



# Academic Regulations and Procedures

October 1, 2025 – June 30, 2026

## Approval Statement

The following Academic Regulations and Procedures have been approved by the Yukon University Senate, effective October 1, 2025 – June 30, 2026.



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## **1.0 Senate**

### **1.01 Yukon University Act**

The academic governance of the university is vested in the senate (§31(1), Yukon University Act).

Pursuant to the Yukon University Act, YukonU senate (hereafter Senate) has the following powers among others (§31, Powers of senate):

- To determine all matters relating to the academic and other qualifications required of applicants for admission as students to the university or to any faculty.
- To determine the conditions under which persons must be received for examination, to appoint examiners and to determine the conduct of all examinations.
- To adopt and implement quality assurance policies for academic matters.
- To consider, approve and modify courses of instruction in any faculty.
- To provide for and grant degrees, including honorary degrees, diplomas, and certificates.
- To hear and determine final appeals from students in matters of academic discipline.

### **1.02 University Secretariat**

The University Secretariate serves as the point of contact for Senate and its committees. It supports the Senate in fulfilling its roles and performing its duties.

All requests to Senate and Senate Committees are to be directed to [university.secretariat@yukonu.ca](mailto:university.secretariat@yukonu.ca).

### **1.03 Academic Regulations Revision**

Academic Regulations are revised and approved by Senate annually with the effective date of July 1.

## **2.0 Admissions**

### **2.01 Authority to Admit**

The Registrar or authorized designate has the authority to admit students to Yukon University. The Registrar is responsible for maintaining and communicating the University admission requirements while maintaining fair and equitable access to university programs.

### **2.02 Admission Requirements**

Admission requirements are recommended by the faculties and/or schools in consultation with the Office of the Registrar and approved by Senate. The goal in establishing admission requirements is to ensure student academic preparedness prior to their admission to a program of study.

Admission requirements are reviewed and approved annually, by June 30 of the previous academic year, by the Senate.

Program-specific admission requirements are listed under each program on the University's website. Applicants without the stated program admission requirements may qualify by successfully completing admission assessments as may be prescribed by the program and approved by the Senate.

### **2.03 Prospective Student Advising**

Prospective student advising is offered through the Office of the Registrar (University Navigators, First Nation Student Navigators, International Student Centre) as well as through academic programs (Chairs, Program Coordinators, faculty). The Office of the Registrar and academic programs are responsible for ensuring tailored and personalized referrals in support of a coherent admission experience. Prospective student advising topics include funding advising, entry requirements, prerequisites, assessments, English language requirements, transcripts, application fees, transfer credit, and prior learning assessment. For Program Advising see *section 3.04*.

### **2.04 Program Admission Process**

The Office of the Registrar is responsible for managing domestic and international admission processes. Applicants are required to submit their application according to program-specific admissions deadlines. Application fees and/or international tuition fee deposits must be paid in full in order for an application to be considered.

Applicants will arrange to have transcripts (high school, college, university) and any other required documents (i.e., immunization record) sent to the Office of the Registrar. Documents from other institutions must be sent from the issuing institution directly to the Office of the Registrar.

International transcripts may require evaluation by a Canadian transcript review service. Information concerning foreign transcripts can be obtained by contacting the Office of the Registrar.

## **2.05 Admission**

Applicants will receive acknowledgement that their application has been received by the Office of the Registrar. Applicants will be advised if any missing or additional documentation is required. Applications will be reviewed once all required documents have been received. Applicants will be informed of their admission decision by the Office of the Registrar via email. Due to program capacity, applicants who meet the minimum admission requirements are not guaranteed admission.

## **2.06 English Language Proficiency**

English is the language of instruction and communication at Yukon University. All coursework required of students will be in English unless otherwise specified.

Regardless of country of origin or citizenship, all applicants will be required to demonstrate proficiency in English before being accepted to programs of study, other than the University Access Pathways program (including English as a Second Language courses)

Applicants may demonstrate proficiency in English by:

- Providing proof of achievement at the grade level designated as the academic prerequisite for the program to which the student is applying, or equivalent.
- Completion of required University Access Pathways courses or equivalent.
- Proof of achievement, at the prescribed level, in the Test of English as a Foreign Language (TOEFL), International English Language Testing System (IELTS), Duolingo and/or Pearson Test of English Academic (PTE Academic).
- For exchange or visiting students only, provision of a letter from the applicant's home institution confirming adequate English proficiency at the grade level designated as the academic prerequisite for the program to which the student is applying.

Meeting English Language Proficiency requirements does not guarantee meeting the English prerequisites for any specific course.



## 2.07 Direct Admission from Secondary School

Applicants who apply for direct admission to a Yukon University program of study are required to provide their final secondary school transcript.

In the case where the admission deadline for a program of study occurs prior to the end of an applicant's secondary school studies, the applicant will be considered for conditional admission. The deadline to submit the final secondary school transcript will be specified in the conditional offer of admission. Conditionally admitted applicants who do not meet the conditions specified within their offer letter by the listed deadline will be de-registered prior to the first day of classes.

## 2.08 Mature student

An applicant who will be at least 19 years of age before the first day of classes may be admitted to a Yukon University program by meeting the applicable entrance course requirements for that program, even without a Secondary School Graduation Certificate or Adult Graduation Diploma.

## 2.09 Age restrictions

An applicant who has not yet reached 17 years of age before the first day of classes may only be admitted to a program with the permission of the Registrar.

Open studies students, although not in a program, have the same age restrictions listed above.

