>Design Studio: Advanced Residential</td>
<td>3</td>
</tr>
<tr>
<td>DIDV240</td>
<td>Digital Presentations</td>
<td>3</td>
</tr>
<tr>
<td>DIDE255</td>
<td>Building Systems – Structures</td>
<td>3</td>
</tr>
<tr>
<td>DIDE4401</td>
<td>Codes &amp; Regulations 1</td>
<td>3</td>
</tr>
<tr>
<td>GES200</td>
<td>General Studies (Tier 2)</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total:</strong></td>
<td></td>
<td><strong>15</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Term 6</th>
<th>Description</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>DIDS210</td>
<td>Design Studio: Workspace</td>
<td>3</td>
</tr>
<tr>
<td>DIDV3222</td>
<td>Revit</td>
<td>3</td>
</tr>
<tr>
<td>DIDE270</td>
<td>Building Systems - Power/HVAC</td>
<td>3</td>
</tr>
<tr>
<td>DIDP250</td>
<td>Professional Practice</td>
<td>3</td>
</tr>
<tr>
<td>GES220</td>
<td>General Studies (Tier 2)</td>
<td>3</td>
</tr>
<tr>
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<td></td>
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<table>
<thead>
<tr>
<th>Term 7</th>
<th>Description</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>DIDS310</td>
<td>Design Studio: Moving Spaces</td>
<td>3</td>
</tr>
<tr>
<td>DIDV230</td>
<td>Digital Rendering</td>
<td>3</td>
</tr>
<tr>
<td>DIDH312</td>
<td>Global Architecture &amp; Design</td>
<td>3</td>
</tr>
<tr>
<td>GES230</td>
<td>General Studies (Tier 2)</td>
<td>3</td>
</tr>
<tr>
<td>GES235</td>
<td>General Studies (Tier 2)</td>
<td>3</td>
</tr>
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<td><strong>15</strong></td>
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<tr>
<td>Term 8</td>
<td>Course Description</td>
<td>Credits</td>
</tr>
<tr>
<td>----------------</td>
<td>---------------------------------------------------------</td>
<td>---------</td>
</tr>
<tr>
<td>DIDS315</td>
<td>Design Studio: Hospitality</td>
<td>3</td>
</tr>
<tr>
<td>DIDE351</td>
<td>Materials &amp; Product – Commercial</td>
<td>3</td>
</tr>
<tr>
<td>DIDE344</td>
<td>Applied Lighting</td>
<td>3</td>
</tr>
<tr>
<td>DIDH211</td>
<td>History of Furniture</td>
<td>3</td>
</tr>
<tr>
<td>GES240</td>
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<tr>
<td>Term 9</td>
<td>Course Description</td>
<td></td>
</tr>
<tr>
<td>DIDS320</td>
<td>Design Studio: Collaborative</td>
<td>3</td>
</tr>
<tr>
<td>DIDE360</td>
<td>Restoration</td>
<td>3</td>
</tr>
<tr>
<td>DIDH320</td>
<td>Research Methods in Interior Design</td>
<td>3</td>
</tr>
<tr>
<td>DIDH330</td>
<td>Canadian Architecture &amp; Design</td>
<td>3</td>
</tr>
<tr>
<td>GES245</td>
<td>General Studies (Tier 2)</td>
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<tr>
<td>Term 10</td>
<td>Course Description</td>
<td></td>
</tr>
<tr>
<td>DIDS410</td>
<td>Thesis 1: Research &amp; Programming</td>
<td>3</td>
</tr>
<tr>
<td>DIDE4402</td>
<td>Codes &amp; Regulations 2</td>
<td>3</td>
</tr>
<tr>
<td>DIDH420</td>
<td>Philosophy of Design</td>
<td>3</td>
</tr>
<tr>
<td>DIDP453</td>
<td>Marketing Professional Services</td>
<td>3</td>
</tr>
<tr>
<td>GES400</td>
<td>General Studies (Tier 3)</td>
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</tr>
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<td></td>
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<tr>
<td>Term 11</td>
<td>Course Description</td>
<td></td>
</tr>
<tr>
<td>DIDS420</td>
<td>Thesis 2: Concept and Design Development</td>
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</tr>
<tr>
<td>DIDT430</td>
<td>Advanced Specifications</td>
<td>3</td>
</tr>
<tr>
<td>DIDP451</td>
<td>Project Coordination</td>
<td>3</td>
</tr>
<tr>
<td>DIDP450</td>
<td>Internship 1</td>
<td>3</td>
</tr>
<tr>
<td>GES410</td>
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<td></td>
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### Term 12

