

Department of Biology Course Outline

BIOL2040 - Genetics Winter 2017

Course Description

A study of the organization and behaviour of genes and chromosomes and their roles in cells, organisms, populations and evolution. Three lecture hours, one tutorial hour.

Prerequisites

Both SC/BIOL 1000 3.00 and SC/BIOL 1001 3.00 or SC/BIOL 1010 6.00. Course credit exclusion: SC/BIOL 2040 4.00

Course Instructors and Contact Information

Course Director: Dr. Tanya Da Sylva

Email: TDCourse@yorku.ca

Office: 210 Bethune

Tutorial TAs (they will give you their contact information, if necessary):

TA Coordinator: Brock Harpur (harpur@yorku.ca),

TAs (contact information will be given to you if necessary): Anna Kotova, Nickie Safarian, Ksenia Timonina, Kailey Michnal, Nadejda Tsvetkov, Harshilkumar Patel, Marlee Ng, Kathleen Dogantzis

Dr. Da Sylva's Drop-in (office) hours: as listed on Moodle (drop-in, no appointment necessary)

- To arrange an appointment outside listed office hours email TDCourse@yorku.ca and provide a list of times you are available. If you wish to meet privately please mention this in the email.

Schedule

Classes: Tuesdays and Thursdays 1:00 pm – 2:30 pm in ACW109

Tutorials: Tuesdays (2:30pm, 3:30pm, 4:30pm) and Wednesdays (2:30pm, 3:30pm, 4:30pm) in various locations (check detailed schedule on Moodle). Tutorials are 50 minutes long and you will not be given extra time to complete material if you are late.

- You **must** attend the tutorial section in which you are registered. You will not be allowed into a tutorial you are not registered for without written permission from the course director (T. Da Sylva) or TA Coordinator (B. Harpur). Email harpur@yorku.ca immediately upon missing a tutorial.
- Permanent tutorial section switches are allowed until Monday, January 9th.** If the tutorial section you want to switch into is not full you may be able to switch yourself. If it is full DON'T attempt to drop and switch tutorials yourself!
 - If you want to switch into a tutorial section that is full you must find someone willing to switch with you. Each of you must complete a course transaction form (available from T. Da Sylva). These forms must be submitted **as a pair** to Dr. Da Sylva by Monday, January 9th at 3 pm.
 - The UG Biology Office will process the switch by Monday, January 9th at 5pm. **Do not email or call** them to check the status, just check your records.
- If you miss a tutorial **you MUST email B. Harpur immediately** (harpur@yorku.ca place "BIOL2040 missed tutorial" in the subject line, specify which date and time you missed and give your student number). Please see course policies in this syllabus for more email information.
- One** temporary switch per term *may* be allowed with a valid reason. **Make up tutorials** *may* also be available to those with a valid reason for missing their tutorial but due to the very short time frame neither switches nor make-ups may be possible.
 - If you don't have a valid reason for missing your tutorial you will receive zero for the tutorial.

Evaluation

Final course grades may be adjusted to conform to Program or Faculty grades distribution profiles.

Midterm 1*:	20%	Thursday, February 2 nd (in class)
Midterm 2*:	20%	Tuesday, March 14 th (in class)
Final Exam*:	30%	April exam period, scheduled by Registrar's Office**
Tutorials^α:	17%	Weekly basis (mandatory , even if repeating course; detailed schedule on Moodle)
Activities^β:	8%	In-class (LearningCatalytics)/online (MasteringGenetics and Moodle)
Quizzes^φ:	5%	Online (Mastering Genetics)

* You must pass the sum of the midterms and final to pass the course (i.e., receive 35/70 on the midterms plus exam component). You must write both midterms or have valid reasons for not writing to be eligible to write the final exam.

**The registrar sets exam schedules; by enrolling in this course you must be available to write an exam anytime, April 7th – 24th, inclusive. Exams will not be rescheduled and deferred standing will not be granted for scheduling conflicts unless the conflict falls under official undergraduate exam conflict rules. Please see <http://registrar.yorku.ca/exams> for more details.

^α Your **Tutorial grade** will be calculated from the best 8 out of 9 tutorials plus two reflection assignments. Tutorials are weekly with a few noted exceptions (see detailed schedule on Moodle)

^β **Activities include** in-class LearningCatalytics points, in-class assignments and online assignments (Moodle and MasteringGenetics). Most activities earn points for completion/active participation. Your grade will be calculated out of 20% less than the actual total points that could be earned (e.g., if there were a maximum of 100 points possible for the term, the activities grade would be out of 80 points). There are no bonus marks; the maximum grade for Activities is still 100% (or 8% of your course grade).