Dual-credit course enrolment is open to grade 11 and 12 Yukon secondary school students that have met the pre-requisites of the courses they are taking.

## 2.10 Admission Status

**Accepted** applicants will be advised and notified of registration dates by letter of acceptance.

A **Wait List** will be created when a program is full. An admissible applicant will be placed on the list and be advised of such. If space becomes available, it will be offered to the next qualified candidate on the list.

**Conditional** applicants are required to meet the conditions set out in their letter of acceptance or risk being removed from their program. Conditions may include:

- **Prerequisite course(s)** - the student will have two terms to successfully complete course(s) or will be removed from the program and, if applicable, enrolled into University Access Pathways. The student will then need to reapply once all prerequisites have been completed.

- **Documents** - supporting documents must be submitted to the Office of the Registrar by the first day of the term or the student will be deregistered and removed from the program.

Students may be permitted to register in Yukon University courses as an open-enrolled student. Students in the open enrollment category are not committed to a program and are required to be accepted into a program should they choose to earn a credential. Students may be limited by program requirements. This includes students who wish to take up to six credits per term without applying to a specific program. Some professional or limited-enrolment programs may exclude an open-enrolled student's registration.

A student will not be permitted to begin practicum placements prior to acceptance into the program.

An applicant who is refused admission will be advised of the reason for refusal, ways to upgrade their qualifications, and their right of appeal.

## 2.11 Admission to Partnered Programs

Yukon University offers several credentials in partnership with other post-secondary institutions.

Admission and graduation requirements for partnered programs rest with the partner institution and may require dual registration.

In cases where an agreement between Yukon University and the receiving institution is in place, admission and registration will be as outlined in the agreement.

## 2.12 Admissions and Accessibility

Applicants with disabilities who are academically qualified will be given equal consideration for acceptance into programs and courses. Yukon University admits students who require accommodation including those with physical, sensory, mental health or learning disabilities or other health matters. Students requiring accommodation during the application process may request accommodation through the Manager, Student Support Services.

For further details on Academic Accommodation, refer to *Section 8.0 on Academic Accommodation*.

## 2.13 Visiting Student

A visiting student is a student currently enrolled in a program at another post-secondary institution who wishes to enroll in Yukon University course(s) and to transfer academic credit toward a

credential at their home institution. In order to be eligible to apply as a visiting student, applicants must meet the following requirements:

- Canadian citizen or permanent resident.
- Letter of permission from home institution.
- Meet English proficiency as outlined in *Section 2.06 on English Language Proficiency*.

#### **2.14 International Applicants (Study Permit Applicants)**

Once entrance requirements have been satisfied, all international applications must obtain a valid study permit upon entry into Canada to be admitted to Yukon University. A copy of the study permit must be provided to Yukon University prior to the first day of classes.

A Letter of Admission will be provided to international applicants to support their study permit application.

#### **2.15 Exchange Student**

An exchange student is a student from another post-secondary institution who studies at YukonU through an approved exchange program, such as north2north.

Requirements:

- Meet English proficiency as outlined in *Section 2.06 on English Language Proficiency*.
- Study at YukonU for a maximum of one calendar year.
- Letter of permission from the exchange program.
- Meet any other requirements set out by the exchange program.

#### **2.16 Admission Deferrals**

Students may request to defer their program admission, with the following conditions:

- The Office of the Registrar is notified in writing by the deadline indicated in the Important Dates for each term.
- Must have met all academic requirements for the program prior to deferral.
- May request deferral for a period of one academic year.
- Must pay the deferral fee.

**2.17 Returning Student**

Students who have had a break of at least two academic years in their studies and wish to return to the same or a different program will be required to submit a new application and meet the current admission requirements.

**2.18 Program Changes**

**Domestic** - A domestic student may change programs prior to the add/drop deadline specified in the University's important dates provided:

- The student meets the admission requirements of the program into which the student wishes to transfer.
- Space is available in the receiving program.
- The student receives approval from the Dean or Chair of the receiving program.

**International** - An international student may change programs if:

- The student reapplies prior to the final day set out in the University's Important Dates.
- The student has completed two terms of their original program.
- The student receives approval from the Dean or Chair of the receiving program.

**2.19 Admission Appeals**

An applicant who wishes to request to have their admission decision reviewed and reconsidered may submit an appeal to the Office of the Registrar.

**Admission Appeal Process**

- The applicant requests an Admissions Appeal Form from the Office of the Registrar.
- The applicant submits their completed Admissions Appeal Form to the Office of the Registrar.
- The Registrar or their designate will forward the appeal to the relevant Dean for review and decision.
- The Office of the Registrar will communicate Dean's decision to the applicant.
- A copy of the admissions appeal decision will be added to the relevant applicant file.

## **3.0 Registration**

### **3.01 Academic Year and Term**

The academic year at Yukon University is from September to August. Different programs, however, may have different beginning and ending dates.

In all programs, the academic year is divided into three terms: Fall (September to December), Winter (January to April), and Spring/Summer (May to August). Terms will normally run for 13 instructional weeks plus an exam period. The exception is the Spring/Summer term which is offered as an 8-week condensed session, including exams (exception for work placements and field schools that run throughout the term) with exams scheduled during the last week of instruction. Academic standing will be calculated at the end of each term in which a student is registered.

### **3.02 Registration (Credit Programs)**

All students admitted to the University are eligible to register in their courses during the published registration period. The registration period dates for each academic year are approved by the Senate and are published in the Important Dates document on the University website.

A maximum number of credit hours per term may be set by the program area.

Annual registration deadlines for each term are published in the university's Important Dates on the website.