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>CR</th>
</tr>
</thead>
<tbody>
<tr>
<td>DIDS430</td>
<td>Thesis 3: Presentation and Defense</td>
<td>3</td>
</tr>
<tr>
<td>DIDT431</td>
<td>Advanced Estimating &amp; Budgeting</td>
<td>3</td>
</tr>
<tr>
<td>DIDT432</td>
<td>Documentation</td>
<td>3</td>
</tr>
<tr>
<td>DIDP452</td>
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<td>3</td>
</tr>
<tr>
<td>GES420</td>
<td>General Studies (Tier 3)</td>
<td>3</td>
</tr>
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**Total:** 15

**PROGRAM TOTAL:** 180

### 11.1 Program-of-study effective July 2018

#### Level 100 Courses

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>CR</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL101</td>
<td>Research &amp; Composition</td>
<td>3</td>
</tr>
<tr>
<td>DIDS111</td>
<td>Introduction to Interior Design Theory</td>
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<tr>
<td>DIDT110</td>
<td>Drafting</td>
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<tr>
<td>DIDS116</td>
<td>Fundamentals of Space Planning</td>
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<tr>
<td>DIDV130</td>
<td>Digital Drawing &amp; Colour Theory</td>
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<tr>
<td>DIDT142</td>
<td>Manual &amp; Digital Drawing Standards</td>
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<tr>
<td>DIDS107</td>
<td>Design Studio: Residential (No PC)</td>
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<tr>
<td>DIDV100</td>
<td>Visual Communications - Perspective &amp; Rendering</td>
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</tr>
<tr>
<td>DIDE151</td>
<td>Products &amp; Materials - Foundation</td>
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</tr>
<tr>
<td>ARTH110</td>
<td>Western Art - Prehistoric to Gothic</td>
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</tr>
<tr>
<td>DIDS115</td>
<td>Design Studio: Retail (No PC)</td>
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<td>DIDV110</td>
<td>Visual Communications - Technique</td>
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<tr>
<td>DIDE155</td>
<td>Building Systems - Lighting</td>
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<td>ENGL150</td>
<td>Professional Writing</td>
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#### Level 200 Courses

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<td>DIDS203</td>
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<td>DIDT235</td>
<td>Construction Drawings</td>
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<td>DIDV230</td>
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<td>Products &amp; Materials - Residential</td>
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<td>ARTH120</td>
<td>Western Art - Renaissance to Contemporary</td>
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<td>DIDV240</td>
<td>Digital Presentation</td>
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<tr>
<td>DIDE255</td>
<td>Building Systems - Structures</td>
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<td>DIDE220</td>
<td>Codes &amp; Regulations 1</td>
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<td>General Studies</td>
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<tr>
<td>DIDS210</td>
<td>Design Studio: Workspace (No PC)</td>
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<td>DIDT200</td>
<td>Interior Detailing 1</td>
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<tr>
<td>DIDV200</td>
<td>Building Information Modeling</td>
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<tr>
<td>DIDE270</td>
<td>Building Systems - Power / HVAC</td>
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Level 300 Courses

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<td>DIDH312</td>
<td>Global Architecture &amp; Design</td>
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<td>DIDP300</td>
<td>Professional Practice 1</td>
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<td>DIDS315</td>
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<td>DIDE344</td>
<td>Applied Lighting</td>
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<td>DIDE351</td>
<td>Products &amp; Materials - Commercial</td>
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<td>Canadian Architecture &amp; Design</td>
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<td>DIDS320</td>
<td>Design Studio: Collaborative (No PC)</td>
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<td>DIDT300</td>
<td>Interior Detailing 2</td>
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<td>DIDH320</td>
<td>Research Methods in Interior Design (No TC and no PC)</td>
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<tr>
<td>DIDE360</td>
<td>Restoration</td>
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Level 400 Courses