- LearningCatalytics is software that comes with your text (etext or hardcopy custom) that we will use instead of clickers in the course. Requires that you have a (**charged**) web-enabled device such as a smartphone, tablet, or laptop. If you do not have such a device, the library loans out tablets and laptops (<http://www.library.yorku.ca/web/steacie/unusual-reserves/>). Keep your clickers – other courses will use them!
- MasteringGenetics is an online homework and tutorial tool that comes with your text. It may be used for homework/practice questions.

^φ **Quizzes** will be marked on the basis of a correct answer. Each quiz will be worth a certain number of points. Your grade will be calculated out of 20% less than the actual total points that could be earned (similar to activities described above).

Your Activities and Quizzes mark **requires Learning Catalytics and Mastering Genetics**. You must purchase and register for both by **January 11th**, and you must come to class with a *charged* smartphone, tablet or laptop. Please see the *Resources* section below for more details.

Important Dates

Classes start:	Thursday, January 5 th
Last day to switch tutorials:	Monday, January 9 th
Tutorials start:	Tuesday, January 10 th (weekly with noted exceptions; see Moodle)
Midterm 1:	Thursday, February 2 nd
Reading Week:	
Drop Deadline:	Fri., March 10 th (course does not appear on your transcript)
Course Withdrawal:	Sat., Mar. 11 th – Wed., Apr. 5 th (course still appears on transcript)
Midterm 2:	Tuesday, March 14 th
Final Exam:	TBA, during the April exam period (cumulative)

Important: **Class cancelled** (mandatory online material instead) on **Tuesday, February 14th**. **Tutorials WILL occur** as normal.

NOTE: for additional important dates such as holidays, refer to the "Important Dates" section of the Registrar's Website at <http://www.yorku.ca/yorkweb/cs.htm>

Resources

1. Textbook package from York Bookstore (REQUIRED):

a) 2nd Custom Edition for York University. Concepts of Genetics

In order to keep costs down a custom textbook version was produced. The custom version is only available from the York Bookstore. The custom version also includes access to MasteringGenetics and LearningCatalytics. Do NOT buy a used textbook; you will not receive access to MasteringGenetics and LearningCatalytics. If you buy a used text you will still have to buy the e-text with access code package described below.



There are 2 options for the text (choose one) – both **ONLY available from the York Bookstore**:

1. 2nd Custom Edition Softcover (~\$130):

- Packaged with access code for Mastering Genetics and LearningCatalytics. Also have access to e-text

2. 2nd Custom E-text access code (~\$60):

- Packaged with code for Mastering Genetics and LearningCatalytics. The e-text is essentially a rental and the code cannot be transferred between individuals (i.e., you can't sell it or give it away). You do NOT get a hardcopy

- If you took the course in a previous semester and purchased the custom 1st or 2nd edition, and you **are not able** to join our course (see code below) email me (T. Da Sylva)
- If you purchased a NEW copy of the 1st edition custom (brownish cover) email me (T. Da Sylva)
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Copies of the textbook (only) are on reserve at Steacie Library

b) Mastering Genetics (REQUIRED, web based): online assignments and practice questions may be delivered via MasteringGenetics. Course ID for MasteringGenetics will be posted to Moodle when it's available. **Enroll by January 11th**

c) LearningCatalytics (REQUIRED, web-based): Web based program that replaces clickers in this course, you must bring a *charged* web-enabled device (e.g., smartphone, laptop, tablet) in order to use LearningCatalytics in class. **Enroll by January 11th**

2. Course Moodle Site (ONLINE, web-based):

Announcements, quizzes, grades, and other course information is communicated through Moodle. Please check it daily.

3. Learning Goals and Outcomes (LOs):

Detailed LOs (more detailed than below) will be posted to Moodle. The LOs are what you should be able to do by the end of the course. All testable material will fall under the LOs so it's wise to refer to them repeatedly throughout the course.