Students may register online or, in person at the Office of the Registrar. Courses that require program advising prior to registration will be identified on the course webpage.

Students that have accepted a seat offer in a limited enrolment program and do not register will forfeit the seat.

Students wishing to register after the final date of registration must receive permission from the program Chair and the Office of the Registrar.

A student who registers in a course must demonstrate completion of the course prerequisite by the first day of the term or will be de-registered from the course.

Back-dated registrations may be granted by the Registrar or Designate. Discretionary decisions in this case are final and not subject to appeal.

### 3.03 Course Load

A full course load is typically considered to be a program or selection of courses consisting of 15 credits in a term. One full-time equivalent (FTE) is equal to 30 credits of instruction.

Students are classified on the following basis:

**Full-time Student** – normally takes 60% or more of a full course load in the Fall/Winter academic term or 40% for the condensed Spring/Summer term.

**Part-time Student** – normally takes less than 60% of a full course load in the Fall/Winter academic term or less than 40% for the condensed Spring/Summer term.

### 3.04 Program Advising

Program advising is offered through academic programs (Chairs, Program Coordinators, faculty). Program advising topics include:

- Approving registrations, course additions or deletions.
- Facilitating referrals to university services including counselling, accessibility, learning strategies, writing and math tutoring, First Nation Student Navigators, Office of the Registrar, Funding Advisor.
- Applying digital overrides for students as needed, for prerequisites, program restrictions, special approval, capacity, etc.
- Assisting with the verification of program completion.
- Assisting with academic appeals starting with the instructor of the course and progressing to the program chair, dean and registrar as needed.
- Assisting with course selection.

### 3.05 Continuing Students

**Continuing Student** - students who have successfully completed one year (or part of a year) of a multi-year program will be automatically eligible to register the following academic year. Continuing students are normally expected to register for at least one course per academic year. Students who have had a break of at least two academic years in their studies and wish to return to the same or different program will be required to apply again. *See section 2.17 Returning Student.*

### 3.06 “No-Shows”

A student who has registered but does not attend or participate in the first three hours of the course and who does not make approved arrangements with the course faculty member or notify the Office of the Registrar will be declared a “no-show” and may be de-registered. Students who are registered in a limited enrolment program and do not attend the first day of instruction may be declared a no-show. A student wishing to re-enter the program who has been designated as a “no-show” must reapply for admission.

### 3.07 Registering for Repeat Courses

A course may be attempted a maximum of three times. All attempts will be recorded on the students’ transcripts (including course failures and withdrawals). Credit will be granted only once and only the highest grade obtained in any of the attempts will be used for Grade Point Average calculations.

Upon recommendation from the Dean or designate a student may register for a course more than three times with the Registrar’s approval. Discretionary decisions in this case are final and not subject to appeal.

### 3.08 Classification of Students

**Continuing Education Student** – any student registered in Continuing Education courses.

**Co-operative Education Student** – any student registered in both the academic and work placement components of a Co-operative Education Program.

#### **Full-time**

See section 3.03 *Course Load* for definition of full-time and part-time. At the discretion of the Associate Registrar, a student taking less than 60% of a full course load in an academic term may be classified as a Full-time Student. Discretionary decisions in this case are final and not subject to appeal.

Applications for granting Full-time Student status with a reduced course load will be considered for academic accommodation, health concerns or in cases where unforeseen circumstances make it difficult or impossible to continue with a full course load. Applications are subject to the following requirements:

- The application for Full-time Student status with a reduced course load must be in writing and should be supported by documentation from a qualified professional.

- The application must be submitted by a student who has been accepted to a Yukon University program.

Students who are approved for full-time student status with a reduced course load will have a notation added to their digital file in the Student Information System. The following conditions apply:

- Full-time Student status with a reduced course load applies to a term or academic year as specified by the Accessibility Services. Any extensions to the status will be considered on a term-by-term basis.
- Students are responsible for notifying their funding agency and negotiating their status if required.
- In cases where full-time student status with a reduced load has been granted at the beginning of the term, students will pay the full-time applicable ancillary fees.

### **3.09 Audit**

A course audit is when a student is registered in a course where work is not evaluated, nor credit awarded. A grade of “AU” will be assigned when a student officially audits a course. Students will be able to audit the same course up to two times.

### **3.10 Changing Audit / Credit Course Status**

Students switching course credit/audit status must notify the Office of the Registrar in writing either through an official course change form, or on a dated letter or email from the student’s Yukon University email address, outlining the course name, number, and section, and signed by the student. Requests to change from credit to audit status will not be accepted without both a Chair’s and a student’s signature.

Unless otherwise indicated for specific courses or programs, a student may change from credit to audit status up until the course drop deadline as indicated in the Important Dates.

Once a student switches course status, the student will not be allowed to switch status again before the end of the academic term.

### **3.11 Withdrawals**

A student may withdraw from a course or program without academic penalty when up to two thirds of the course contact hours have been completed. Specific withdrawal dates may vary with each course, depending on the course start date and duration.



Students withdrawing from a course must notify the Office of the Registrar in writing through any of the following: required form; a dated letter, signed by the student; or an email, sent from the student's Yukon University email address, that clearly outlines the course name, number, and section.

A grade of "W" will be assigned when a student officially withdraws from a course. Withdrawal requests will only be considered when received directly from the student's Yukon University email address or with the student's signature. Students who have withdrawn from a course are not permitted to continue attending and participating in the course. Students wishing to continue attending without being evaluated need to request to audit the course (*see section 3.10*).