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<td>DIDE400</td>
<td>Codes &amp; Regulations 2</td>
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<td>DIDP400</td>
<td>Professional Practice 2</td>
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<td>DIDH420</td>
<td>Philosophy of Design</td>
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<tr>
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<td>Thesis 2: Concept and Design Development (No TC and no PC)</td>
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<td>DIDT430</td>
<td>Advanced Specifications</td>
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<td>DIDH400</td>
<td>Social Justice for the Built Environment (No TC and no PC)</td>
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<td>General Studies</td>
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<tr>
<td>DIDS430</td>
<td>Thesis 3: Presentation &amp; Defense (No TC and no PC)</td>
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<tr>
<td>DIDT432</td>
<td>Documentation (No TC and no PC)</td>
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<tr>
<td>DIDT431</td>
<td>Advanced Estimating &amp; Budgeting</td>
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<tr>
<td>DIDP430</td>
<td>Examination Preparation</td>
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<td><strong>Total Degree Requirement Credits</strong></td>
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<td>DIDS420</td>
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<tr>
<td>DIDT430</td>
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<td>DIDS430</td>
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<tr>
<td><strong>Total Degree Requirement Credits</strong></td>
<td></td>
<td><strong>180</strong></td>
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</table>

Course descriptions and co and pre-requisite requirements can be found in the Academic Calendar.

Most studio courses have other studio courses as pre-requisites. As such student’s dynamic plan of study should only contain one studio per term.

The completion of all studio courses is a pre-requisite to enrol in DIDS410. It is also recommended once students have started on the three-course thesis stream that they do so with as minimal interruption as possible.

Students are encouraged to complete internship 1 and 2 requirements as quickly as possible. Delaying the completion of these courses will delay graduation.

The requirement for graduation is completion of all courses in the chosen program with a 2.0 CGPA in the 4.0 scale or 1.7 CGPA in the 4.3 scale, or better. Elective courses are part of the plan-of study and need to be completed in order to graduate. Any courses with grades W or F must be retaken.

A student is eligible for a degree after successfully completing all graduation requirements. These requirements include the completion of a minimum of 180 credits.

To remain in good academic standing a student must maintain a CGPA of 2.0 or higher in the 4.0 scale or 1.7 or higher in the 4.3 scale.

A minimum of 63 credits must be achieved through coursework at YU.
12 Research Ethics Board

Policy:

1) **Preamble and General Principles:**
   a) YU endorses the principles set out in the Tri-Council Policy Statement “Ethical Conduct for Research Involving Humans” (TCPS). This document describes how the Tri-Council Policy will be applied at YU.
   b) YU is primarily a teaching institute whose students and faculty engage in research, some of which involves studying human participants. Conducting research involving human beings creates ethical responsibilities for the investigators. It is the duty of the Institute to promote ethical research and to help researchers understand and meet their ethical responsibilities.
   c) This policy is intended to ensure that the highest ethical standards in the conduct of research involving human participants are maintained at YU. The value underlying the Tri-Council Policy Statement (TCPS) is respect for human dignity. Article 1.1 of the TCPS states: “The guidelines in this Policy are based on the following three core principles: Respect for Persons, Concern for Welfare, Justice.”
      i) Respect for persons imposes moral obligations for researchers to respect the autonomy of participants in research and to protect individuals with developing, impaired, or diminished autonomy. Practical implications of these moral obligations include deference to the judgement and respect for freedom of choice of participants in research projects. Such deference and respect require the researcher to seek free, informed, and ongoing consent from participants and to ensure that participants understand the purposes of research and any risks associated with their participation in the research. Special care is needed in the design and administration of research when participants are not able to give free and ongoing consent or understand the purpose of the research and the risks involved.
      ii) Concern for the welfare of persons imposes the moral obligation to protect, and in some circumstances promote, the welfare of participants in view of foreseeable risks associated with the research. This implies that participants must be given enough information to assess risk and not be exposed to unnecessary risk. Researchers are ethically obliged to minimize risks associated with research and to carefully weigh the benefits derived from the research against the potential risks associated with the research.
      iii) Justice imposes an ethical duty to ensure that the burdens and benefits of research are distributed equitably. This implies that special consideration be given to people or groups who are vulnerable or marginalized. It also implies awareness of the power imbalance between the researcher and participants.