Learning Outcomes

Upon successful completion of this course, students should be able to:

- Relate concepts from BIOL 1000 and 1001 to those in BIOL 2040. Review as necessary.
- Communicate information, arguments, and analyses accurately and reliably in verbal and written form.
- Work effectively and collegially with your peers.
- Use genetic terminology in its correct scientific context.
- Interpret and analyse information provided in a figure; given data, construct a figure.
- Describe the molecular anatomy of genes and genomes.
- Compare different types of mutations and describe how each can affect genes and the corresponding mRNAs and proteins.
- Explain the molecular basis, at the protein level, for different genetic outcomes of alleles of the same gene.
- Describe the mechanisms by which an organism's genome is passed on to the next generation.
- Describe the phenomenon of linkage and how it affects assortment of alleles during meiosis.
- Analyse phenotypic data and deduce possible modes of expression/inheritance (e.g., incomplete dominance, autosomal, X-linked) from family histories (pedigrees).
- Extract information about genes, alleles, and gene functions from genetic crosses and pedigree analysis.
- Interpret results from molecular analyses to determine the inheritance patterns and identities of human genes that can mutate to cause diseases.
- Describe the approaches and methods used to conduct genetic studies in model organisms. Apply the results of molecular genetic studies in model organisms to understand aspects of human genetics and genetic diseases.
- Justify the value of studying genetics in organisms other than humans.
- Describe the processes that can affect the frequency of phenotypes (and genotypes) in a population over time.
- Evaluate the societal and ethical impacts of various genetic techniques, studies, and applications.

Course Content

In this course, we'll explore and apply genetics concepts and you'll gain a deeper understanding of the scientific process. A strong understanding of genetic fundamentals will enhance your understanding of almost all other biological processes.

Instructor: My role is to provide you with the opportunity to learn, to challenge you and to build a safe environment for you to struggle with material and overcome your challenges. I will answer questions in class when possible and hold regular office hours. I will support you, as much as I can, as *you work* on overcoming your misconceptions of material and developing study skills.

Student: Your textbook readings and supplemental information provide you with useful background information/details and will help you reach some of the LOs (LOs straightforward enough for you to learn from the text will not be covered in class). **You are expected to complete the required readings and online work prior to class time.** During class we'll explore materials that tend to be more difficult or complex. You will also have the opportunity to practice with material and work with your peers. **You are expected to participate in all activities.**

As with all courses, you are still expected to spend time beyond the regular course hours in preparation, review, studying, etc. However our course is designed to help you establish good studying habits, and practice and check your understanding of material before heavily weighted tests (midterms and exam). If you prepare and participate actively (in class, online and in tutorials) you should not have to "cram" for exams.

Information on course topics is available on Moodle (LOs, etc.)

Experiential Education and E-Learning

e-learning: This class employs a “flipped” approach. You will do the basics of reading and watching videos outside of class and in-class we will spend most of our time actively engaging with material (practicing, figuring out where you’re struggling, deepening your understanding of those challenging concepts).

Experiential education: You will gain hands-on skill development in teamwork and communicating scientific concepts. We will also go through some case studies and throughout the term you will be asked to reflect on your learning.

Other Information

Check out study tips and other resources on Moodle.

Course Policies

1. Email Policy & Etiquette:

- Expect an **average response time of 2 (working) days**, not including weekends or holidays.

Email messages not meeting the guidelines below may not receive a response:

- For course-related correspondence, **use your @my.yorku.ca email address**. Emails from other addresses (such as Gmail) are likely to be filtered as junk. Emails from addresses other than @my.yorku.ca will NOT receive a response.
- **Do not use the Moodle email (messaging)** function to contact Dr. Da Sylva. Please don't respond to course announcement emails. Moodle messages will NOT receive a response.
- **Subject line:** make your subject line descriptive – include the course information (W17 BIOL2040), your name and student number, whether the email pertains to lecture or tutorial and briefly mention the topic (examples: W17 BIOL2040 J. Sami (215123456) – missed Tutorial Tues., Feb. 7th, 4:30pm or W17 BIOL2040 J. Sami (215123456) Lecture – Mendelian ratios question). Emails without the required information will NOT receive a response.
- **Message/Body of email:** make sure email is clear, professionally/politely written and brief. Include your full name (as it appears on your student card) at the end of the email.
 - You may wish to be addressed by a name different than the one on your student card, please let me know within your email so I can address you respectfully. However I need to know who you are in my student records and York only provides me the name as it appears on your student card; please still include this official name at the bottom of the email.
- **Before emailing please consider the following:** is it in the syllabus (read the syllabus)? Should another resource be consulted first (a classmate, Moodle resources, Moodle discussion boards)? If your question was addressed in class, on Moodle or in the syllabus you are unlikely to get a reply. If you missed a class, talk to your classmates or post questions on the Moodle forum for everyone in class to answer before emailing me.
- Most questions about course material are more difficult to answer over email than in person. **Come by drop-in hours instead or make use of the discussion board** on Moodle to pose your questions. Other students may have the same question and everyone can benefit from a classmate or instructor answering it. I may post emails and responses to the forums for this purpose (with identifying information removed).
- Grades for midterms and the exam will be posted to Moodle as soon as they are ready. **Do not email asking when grades will be posted; these emails will not be responded to.** The same applies to tutorial grades – grades on tutorial assignments will be made available when appropriate, **do not email your instructor or TA asking for grades.**
- **Harassing or abusive, and rude emails will not be tolerated.** You will be reported to the department or faculty or simply ignored, depending on severity. You must abide by the student code of conduct at all times