Students who register and then cease to attend, or never attend, without formally withdrawing will not be eligible for any refund or fees nor will they be exempt from paying assessed fees that are unpaid.

**Late Withdrawals** - students who miss the withdrawal deadline may be eligible for a withdrawal if they can satisfy the Office of the Registrar designate that they have suffered illness or other extenuating circumstances beyond their control. The withdrawal request must be accompanied by appropriate documentation, as determined by the designate. Short-term illnesses or unmanaged pre-existing conditions are not typically considered.

Generally, the circumstances that qualify for a withdrawal in extenuating circumstances will affect all courses in which a student is enrolled. For this reason, most requests are for complete withdrawal from all courses. However, requests for selective withdrawal may be considered if the student can demonstrate the reasons why one course was affected but another was not.

Requests for late withdrawals can be made up to two months after the end of the term for the request to be considered. However, if the documented circumstances demonstrate that a timely request was not possible, a retroactive withdrawal request may be considered.

Required documentation for late withdrawal requests must include Late Withdrawal Request form, Course Change form, personal statement with the timeline of events, all relevant, supporting documentation (health care provider, obituary, death certificate, etc.). Incomplete requests will not be reviewed.

A committee comprised of the Associate Registrar, Financial Aid, Finance, and the Student Success Division will review and determine the eligibility of each late withdrawal request, if an extenuating circumstance is warranted, and if a refund of a portion of the tuition fee will be granted.

Discretionary decisions in this case are final and not subject to appeal.

Failure to comply with these withdrawal procedures may result in a grade being assigned based on the work completed to the date of withdrawal or a failing grade.

An annual report on withdrawals by type will be presented to Senate.

### **3.12 Fees**

Application, tuition and ancillary fees, and service charges are published on the Yukon University website.

Requests for payment arrangements can be made with the Office of the Registrar and are reviewed and considered on a case-by-case basis.

Sponsored applicants (applicants whose training costs are paid by employers or other agencies) will arrange to have a letter of sponsorship sent by the sponsor to the Cashier's Office, outlining the extent of financial support for fees, books, supplies, etc. being provided.

### **3.13 Email Communication**

Email is one of the official means of communication between Yukon University and its students.

All students are assigned a Yukon University email address upon credit course registration. The e-mail address assigned to a student by the University will be the only email address used by Yukon University for communication with credit students for academic and administrative purposes once the first registration has occurred.

Students are responsible for checking their Yukon University email account regularly to remain current with administrative and academic notifications. It is the student's responsibility to ensure that time-critical email is accessed, read, and acted upon in a timely fashion.

If a student chooses to forward University email to another email address, it is the student's responsibility to ensure that the alternate account is active.

## 4.0 Transfer Credit and Advanced Standing

### 4.01 Transfer Credit Assessments

A student who wishes to request transfer credit for courses taken at another post-secondary institution can submit an application for transfer credit assessment through the Office of the Registrar. Transfer credit assessments will be informed by the following:

- Yukon University adheres to the Pan-Canadian Protocol on the Transferability of University Credits.
- Yukon University is a participating member of BCCAT and ACAT and will assign transfer credit from BC and Alberta based post-secondary institutions based on BCCAT and ACAT transfer credit guidelines.
- Evaluation of transfer credits (excluding BCCAT/ACAT courses) is the responsibility of the appropriate Dean and will normally be carried out by program advisors.
- Transfer credit will only be given to students who have been admitted to a Yukon University program.
- Transfer credit will be assessed for credit courses that are equivalent to Yukon University courses from recognized colleges, universities, technical institutes, professional bodies, and selected courses from high schools (IB and AP courses).
- Official transcripts must be submitted, and course outlines (when requested) must be submitted to the Office of the Registrar in order to start the assessment process.
- A combination of transfer credit and course challenge will not exceed 50% of total credits required to complete the Yukon University program for which the student has applied.
- All courses and previously earned credentials ten years old or less, whether from Yukon University or other institutions, will be considered for transfer towards a new credential. Exceptions to this are approved by the Registrar in consultation with the Dean of the program. Refer to *Section 6.09 on Levels of Certification* for length of time permitted to complete a credential.
- Transfer credit will only be given for courses in which a grade of C (or equivalent) has been achieved.
- Courses not taken at Yukon University for which transfer credit has been granted will not be included in the calculation of term or cumulative grade point averages.
- For transfer credits that have no precise Yukon University equivalents, unassigned credits may be granted. These will not be applied towards specific course requirements within the program. Normally these may be used to satisfy elective requirements.

- Transfer credit will not typically be considered for any student based on an international transcript.
- Requests and all supporting documentation must be submitted to the Office of the Registrar prior to the start of the course for which transfer credit is being sought.
- Transfer credit assessments and decisions will be communicated by the Office of the Registrar and copied to the relevant Dean and Chair.

### 4.02 “Transfer”/Transferability to Other Institutions

Yukon University has negotiated the transferability of many of its courses and programs with other institutions. Each agreement may have its own specific terms and requirements that must be met, and the following conditions apply to all applications for transfer credits:

- A student may seek transfer credit for courses successfully completed at Yukon University at any time during or after completion of their course of studies at Yukon University.
- The student is responsible for pursuing transfer credit opportunities, and the University will assist with appropriate documentation as requested.
- Completing the arrangements for transfer credits does not constitute admission to another institution.
- Many institutions will award transfer credits to admitted students on a course-by-course basis even if formal arrangements have not been developed.