2) **Scope of Policy:** As defined in Article 2.1 of the TCPS (2010), this policy applies to all research involving living human participants conducted by faculty members or students as part of the educational mission of the Institute or supported materially by YU. The policy does not apply to:
   a) Research that relies exclusively on publicly available information;

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2 For full explanations of the scope of this policy see TCPS (2010), Chapter 2.
b) Research about a living individual involved in the public arena, or about an artist, based exclusively on publicly available information, documents, records, works, performances, archival materials or third-party interviews, is not required to undergo ethics review. Such research only requires ethics review if the subject is approached directly for interviews or for access to private papers, and then only to ensure that such approaches are conducted according to professional protocols.

c) Research involving the observation of people in public places where:
   i) it does not involve any intervention staged by the researcher, or direct interaction with the individuals or groups;
   ii) individuals or groups targeted for observation have no reasonable expectation of privacy; and
   iii) any dissemination of research results does not allow identification of specific individuals;

d) Research that relies exclusively on secondary use of anonymous information;

e) Quality assurance and quality improvement studies, program evaluation activities, and performance reviews, or testing within normal educational requirements when used exclusively for assessment, management, or improvement purposes.

3) Research Ethics Board (REB): YU shall establish a Research Ethics Board to discharge its duty to promote ethical research and to help researchers understand and meet their ethical responsibilities.

a) Composition: The Research Ethics Board shall comprise no fewer than five members and shall include:
   i) the Vice President, Academic;
   ii) at least one senior member of an academic support unit;
   iii) at least one faculty member from each Faculty of the university;
      (1) at least one faculty member shall be drawn from the Faculty in which the applicant teaches or studies;

b) The Vice President, Academic, shall be Chair of the Research Ethics Board.

c) A quorum shall be 60% of the members, provided that at least two faculty members are in attendance.

d) Mandate: The Research Ethics Board shall
   i) Develop guidelines, procedures, and forms needed to apply the TCPS (2010) to YU, including but not limited to:
      (1) Guidance for faculty members and instructional design experts who are developing new courses or reviewing existing courses that include assignments requiring students to conduct research involving living human participants;
      (2) Guidance for students conducting research involving living human participants;
      (3) Guidance for faculty members;
      (4) Procedures and forms for full review of proposed research;
      (5) Procedures for expedited review of proposed research.

   ii) Develop or recommend educational and support material for students and faculty members to help them understand and meet their ethical responsibilities;

   iii) Conduct full or expedited reviews of proposed research involving living human participants and issue certificates attesting that the research meets the requirements and expectations of the TCPS (2010);

   iv) Conduct full or expedited reviews of course syllabi and/or assignments within courses when the course requires students to conduct research involving living human participants and issue certificates attesting that the course and assignments meet the requirements and expectations of the TCPS (2010);
v) Maintain records of decisions and report annually to Academic Council on the activities of the Board;
vi) Review this policy from time to time and recommend revisions as appropriate.

e) Conflicts of interest: If the REB is reviewing research in which a member of the REB has a personal interest, conflict of interest principles require that the member not be present when the REB is discussing or making its decision. The Chair shall ensure that quorum is maintained should one or more members be absent as a result of this conflict of interest guideline.

f) Procedures:
   i) Principle of proportionate review: The REB will use a proportionate approach based on the general principle that the more invasive the research, the greater should be the care in assessing the research.
   
