



Professional Learning, Faculty of Education
023 Winters College, 4700 Keele Street, Toronto, ON M3J 1P3
Tel: (416) 736-5003 Fax: (416) 736-5023
Email: raiseyouraq@edu.yorku.ca
Website: <http://www.raiseyouraq.ca>

POLICIES AND PROCEDURES

ACADEMIC HONESTY

The University holds all candidates pursuing additional teacher qualifications to the same standards as students in degree programs. Offenses against academic honesty, such as plagiarism and cheating, will be dealt with seriously and penalties will be strictly enforced. The Senate Policy on Academic Honesty is available at: <http://www.yorku.ca/academicintegrity>

ACADEMIC ACCOMMODATIONS

Candidates pursuing additional teacher qualifications will be treated with the same consideration as students in degree programs. York University shall make reasonable and appropriate accommodations and adaptations in order to promote the ability of candidates with disabilities to fulfill the academic requirements of their programs. The Senate Policy is available at: <http://secretariat-policies.info.yorku.ca/policies/academic-accommodation-for-students-with-disabilities-policy/>

ACCOMMODATIONS FOR RELIGIOUS OBSERVANCES

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. Every effort will be made to avoid scheduling in-class or formal examinations on days of special religious significance throughout the year. A schedule of dates for such days for various faiths will be compiled annually and distributed widely. Candidates requesting accommodations for religious observance are required to make arrangements with course instructors well in advance. At maximum, 2 missed classes (total of 7 hours) are allowed with the requisite submission of additional assignments for the missed class time. The Senate Policy is available at: <https://w2prod.sis.yorku.ca/Apps/WebObjects/cdm.woa/wa/regobs>

PETITION & APPEAL PROCESS

A petition is a formal request for the waiver of a Faculty's regulation or deadline. Candidates have the right to petition on reasonable grounds for special consideration. Candidates who wish to petition a decision or evaluation apply in writing to raiseyouraq@edu.yorku.ca to indicate their intent and the office will advise them depending on the nature of the petition request.

ATTENDANCE

Full attendance is required in all Professional Learning programs. The value of York's programs rests heavily on the collaborative experience, full attendance and effective participation of candidates throughout the entire program. Candidates are obliged to contact their instructor as soon as possible if, due to exceptional circumstances, they miss any class time. Make-up work will be required. At maximum 2 missed classes (total of 7 hours) are allowed with the requisite submission of additional assignments for the missed class time. Attendance and participation are course requirements for

recommendation to the College of Teachers for the additional qualification, additional basic qualification and principal's qualification.

CANDIDATE EVALUATION

Additional qualification courses operate on a "pass/fail" basis. Grades will not be assigned. Courses do not carry degree credit and will not appear on York University transcripts. Candidate attendance, participation, and quality of work will all be considered in the evaluation process to recommend/not recommend candidates to the College of Teachers for the additional qualification, additional basic qualification or principal's qualification.

COURSE LOCATIONS AND CHANGES TO LOCATIONS

Courses are offered at numerous convenient locations across the Greater Toronto Area and in specific locations across the province. Check the course details at www.raiseyouraq.ca for individual course location information. Course location updates and changes will be listed on our website. Please check for updates just prior to the first class. If an emergency change is required information will be posted on the website only.

COLLECTION OF PERSONAL INFORMATION

Personal information is collected under the authority of Freedom of Information and Protection of Privacy Act (FIPPA) and The York University Act, 1965 for educational, administrative and statistical purposes and will form part of the candidate record at the Faculty of Education. For questions about the collection, use and disclosure of personal information by the Faculty of Education, please contact the Manager, Professional Learning, York University, 023 Winters College, 4700 Keele Street, Toronto, ON M3J 1P3, telephone 416-736-5003.

COURSE CANCELLATIONS / CHANGES

York reserves the right to combine and/or cancel program offerings and to change locations and/or dates. Decisions to cancel programs will be made immediately following the registration deadline date and candidates impacted will be notified by email. In the event of a course cancellation, a full refund including the non-refundable amounts will be issued. In the event of a change to the course locations and/or dates, the revised course information will be posted on the website. Candidates are advised to verify program details on the www.raiseyouraq.ca website just prior to the start of class.

COURSE FEES

University reserves the right to change fees and refund policies without notice. Fees are refunded subject to the non-refundable amounts as outlined in the withdrawal policy and refund schedule. Applicants who do not meet prerequisites requirements will be deemed ineligible for admission and fees will be refunded subject to the non-refundable amounts as outlined in the withdrawal policy and refund schedule. In the event of a course cancellation, a full refund including the non-refundable amounts will be issued.

DOCUMENTS REQUIRED FOR REGISTRATION

All documents submitted for registration purposes are the property of the University and cannot be returned to candidates or forwarded outside of the University.

INELIGIBLE APPLICATIONS

Applicants are responsible for ensuring they satisfy eligibility prerequisites prior to applying. Applicants who do not meet prerequisites requirements will be deemed ineligible for admission and course fees will be refunded subject to non-refundable tuition and test fee amounts.

QECO/OSSTF

Candidates applying to an AQ program to satisfy a QECO/OSSTF requirement are advised to obtain written approval from QECO/OSSTF for the selected course before applying. The QECO/OSSTF approval process may take approximately two months to complete. QECO/OSSTF will require a transcript as proof of completion.

RECOMMENDATIONS TO THE ONTARIO COLLEGE OF TEACHERS

The update to the teacher certificate will appear on the Ontario College of Teachers public registry between four to six weeks after the official completion date of the course, once all admissions prerequisites and course requirements have been met. Candidates must provide their OCT registration number and date of birth for OCT identification purposes. Candidates must meet all prerequisites, provide appropriate admission documents and fee payments, and satisfactorily complete course assignments and attendance requirements to qualify for recommendation. Failure to fulfill any of these elements will delay or nullify recommendation to the college. Recommendations are sent in a batch file to the OCT; individual recommendations cannot be sent in advance of the batch recommendation submission. The date of completion appearing on the teacher certificate for the earned qualification reflects the date all outstanding prerequisites, including admissions documents, and all course requirements were met.

TAX RECEIPTS

T2202A receipt forms are emailed to candidates for tax purposes by the end of February each year. As per Revenue Canada regulations, receipts reflect the registration amount paid by the candidate for courses attended during that taxation year regardless of when they were paid for. Back copies of tax receipts are available by contacting the office.