### 4.03 Authorization to Undertake Studies at Another Institution

A student may request a Letter of Permission authorizing them to undertake studies at another institution and to be eligible to receive transfer credits for pre-approved courses. Letter of Permission Request Forms may be requested from the Office of the Registrar. Letter of Permission Requests will be reviewed and adjudicated by the relevant Chair or Program Coordinator. The decision and/or *The Letter of Permission* will be sent from the Office of the Registrar and will include:

- The student’s name, student number and the Yukon University program to which they have been accepted.
- The name of the institution where the course(s) will be taken, the course(s) to be taken and the Yukon University equivalent course(s) for which transfer credit is requested.
- A statement that Yukon University will accept the course for transfer credit upon successful completion.

- Relevant academic regulations that apply (minimum grade, 50% local courses, official transcript required on completion, student standing, etc.).
- Pending the approval of the relevant Dean or Chair, a Letter of Permission and/or decision will be sent to the student from the Office of the Registrar.
- A copy of the Letter of Permission and/or decision will be added to the student file.

#### 4.04 Prior Learning Assessment and Recognition

**Prior Learning Credit** (PLC) is credit given for unstructured learning experience or relevant work-life learning.

Prior Learning Assessment and Recognition (PLAR) is an assessment of what a student has learned through non-formal education, training or experience that is worthy of credit in a course or program. Assessments are available in certain program areas and are done by a content specialist using a valid and reliable means.

The following Educational Standards will be considered when awarding PLAR credits:

- Credit should be awarded only for demonstrated learning and not for experience.
- Credit should be awarded only for learning which is relevant to the content and learning outcomes of the course or program to which the credit is being applied.
- Credit should be awarded for learning which is consistent with the achievement levels required by the postsecondary credential to be awarded.
- Credit should be awarded for learning which has both theory and practical applications that are appropriate to the subject, course, or program.
- The assessment of prior learning and the determination of credit awards should be made by content specialists, with external advice as necessary.

#### 4.05 Course Challenge

Course challenge is one method of prior learning assessment by which a student may receive credit for relevant knowledge or skills acquired outside of Yukon University. Availability of course challenge is dependent on the suitability of the challenge and administrative limitations.

Each Dean is responsible for outlining procedures, restrictions, or limitations respecting course challenges as well as identifying those courses that cannot be challenged and why. The following guidelines apply:

- A course for which credit has already been granted by Yukon University cannot be challenged.
- A student may not challenge a course if they have taken and failed the course previously.
- The challenge must evaluate performance on the full range of objectives and content related to the course.
- A maximum of one half of the total credits required for a program may be obtained by a combination of course challenge and transfer credit.
- Students will be admitted to the program or qualified for admission before seeking a course challenge.
- Students registered in a course may challenge that course within the first one third of the scheduled total number of course hours.
- Students may challenge a course only once. If unsuccessful, the student must register and complete the course to receive credit.

### **4.06 Advanced Placement or standing**

Advanced Placement or Standing refers to the practice of exempting students from specified courses in a program with the requirement that relevant learning be demonstrated, or approved courses be taken in lieu of exempt courses to complete the program requirements.

## **5.0 Academic Conduct**

### **5.01 Attendance Policy**

Students in all program areas are expected to attend classes and will be informed of any specific attendance requirements for their course by the course faculty member at the beginning of the term. The following attendance requirements apply to all students:

- Attendance at practical and work placement activities is required. Students will notify the placement agency as well as their course faculty member whenever practicum/work attendance is not possible.
- Admission to a lecture or laboratory may be refused by the course faculty member due to lateness. Students who do not attend classes or submit assignments as required may be refused admission to further classes.
- Where a student is enrolled in multiple courses with overlapping timetables, the faculty members may adjust attendance requirements.

### **5.02 Academic Misconduct**

Students are expected to contribute toward a positive and supportive environment and are required to conduct themselves in a responsible manner. The following activities constitute academic misconduct: all forms of academic dishonesty including cheating, plagiarism, fabrication, fraud, deceit, using the work of others without their permission, aiding other students in committing academic offences, misrepresenting academic assignments and exams prepared or taken by others as one's own, or any other forms of academic dishonesty including falsification of any information on any Yukon University document.

### **5.03 Academic Sanctions**

Proven allegations of academic misconduct may result in one or more of the following sanctions:

- A failing grade or mark of zero in the course, examination, or assignment in which the misconduct occurred.
- Requirement to rewrite an examination or to resubmit an assignment or essay.
- A reprimand placed on the student's file.
- Withholding grades or certification.
- Suspension or dismissal from the course or program.

Where academic sanctions result in a dismissal from a course or program, the student will be informed of the action in writing, and a copy will be forwarded from the relevant Dean to the Office of the Registrar and placed in the student's file.

Any academic sanction imposed on the basis of academic misconduct may be appealed to the Senate Appeals Committee following the procedures detailed in *Section 7.0 Student Academic Appeals*.



## **6.0 Student Evaluation, Grades and Records**

### **6.01 General**

Unless otherwise authorized by the Dean, faculty will provide course outlines to students within the first week of classes. Course outlines will follow the format prescribed by Senate and include the course content and requirements.

### **6.02 Prerequisites, Assignments, Exams and Other Course Requirements**

Prerequisites and co-requisites can be set for any course when necessary to ensure that students have a reasonable chance of success in achieving the learning outcomes of a given course. Prerequisites and co-requisites will be set at the minimum required for student success and will be as flexible as possible to facilitate student access to the course.

Normally, 30 percent of the total course grade will be assigned before the withdrawal date in any given term. The Dean is responsible for ensuring that course requirements are reasonable and major assignments and examinations are balanced during the term.