   ii) Principle of continuing review: Ongoing research shall be subject to continuing ethics review.
       (1) Researchers must monitor their research projects to ensure that no new ethical problems or issues arise and to provide participants with a complaints process.
       (2) Letters or certificates of review will be issued by the REB with an expiry date after which the researcher(s) must apply for renewed review and approval.
   
   iii) Normal or full review process:
       (1) The REB will normally meet in full meeting (face-to-face and/or by video- or tele-conference);
       (2) Researchers will submit proposals for research involving living human participants to the REB in a format and according to a schedule to be established by the REB;
       (3) In their proposals, researchers will identify the ethical problems or issues presented by their research and propose how they intend to resolve these problems or issues;
       (4) The REB may, at its discretion, invite the researcher(s) to attend the meeting;
       (5) The REB shall keep minutes of its meetings, including reasons for decisions;
       (6) If the REB agrees that the ethical problems and issues posed by the research have been appropriately addressed by the researcher, it shall issue a letter or certificate verifying that, in the opinion of the REB, the research complies with the requirements and expectations of the TCPS (2010);
       (7) The letter or certificate shall include an expiry date after which ethics review must be renewed;
       (8) If the REB concludes that the ethical problems and issues posed by the research have not been satisfactorily addressed, it may:
           (a) Suggest improvements and approve the research conditional upon implementation of the improvements;
           (b) Request significant revision of the research proposal and resubmission for further consideration;
           (c) Reject the research proposal.
       (9) The Vice President, Academic shall maintain in a secure place, files for each application for review, including the letter or certificate containing the opinion of the REB.

   iv) Expedited review process:
       (1) Researchers or faculty members developing a course that requires students to conduct research involving living human participants may request an expedited review process if either of the following apply:
           (a) The research obviously involves no more than minimal risk (as defined in the Tri-Council Policy Statement (2010), page 23: “research in which the probability and magnitude of possible harms implied by participation in the research is no greater than those
encountered by participants in those aspects of their everyday life that relate to the research.”

(b) The research project has already received approval by the REB and has complied fully with any requirements and the applicant is simply renewing the ethical approval letter or certificate without significant changes to the ongoing research process.

(2) Expedited reviews will be conducted by the Chair of the REB and two other members of the REB, at least one of whom is familiar with the researcher’s discipline.

(3) Researchers must apply to the Chair of the REB for expedited review following procedures to be established by the REB. The Chair may reject the request for an expedited review and schedule the proposal for a full review.

(4) If the expedited review concludes that the proposal involves ethical problems or issues requiring review by the full REB, the Chair shall schedule the proposal for a full review.

(5) If the expedited review concludes that the ethical problems or issues associated with the research have been appropriately handled, the Chair shall issue the required letter or certificate.

v) Delegation of review of student research projects:

(1) Academic units of YU may apply to the Research Ethics Board for authority to conduct reviews of student research that is, essentially, an exercise in teaching and learning.

(2) The following conditions must be met by the academic unit:
   (a) There must be a review process and committee that complies with the TCPS (2010);
   (b) The research proposed must entail no more than minimal risk for the living human participants.
   (c) The review process will normally be similar to that used by the REB for expedited reviews.
   (d) Outcomes of the review process must be reported to the REB annually.

(3) The academic unit’s review committee will provide educational and support material to students to help them understand and meet their ethical obligations as researchers.

(4) Student proposals that are rejected by the academic unit’s committee may be appealed on procedural grounds to the REB.

(5) Letters or certificates verifying ethical review will be filed by the academic unit and a copy forwarded to the Vice President, Academic.

4) Appeals:

a) In the event that the REB rejects a proposal, the applicant may appeal in writing to the President of YU.

b) The grounds for appealing a decision of the REB shall be:
   i) Procedures were not properly followed by the REB;
   ii) There is a significant disagreement about the interpretation of the TCPS (2010).

c) The President or the Vice President, Academic, of YU will enter into an agreement with another institution to use that institution’s Research Ethics Board as the YU appeal board.

d) The normal expectations of natural justice shall apply to appeals procedures.

e) The decision of the appeal board is final.