3. Scheduling Conflicts & Weather cancellations:

- Enrolling in another course that overlaps with this course is not an acceptable midterm or tutorial conflict. You are responsible for being free to attend class and tutorial.

- Having multiple midterms, tests, or assignments/tutorials scheduled on the same day is NOT a scheduling conflict
- Class, tutorial, and/or tests are only cancelled if York declares an official weather emergency. If the university is open you are responsible for being here.

4. Missed Midterms/Exam:

- If you are ill, don't enter the exam room. Once you've written an exam, your mark will stand.
- You **MUST contact (email) me within TWO (2) DAYS (48 hours) of missing a test.** If you miss a test with a legitimate documented reason, permission *may* be granted to take a makeup test.
- **Documentation** supporting your reason **must be submitted within ONE (1) WEEK of the missed test** (or as soon as you're able to return to school). If appropriate documentation is not provided within one week a zero will be earned on the missed test.
 - Only a completed "**York Attending Physician's Statement Form**" or a similarly detailed doctor's note will be accepted for medical excuses. It must be the **current form**, make sure you download a current copy and bring it with you to the doctor
 - Death of a family member requires a death certificate or letter from the funeral director
 - Documentation for all other circumstances should be discussed with me
- **Not all situations will be accommodated;** those that aren't will earn a zero on the missed test. Delays or absences caused by weather will not be accommodated unless York officially cancels classes.
- **Makeup** tests may differ in format from the original test.
- Makeups for Midterm 1 may not take place before the drop deadline.
- If you miss a make-up midterm (with valid, documented reason as above) the weight of the missed midterm *may* be transferred to the final
- All students who miss the **FINAL EXAM** must follow all the rules above and, in addition, submit a Deferred Standing Agreement (DSA) form with their other documentation within ONE (1) WEEK of the missed exam. Deferred Standing can be denied for any reason and I do not have to justify the denial. If your DSA is denied you must submit a petition to your home faculty. An academic committee will decide if permission to write is granted based on the situation presented in your petition. Denied petitions will result in a zero on the final exam.
- **Religious Accommodations:** If you need to miss a midterm or exam for religious reasons please see *Religious Observance Accommodation* under the University Policies below.

5. Missed Tutorials:

- You must contact the TA Coordinator (B. Harpur; harpur@yorku.ca), not your TA, immediately (24 – 48 hours) upon missing a tutorial. **DO NOT** just show up to the next available tutorial!
- You are only allowed ONE temporary tutorial switch a term with appropriate documentation
- Appropriate documentation supporting the reason for your absence must be submitted within one week. Documentation required is the same as for midterms, noted above. You may be allowed to make up the tutorial before documentation is submitted. However your grade will not count (it will be zero) if documentation is not provided within one week.
- Due to the pace of tutorials it may not be possible to hold make up tutorials or to have you participate with another section. Therefore, with documentation of an acceptable absence, the weight of missing tutorials may be transferred to the other completed tutorials.

6. Activities and Quizzes:

- **MasteringGenetics (homework) and LearningCatalytics (in-class activities):**
 - You must register for Mastering Genetics and LearningCatalytics to receive marks for the quizzes and the in-class activities
 - You should **bring a web-enabled device to each class.** Please **make sure it is charged before class.** There are limited outlets in our lecture hall.
 - **Students must use their own account.** Use of an account not registered to you is considered a breach of Academic Honesty and will be reported
 - Each class's activities will be worth 5 points total, with extra points for some worksheets. Online homework/activities will have a clearly assigned point value.
- **Quizzes** are open book and may include some review questions from previous material. Marks

(except where noted) are awarded on the basis of a correct answer (each question, with few exceptions, is worth 1 point).