Faculty will inform students at the beginning of each course what the attendance requirements are, the class schedules, student evaluation methods, assignments and examinations and other course requirements.

Unless otherwise approved by the Dean, major assignments (those comprising more than 10 percent of the total course grade) will not be assigned in the two weeks immediately prior to the final exam period.

### **6.03 Evaluation Process**

Student evaluation is based upon the student's academic performance throughout the term. All elements of the learning process may be evaluated, including examinations, assignments, laboratory work, field work, shop work, reports, projects, job placement, and class participation.

Faculty will ensure that students are informed, at the beginning of each term, of the evaluation practices that will be applied in each course/program under their jurisdiction.

## 6.04 Grading System

Yukon University's grading system is a letter-grade system based on a 4.0-point scale:

<b>Grade</b>	<b>Grade Point Value</b>	<b>Percent Equivalent</b> (most YukonU Courses)
A+	4.0	95-100
A	4.0	86-94
A-	3.7	80-85
B+	3.5	75-79
B	3.0	70-74
B-	2.7	65-69
C+	2.5	62-64
C	2.0	58-61
C-	1.7	55-57
D	1.0	50-54
F	0.0	Under 50%

An alternate grading system is used for the University's trades and Office Administration programs:

<b>Grade</b>	<b>Grade Point Value</b>	<b>Percent Equivalent</b>
A	4.0	90-100
B	3.0	80-89
C	2.0	70-79
D	1.0	60-69
F	0.0	Below 60

The letter grade is determined by the percentage equivalent as indicated in the above table. Some courses and programs may have a different correlation between letter grade and percent equivalent.

The University may assign other grades or codes according to the following:

<b>Grade</b>	<b>Name</b>	<b>Description</b>
AD	Advanced Standing, Advanced Credit, or Transfer Credit	Equivalent course work has been completed in another program or recognized educational institution, or through work/life learning
AU	Audit Student	Student is not required to complete course requirements
CC	Course Challenge	Student has been granted credit as a result of successful completion of a challenge examination
CP	Course in Progress	Course work that may bridge more than one term or academic year (Access Programs only)
IN	Incomplete	Permanent grade is delayed, at the discretion of the course faculty. Course faculty provides a default grade based on work completed. All incomplete grades must be finalized within 90 days. After this time default grade is applied to the student transcript
M	Mastery	Student has mastered the skills to the required standard in a given course
NG	No grade submitted	NG is assigned until permanent grade is submitted by course faculty (This is only assigned by the Registrar's Office)
P	Pass	Successful completion of the course requirements for credit and non-credit courses, placement exams and Cooperative work terms
W or C19	Withdrawal	Officially withdrawn from the course with no academic penalty – this is only assigned by the Admissions and Registration Office
I	Include	Grade is for a duplicate course and will be included in calculation of GPA
E	Exclude	Grade is for a duplicate course and will be excluded from the calculation of GPA
NS	No Show	Typically used by Continuing Education when a registered student does not attend a registered course
0-100	Numeric grades	Numeric grades are used for grading courses with the University's partnership institutions

**Grade points** are calculated by multiplying the number of credits assigned to a course by the grade point value of the grade assigned. The grade point average (GPA) is then calculated by dividing the total number of grade points earned in a term by the total number of credits for the courses taken during that term. Examples of mark equivalencies are shown below.

An example of Grade B+ in a 3-credit course and Grade C in a 2-credit course follows:

3 (credits) x 3.5 (grade point value)	10.5
2 (credits) x 2.0 (grade point value)	<u>+ 4.0</u> Total Grade Points
	= 14.5 GPA (Grade Point Average)
	14.5 (GPA) ÷ 5 (total credits) = <b>2.90</b>

### **6.05 Submission of Final Grades**

Assignment and submission of final grades is the responsibility of each course instructor. Final grades will be entered electronically, within three (3) working days of the final examination date or of the last day of classes.

After grades have been transferred to a student's academic record, a Grade Change form must be completed by course faculty and submitted to the Office of the Registrar to change a grade.

### **6.06 Incomplete Grades**

A student with an incomplete grade must complete the outstanding requirements for the course within ninety (90) days of the last day of exams for the term during which the course was taken.

To make the extension official, the course faculty must prepare a written agreement, to be signed by that faculty and student, and submitted to the Office of the Registrar, that includes:

- The default grade for work completed to date.
- Notice that a grade of Incomplete ("IN") will be submitted to the Registrar's Office, pending completion of all outstanding work.
- A summary of the work to be completed and submitted for evaluation during the extension.
- A statement encouraging the student to complete outstanding work within three weeks of the last day of the exam period in which the course was scheduled.
- Notice that the extension period will not exceed the end of 90 days following the last day of exams for the term during which the course was scheduled.

- Notice that the student cannot register for courses for which the incomplete course is a prerequisite until all work has been submitted, and a final grade entered by the course faculty.
- Notice that the final grade entered will be based only on previous work submitted and evaluated if the student does not submit all outstanding work during the extension period.

Faculty who are not available to evaluate the outstanding work need to notify their Chair, so alternative arrangements may be made.

If no agreement is reached for the submission of outstanding work, the course faculty member will calculate and submit a grade based on the work completed.

### **6.07 Clearance of Other Course/Program Deficiencies**

Deans will prescribe methods by which a student who has not completed the program requirements can rectify course deficiencies. Methods available may include deferral of final examinations, supplemental examinations and such other methods prescribed by the Dean.