5) Administrative support: The Vice President, Academic, provides administrative support for implementation of this policy, including:

a) Distribution of forms and materials necessary for submission of research proposals to the REB;

b) Collection of submissions and distribution of submissions to REB members;

c) Keeping minutes of REB meetings;
d) Storing submissions and related materials in a secure location;

e) Supporting the REB in its educational activities;

f) Other duties related to the support of the REB in carrying out its mandate.

6) **Sanctions:**

a) No research involving living human subjects will be materially supported by YU (with money, facilities, or staff time) unless that research complies with this policy and, by extension, the TCPS (2010).

b) No course that includes student research involving living human subjects shall be approved unless that research complies with this policy and, by extension, the TCPS (2010).
13 Resources

BID Orientation
The BID orientation is designed to help you find your way around the on-line platform of your course. You will learn how to participate in discussion forums, submit assignments, view grades, navigate courses and participate in Omnijoin sessions. This orientation will benefit you if take courses on-line or on campus. The orientation can be accessed through the following links: https://myprogram.yorkvilleu.ca/home/ which is located by accessing https://courses.yorkvilleu.ca/

Program Page
The BID program page provides you with information about your program. Here you will find the program’s mission, and design standards. You will find academic links to CIDA, ARIDO and NCIDQ. From here you can access any lunch-n-learn lectures you may have missed as well as find an overview of your internship requirements. The program page can be accessed through the following link: https://myprogram.yorkvilleu.ca/home/ which is located by assessing https://courses.yorkvilleu.ca/

Library
The library collection contains materials to support your learning. An in-depth look at the library can be found in the BID orientation mentioned above. The library can be accessed from your Moodle course page and is represented by the following icon at https://myprogram.yorkvilleu.ca/home/ :

Supply store
The supply store is operated by a third-party supplier. You are able to purchase your program supply kit on-line by accessing the following stores icon at https://myprogram.yorkvilleu.ca/home/ :

Bookstore
It is highly encouraged that your purchase your required textbooks in a timely manner to ensure you have access to all the material at the start of term. All textbooks can be purchased on-line through the on-line books store. The books tore can be accessed trough the stores icon located at https://myprogram.yorkvilleu.ca/home/ :

Technology Requirements
The program has unique software and hardware requirements. The student is responsible to ensure these are in order prior to program and course starts. Technology requirements are updated from time
to time as new industry versions are adopted by the program. These requirements can be found on the program page at https://myprogram.yorkvilleu.ca/home/.

The Learning Success Centre
The Learning Success Centre is self-guided and students have access to a variety of topics for quick reference. Here students will find additional library tools, access to the writing lab, tools to support your study and home-study balance information. The new to YU section covers campus orientation, planning your study and on-line learning. The Learning Success Centre can be accessed from the campus by clicking on at https://myprogram.yorkvilleu.ca/home/.

Writing Lab
In the writing lab, students will have the opportunity to view a series of narrated PowerPoints, access targeted resources, seek support from TAs, and discuss various writing challenges and concerns through a specially designed Moodle site. This lab is only available through referral from an instructor.

Smart Thinking
Smart Thinking is an included tutoring service offered by a third party. Math, writing, proofreading, ESL, and Adobe Suite (Illustrator, In Design, Photoshop) are some of the subject that can be accessed. This series is accessed by clicking on the Smart Thinking link located https://courses.yorkvilleu.ca/

Tutoring
Tutoring is an included service. Peer tutoring must be approved by your instructor, and /or program coordinator/chair. Upon approval of your request you will be e-mailed by your tutor and/or tutoring coordinator to arrange your tutoring sessions.

The program advisor is able to connect students for this service as need be.

Dean’s Council
Dean’s Council is comprised of students from the YU degree programs, including the Electronics Engineering Technology program, and the Dean of Academics who meet on a regular basis to provide input about campus life.

1. Mandate
   • To provide feedback about current policies and practices and suggest ways to improve the Steeles and on-line Campus learning environment.
   • To increase student awareness of campus initiatives and changes that impact the student body. The expectation is that members of Dean’s Council will provide regular updates to their classmate/colleagues.
• To provide student representatives on Academic Council.