- You will have limited time to complete the quiz. Note the deadline for each quiz – **you must finish and submit the online quiz before the deadline to earn points** (deadlines will not be extended for any reason).
- On rare occasions, you may be given multiple attempts at a quiz, in which case the highest grade will count.
- **Quizzes are not to be shared.** If questions or answers are shared on Moodle, Facebook or in any other form it will be considered a breach of Academic Honesty
- Your Activities and Quizzes mark is calculated out of a maximum number that is 20% less than the actual total points that could be earned. This accounts for missed worksheets, poor performance on a quiz, forgetting to do an online assignment etc.
- Missing a class or not doing well on a quiz is unlikely to affect this portion of your grade. Therefore, **documentation (e.g., doctor's note) will not be considered for these components and no extensions or makeups will be given.**
- Students who encounter longer-term medical or other issues should contact me as soon as possible to discuss options.
- Additional information on quizzes and activities can be found on Moodle.

7. Exam marks & reviewing exams:

- Midterms and Exams in this class follow a 2-stage format (more information can be found on Moodle) and marking typically takes ~ 2 weeks. Emailing or posting on Moodle requesting your mark does not make the process faster. Marks will be posted on Moodle as soon as possible. Marks are not negotiable. Please see below if you believe there has been an error in your mark calculation.
- Midterms and Exams will not be handed back, but you will have opportunities to review your tests. These dates will be posted to Moodle, if you cannot attend the posted dates you may have to wait until the end of term to view your test(s). If you have a concern about marking see below.

8. Remarking of tests/exams or tutorials:

- If you believe a written answer on a test or assignment was marked incorrectly you must submit a written rationale (based on academic merit*) and the paper (if handed back to you) for remarking to me within 1 week of the test/assignment being made available to you. Note: **only answers in ink** are eligible for remarking and **marking can result in the mark being raised, confirmed, or lowered.**
- To be fair and consistent to the entire class, **individual grades are not negotiable.** There are no 'extra credit' assignments, grades are not "curved" and once grades are posted there are no further adjustments.
- Your final letter grade will conform to the York Undergraduate Letter-Grade System. You should familiarize yourself with the definition of each letter grade (percentages are NOT part of the official grading scheme).

academic merit means you make **an academic argument for why your answer is correct – you cannot compare your answers to other student's assignments it **MUST** be correct on its own; statements such as "this grade doesn't reflect how hard I studied" or "I really know the material well and I should have a better grade" are not academic grounds.*

9. Forum Code of Conduct:

- Students are encouraged to participate in the online Moodle Forums to discuss course concepts, organize study groups, and ask questions relating to Genetics. Discussions should be polite and respectful and students are expected to follow these guidelines while using the forums:
 - Check to see if your question has already been posted/answered. Don't start a new thread for a topic that already exists! Posts may be moved or deleted if this rule is not followed.
 - Use a clear, informative subject line. Try to be as specific as possible so that other students and the instructor can respond appropriately.
 - Post comments appropriate to the particular discussion. Off-topic posts may be moved or deleted.
 - **Be respectful!** Posts containing personal insults/attacks/intimidation/inappropriate

language/profanity will be removed. I will be monitoring for disruptive behaviour and also encourage you to email me immediately if you notice inappropriate behaviour in the forums. You must follow the York University Student Code of Conduct at all times (<http://www.yorku.ca/oscr/codeofrr.html>).

- Post only material relevant to BIOL2040. Other posts are likely to be deleted.
- While you may engage in debate/discourse on biological topics, such discussions should be respectful and evidence-based. Evidence should be from trusted sources (<http://www.yorku.ca/webclass/module4a.html>)
- Any posts that appear to violate this code of conduct may be edited, moved to a hidden forum, or deleted at the discretion of instructors/moderators. If posts contain violations of academic honesty or the York University Student Code of Conduct further action will be taken
- If you notice any inappropriate posts please contact Dr. Da Sylva immediately.
- Disclaimer: While Moodle moderators/instructors attempt to remove/edit objectionable/inappropriate material as quickly as possible, it isn't always possible to review every post in a timely manner. **All posts made on the forums express the views and opinions of the post's author and the instructor/moderators cannot be held liable.**
- Note: While the instructor/moderators review posted material they may not correct wrong answers or incorrect information. **You are responsible for judging the accuracy of the information provided.**

10. Policy for Recording Lectures:

- **Photographs and video recordings of any portion of the lectures (including slides) are not permitted. Images and material presented are subject to Canadian copyright law.** (This includes taking pictures of the slides!!!)
- Audio recordings are permitted provided they are used **only** as a personal study aid. They may not be sold, passed onto others, nor posted online.
- The lectures, including any provided course notes or audio recordings, are the intellectual property of the professor (or other cited sources) and cannot be distributed without permission. Distribution is a violation of Canadian copyright law and will be reported to the University's legal team.