### **6.08 Academic Standing**

Failure to maintain satisfactory academic standing in a course or program may result in a range of actions, such as termination from one or more courses, assignment of probationary status, suspension, termination from the program, or upgrading.

Academic standing is not assessed for students registered in partnered programs.

The first time that a full-time student achieves an overall grade point average (GPA) of less than 2.0, the student will be placed on academic probation for the following term in which the student registers.

The program advisor, in consultation with the appropriate Chair or Dean, may restrict the number of courses that the student can then register for in the following term. Students should be advised to contact appropriate academic support services at Yukon University for support and/or academic assistance. Students who achieve a single term GPA of at least 2.0 in the courses in which they are registered in each of the following terms will be allowed to continue in their studies. Students will be removed from probation when their overall GPA is 2.0 or above.

A full-time student on academic probation who achieves a grade point average (GPA) of less than 2.0 in any term of study while they are on probation will be dismissed and not considered for registration for a period of at least one full term. Upon re-registration, the student will be

placed on probation and will remain on probation if their overall GPA falls at or below 2.0. A student who has re-registered after being dismissed will come off academic probation when their overall GPA is above 2.0.

A student does not need to re-apply to return after a single term dismissal. A student who returns after dismissal and achieves a grade point average (GPA) of less than 2.0 in any following terms will be dismissed and not considered for re-admission for at least one academic year. The student must apply for re-admission to the University following this termination. If re-admitted, the student will remain on academic probation as outlined above.

### 6.09 Levels of Certification

**A certificate** is awarded for successful completion of a program of studies of up to one year of full-time study or equivalent. A certificate “with honours” is awarded to graduates with a cumulative program GPA of 3.7 or greater. Students are normally expected to complete the requirements for a certificate within five years of beginning the program (maintaining registration of at least one course per academic year).

**A diploma** is awarded for successful completion of a program of studies of four terms of full-time study or equivalent. A diploma “with honours” is awarded to graduates with a cumulative GPA of 3.7 or greater in the program. Students are normally expected to complete the requirements of a diploma within eight years of beginning a program.

**A bachelor’s degree** is awarded for successful completion of a program of studies of typically six to eight terms of full-time study (normally 90-120 credits, or equivalent). A bachelor’s degree “with honours” is awarded to graduates with a cumulative GPA of 3.7 or greater. Students are normally expected to complete the requirements of a bachelor’s degree within ten years or less.

### 6.10 Certification Requirements

Students who have a cumulative GPA of 2.0 or greater in the program and have met all the program requirements as outlined in the program outline at the beginning of their program, are eligible to graduate with certification.

Students must first apply and be accepted into a program. Students who successfully complete a program must apply to the Registrar for the appropriate certification as outlined in the University’s Important Dates.

Students who already have a credential from Yukon University may pursue another credential subject to the following conditions:

- A minimum of one-half of the courses required for the additional credential beyond the requirements for the first credential must be completed.
- The student must meet all program and graduation requirements for the second credential.

### **6.11 Transcripts and Grade Statements**

Grade reports will be made available to students at the end of each term, which will list the grades achieved in each of the courses taken during the term. Grade reports will be made available in electronic form.

A Transcript is an official cumulative grade report of credit coursework undertaken at the University and bears the University seal and the signature of the Registrar or authorized designate.

Official records are only available upon a written request from the student, either from the official Transcript Request online, or a document containing the student's signature.

### **6.12 Fees Arrears**

Students (credit and non-credit) who have tuition, campus housing, library late fees or other arrears owing will not be permitted to re-register or to order a copy of their official Yukon University transcript.

T2202 forms will be made available regardless of any fee arrears.

### **6.13 The Dean's List**

In recognition of academic excellence, students who achieve a minimum term GPA of 3.7 after completing no fewer than 9 credits in a term, or no fewer than 6 credits for students with a recognized disability, shall be placed on the Dean's List for that term. In the event the term for any program extends beyond the normal end date, students who have met the aforementioned standard during the prolonged term may be included in the subsequent term's Dean's List.

### **6.14 Custodians of Confidential Records**

<b>Type of Record</b>	<b>Official Responsible</b>
Student Records	Registrar
Student Counselling Records	Counsellor
Final Examinations and Papers	Dean
Accessibility Services Records	Accessibility Services staff and management

All final examination papers will be kept at least until the end of the following term by the program area.

### **6.15 Public Access to Student Records**

The information available to the public concerning a university student is limited to the verification of whether the student attended a specific program/course between given dates, and whether the student received certification. All other student information is confidential unless the student explicitly consents to the release of information.

### **6.16 University Access to Student Records**

Authorization for access to student records, information systems or data storage may only be approved by the Registrar or authorized designate.

All students have the right to access their own records through the Registrar, Accessibility Services staff, or counsellor. If information in the records is believed to be inaccurate, the student has the right to have the records corrected by providing appropriate documents. Members of the University administration with a legitimate interest in specific student records may be granted access to such records. Access to electronic data will be allowed in accordance with procedures set out by the Registrar's Office.

### **6.17 Release of Confidential Information**

The release of confidential student information will only be through the Registrar, Accessibility Services staff, or a Yukon University counsellor.

Disclosure of information to external parties in response to verbal or written enquiries will consist only of information determined to be matters of public record as described in *Section 6.15. Public Access to Student Records*.

Release of information beyond this requires written authorization from the student involved, legal authorization or a decision by a counsellor that confidentiality should be broken.

The following conditions will be considered when making the decision to disclose confidential student information without explicit written authorization from the student:

- If there is a danger of the client seriously hurting themselves.
- If there is a danger of the client seriously hurting someone else.
- If there is any indication that a child is at risk.