2. Membership
Each cohort / program year will elect two members to the Dean’s Council — a class representative and an alternate. Programs with on-line delivery platforms will have the same type of representation. The alternate will attend meetings of Council when the representative is not available.

To stand for election, a student must fulfill the following requirements:
• Be on the President’s List (for high academic standing)
• Demonstrate leadership skills
• Be able and willing to communicate effectively

Council members must maintain good academic standing. Furthermore, they are expected to attend all meetings.

Dean’s Council meetings are held twice a term – week 3 and 9.
14 General Studies

General Studies subjects comprise approximately a quarter of YU’s undergraduate professional degree programs in keeping with the understanding that a university degree indicates education beyond a single discipline and as required by regulatory accreditation. Its purpose is to give breadth to students’ education, in keeping with accepted norms of a liberal education and the meaning of an undergraduate degree. The General Studies component complements the core professional nature of the degree programs by creating a broader social and human context for the degrees.

The General Studies program has a three-tiered hierarchical structure - foundational, subject- specific, and integrative – introducing students to increasingly complex and intellectually interdependent competencies. The intended outcome of General Studies courses is to give students the intellectual skills and mindset that allows them to realize the benefits of their core technical training as well-rounded citizens in a complex world.

Mission of General Studies
To develop skills and competencies that promote professional standing and social consciousness.

Objectives
- To enhance students’ understanding and engagement with their world in a manner that makes them better self-reflective citizens and life-long learners.
- To enhance students’ critical thinking, analytical reasoning, research, and inquiry skills.
- To develop information literacy, problem-solving abilities, ethical reasoning, and integrative learning.

General Studies Structure
The General Studies cluster of courses is presented at three tiers from foundational to integrative. As students move through their programs of study, learning experiences become more complex and the skills and competencies addressed are more advanced.

Three-Tier Course Architecture for the General Studies Program

Tier I: Communications, Research and Thinking Courses
Tier I courses emphasize foundational skills and competencies. They are offered early in the students’ program and provide the basis upon which more advanced learning is built. They include analytical, research, critical thinking, and communication skills and competencies. Tier I courses have a 1XX-level course code.

Tier II: Arts and Social Sciences Courses
Tier II courses are breadth of knowledge courses in subject-specific areas of Arts and Social Sciences. They are designed to encourage students to analyse concepts, build analyses and arguments, and to undertake research particular to established academic disciplines. Tier II courses have a 2XX-level or a 3XX-level course code.

Tier III: Integrated Studies Courses
Tier III courses are inherently interdisciplinary and require students to integrate skills, competencies, and knowledge acquired in Tiers I and II and to apply these to new areas of understanding. Students extend abstractions to make connections both within the subject area and beyond it, learning to
transfer generalized principles and ideas from a specific instance to real-world issues, synthesizing and evaluating knowledge. Tier III courses have a 4XX-level course code.

### 14.1 Transfer of External Credits
See Academic Calendar, section on Program Credit Transfer and Advanced Standing. [http://www.yorkvilleu.ca/resources/academic-calendar/](http://www.yorkvilleu.ca/resources/academic-calendar/).

### 14.2 Late assignment submission
Late assignments will be penalized five (5%) percent for each day that they are late. Late assignments will not be accepted after three days (15%) unless there are extenuating circumstances that have been discussed with the instructor, and the instructor has agreed to extend the deadline.
15 Appeals Procedure

The following academic decisions may be appealed:
- Grades
- Credit transfers for registered students
- Academic status

15.1 Academic Appeals Procedures
In all references to the academic appeal process and in any other academic concern where an appeal process is appropriate, the following procedures apply.