11. Accommodations:

- Please provide me (Dr. Da Sylva) with Accommodation letters as soon as possible. These can be given to me before or after class or during drop-in hours.
- If you are writing with Alt Exams: We use 2-stage exams in this class (see Moodle for more information), this means special arrangements must be made with Alt exams to have you back in class in time for the group portion. If you have concerns about 2-stage exams and your accommodations please let me know.
- Please make me aware of any religious observance conflicts occurring at any point during the term, for which accommodations will be required (no accommodations are necessary for quizzes or activities), by January 30th. Submit supporting documentation to Undergraduate Biology Office in 108 Farquharson (temporarily relocated to 102 LSB) and tell them it is for BIOL2040 (Dr. Da Sylva). For final exams an Examination Accommodation Form must be completed (see *Religious Observance Accommodation* policy, below).

University Policies

Academic Honesty and Integrity

York students are required to maintain the highest standards of academic honesty and they are subject to the Senate Policy on Academic Honesty (<http://secretariat-policies.info.yorku.ca/policies/academic-honesty-senate-policy-on/>). The Policy affirms the responsibility of faculty members to foster acceptable standards of academic conduct and of the student to abide by such standards.

There is also an academic integrity website with comprehensive information about academic honesty and how to find resources at York to help improve students' research and writing skills, and cope with University life. Students are expected to review the materials on the Academic Integrity website at - <http://www.yorku.ca/academicintegrity/>

Access/Disability

York University is committed to principles of respect, inclusion and equality of all persons with disabilities across campus. The University provides services for students with disabilities (including

physical, medical, learning and psychiatric disabilities) needing accommodation related to teaching and evaluation methods/materials. These services are made available to students in all Faculties and programs at York University.

Students in need of these services are asked to register with disability services as early as possible to ensure that appropriate academic accommodation can be provided with advance notice. You are encouraged to schedule a time early in the term to meet with each professor to discuss your accommodation needs. Please note that registering with disabilities services and discussing your needs with your professors is necessary to avoid any impediment to receiving the necessary academic accommodations to meet your needs.

Additional information is available at the following websites:

Counselling & Disability Services - <http://cds.info.yorku.ca/>

Counselling & Disability Services at Glendon - <http://www.glendon.yorku.ca/counselling/personal.html>

York Accessibility Hub - <http://accessibilityhub.info.yorku.ca/>

Ethics Review Process

York students are subject to the York University *Policy for the Ethics Review Process for Research Involving Human Participants*. In particular, students proposing to undertake research involving human participants (e.g., interviewing the director of a company or government agency, having students complete a questionnaire, etc.) are required to submit an *Application for Ethical Approval of Research Involving Human Participants* at least one month before you plan to begin the research. If you are in doubt as to whether this requirement applies to you, contact your Course Director immediately.

Religious Observance Accommodation

York University is committed to respecting the religious beliefs and practices of all members of the community, and making accommodations for observances of special significance to adherents. Should any of the dates specified in this syllabus for an in-class test or examination pose such a conflict for you, contact the Course Director within the first three weeks of class. Similarly, should an assignment to be completed in a lab, practicum placement, workshop, etc., scheduled later in the term pose such a conflict, contact the Course director immediately. Please note that to arrange an alternative date or time for an examination scheduled in the formal examination periods (December and April/May), students must complete an Examination Accommodation Form, which can be obtained from Student Client Services, Student Services Centre or online at

http://www.registrar.yorku.ca/pdf/exam_accommodation.pdf (PDF)

Student Conduct in Academic Situations

Students and instructors are expected to maintain a professional relationship characterized by courtesy and mutual respect. Moreover, it is the responsibility of the instructor to maintain an appropriate academic atmosphere in the classroom and other academic settings, and the responsibility of the student to cooperate in that endeavour. Further, the instructor is the best person to decide, in the first instance, whether such an atmosphere is present in the class. The policy and procedures governing disruptive and/or harassing behaviour by students in academic situations is available at - <http://secretariat-policies.info.yorku.ca/policies/disruptive-and-or-harassing-behaviour-in-academic-situations-senate-policy/>