The student will initiate the appeal in writing. Appeals will be submitted to the program chair or a designate. The written appeal must contain:
- The student’s name and student ID number
- The date the appeal was submitted
- The student’s program and last class section
- The date of last attendance (for inactive students)
- The reason and nature of the appeal
- The specific relief or decision change that is sought by the appeal
- An explanation and documentation of any extenuating circumstances
- Additional details as required for appeals after academic dismissal (see below)
- The student’s signature

When deadlines for submitting appeals are established by academic policy, it is the student’s responsibility to meet these deadlines. Such deadlines usually relate to progression restrictions. Late appeals may result in a one-term interruption of studies. In cases where no deadlines are established, an academic appeal should be submitted within one week of the occurrence prompting the appeal.

The program chair or designate will take timely action on the appeal and will meet any time restrictions established by separate policy. Written documentation of the final appeal decision will become a part of the student’s permanent file. The student submitting the appeal may be notified of the final decision in writing.

Conditions for future performance over and above any conditions specified in the policy may be established through an advising session. Such conditions must be recorded as a part of the appeal document that becomes a part of the student’s permanent file.

If the chair does not approve the appeal, the student may request a review of that decision by the dean of academics. A written request to review an appeal decision must be submitted within two (2) class days of the rejection. The dean of academics will also document the decision for inclusion in the student’s permanent file. The request for review, and the decisions and signatures of the chair and the dean may be a part of the same appeal form submitted by the student. The Dean of Academics will inform the student and the chair in writing of the decision regarding the appeal’s review.

Should the student wish to pursue the appeal to the third level, a body of persons not involved in the appeal in any way will be converted to provide a final internal review and decision of the student’s appeal.
15.2 General Complaints Procedure

General complaints must be made in writing to the Dean of Academics who will direct the complaint to the administrator designated as the most able to address and resolve the complaint.

Because of legislation affecting diploma programs, the procedures are somewhat different for degree and diploma students.

a. Within five (5) business days of receiving the complaint, the designated administrator will meet with the student and provide an opportunity to make an oral submission(s).
   i. Complainants are entitled to have another person present throughout the complaint process and/or to make oral submissions on behalf of the student.
   ii. There will be a written record of this meeting and the student will receive a copy of this record.

b. Within fifteen (15) business days, the designated administrator will respond to the complaint in writing. This response will include a decision statement, rationale for the decision and the record of the meeting with the student.

c. Should the complaint still not be resolved to the satisfaction of the student, s/he may appeal the decision to the Dean of Academics (degree students) or the president (diploma students). All appeals must be in writing and addressed to:

   **Degree Students:**
   Angela Antohi-Kominek
   Dean of Academics, Yorkville University
   2000 Steeles Avenue W Concord ON
   L4K 4N1

   **Diploma Students**
   Dr. Rick Davey
   President, Yorkville University
   Steeles Campus
   2000 Steeles Avenue W Concord
   ON L4K 4N1

The appeal statement must indicate why the student disagrees with the designated administrator’s decision. The appeal documentation must include the original decision and any supporting and background information.

d. Within ten (10) days of receiving the appeal, the dean or president will meet with the complainant when s/he will have an opportunity to make an oral submission(s).
   i. Complainants are entitled to have another person present throughout the complaint process and/or to make oral submissions on behalf of the student.
   ii. There will be a written record of this meeting and the student will receive a copy of this record.

e. The Dean of Academics or President will provide a written response to the student within ten (10) business days from the meeting. This response will include a decision statement, rationale for the decision and the record of the meeting with the student.
f. Should the student not be satisfied with this decision, s/he may escalate the complaint to the President (degree students) or to the Superintendent of Private Career Colleges (diploma students).

**Degree Students**
Dr. Rick Davey  
President, Yorkville University  
Steeles Campus  
2000 Steeles Avenue W Concord ON  
L4K 4N1

**Diploma Students**
Superintendent of Private Career Colleges  
Private Career Colleges Branch  
Ministry of Training, Colleges and Universities  
77 Wellesley Street West, Box 977  
Toronto, ON M7A 1N3

g. In the event that the President cannot resolve the complaint, a body of persons not involved in the appeal in any way will be convened to provide a final internal review and decision of the student’s complaint.

h. Student services will maintain a file of each student complaint along with any submissions and decisions. A complainant has access to her/his complaint file which will be maintained for three (3) years from the original date of the complaint.