- If the file is subpoenaed by the court.
- If the client has been abused by a health professional.

### **6.18 Records Retention**

All records and information pertaining to a student are subject to the [Student Records Management Policy](#).

## **7.0 Student Academic Appeals**

### **7.01 General**

Academic appeals are specific to decisions regarding academic matters such as, but not limited to, admissions and academic standing, academic probation, dismissal, academic accommodation due to disability, final grades and disciplinary action related to academic misconduct or academic integrity violations.

Decisions regarding non-academic student conduct are not included under this regulation.

This regulation may not apply to courses or programs where academic responsibility rests with another institution, such as a degree programs offered by another institution through Yukon University.

Yukon University will take reasonable steps to provide equitable access to appropriate cultural, language and accessibility supports and resources for all students throughout the appeal process.

### **7.02 Academic Appeals Committee**

The Senate is responsible for ensuring a fair and equitable system for all appeals dealing with academic matters.

The Senate appoints a minimum of three of its members to serve as members of the Senate Appeals Committee.

### **7.03 Annual Report on Student Appeals**

The Chairperson of the Appeals Committee shall, in October of each year, provide to the Senate and to the President an annual review of all appeals.

Decisions of the Senate Appeals Committee are final, as outlined in the Yukon University Act, (Powers of senate 31(2)(k).

### **7.04 Appeals Criteria**

Academic appeals will be considered under the following criteria:

- New information is available, which was not available at the time of the initial decision and could reasonably have affected the outcome of the decision.

- There is reason to believe bias or discrimination happened against the student as part of the initial decision.
- Procedural errors happened with the initial decision which could reasonably have deprived the student of a fair process.

### 7.05 Appeal Procedures

Students are expected to advocate for themselves and follow steps to informally resolve any disputes before requesting a formal appeal. Students should normally contact the following people, in order, when trying to resolve final grades or disciplinary actions related to academic integrity violations or academic misconduct:

1. The course faculty member.
2. The persons with the next highest level of responsibility (normally the Chair of the school or department).
3. The Dean.

Students must submit a written request for an appeal to the Registrar within ten (10) business days after receiving the final decision from a Dean, or other designated University official. Written appeal requests must include:

- The completed Notice of Academic Appeal Form.
- The decision or act being appealed, including the name of the person whose decision is being appealed.
- The reasons why the student believes the appeal meets the criteria as outlined in *Section 7.04*.
- The remedy the student is seeking.

The Registrar will review the written appeal to determine if the appeal meets the criteria to go forward. In very complex appeals, the Registrar can use their professional judgment to consult with a student (appointed by Yukon University Student Union) and a faculty member to review the appeal application against the appeal criteria and decide if an appeal will proceed. The consulting student and faculty will have no prior relationship with the student filing the appeal.

If the appeal meets the criteria set out in *Section 7.04*, the Registrar will:

- Identify a member of the University's student support service to provide appropriate and culturally sensitive assistance to the student to navigate the appeal process. Persons assisting a student to navigate the appeal process may attend the appeal hearing at the request of the student but are not permitted to actively participate in the hearing. Deans, the Associate Registrar, the Registrar, and members of the Senate Appeals Committee are excluded as persons who can assist the student to navigate the appeal process.
- Begin a numbered appeals file for the student, which will contain the original written appeal and any other supporting documentation that may be presented.
- Inform the appropriate faculty, Dean and/or University official, that an appeal has been received.
- Inform the Senate Appeals Committee that an appeal has been received.

If the appeal does not meet the criteria set out in *Section 7.04*, the Registrar will inform the student in writing the appeal was denied.

Upon receiving a formal appeal from the Registrar, the Senate Appeals Committee will meet to hear an appeal within twelve (12) business days of an appeal being accepted. The Senate Appeals Committee will:

- Request and review any documentation related to the appeal.
- Conduct the appeal hearing, including interviewing all relevant parties and witnesses.
- Evaluate the evidence to determine a decision on the appeal.

Students are expected to confirm their attendance at an appeal hearing. An appeal will be considered permanently abandoned should the student fail to appear in person or by videoconference at the scheduled hearing without notifying the Senate Appeals Committee prior to the date of the hearing.

Students may be accompanied to the hearing by a support person of their choosing; however, the support person may not speak on behalf of the student unless requested by the Chair of the Appeals Committee.

Following an appeal hearing, the Senate Appeals Committee may:

- Uphold the initial academic decision.
- Reverse the initial academic decision, or any part of the decision being appealed.

- Set aside the academic decision being appealed and return the question to the appropriate Dean or other University official for reconsideration.

The Appeals Committee will communicate its final decision in writing to the Registrar and President within five (5) business days after the appeal hearing. The Registrar will deliver the written appeal decision to the student and appropriate faculty, Dean or University Official.

## 8.0 Academic Accommodation

### 8.01 Purpose

Yukon University is committed to providing a positive, supportive, and barrier-reduced academic environment for all its students. Yukon University respects and recognizes its obligations under the law (federal and territorial) and strives to ensure that the University's academic facilities, learning environments and educational programs are accessible to all qualified students. This commitment is grounded in the institutional values of respect, dignity, and honoring diversity.

### 8.02 Governing Legislation and Relevant Documents

This section of the Academic Regulations and Procedures works in conjunction with relevant federal and territorial human rights legislation as well as Yukon University internal policy and guiding documents, including:

- Canadian Charter of Rights and Freedoms.
- Yukon Human Rights Act.
- Yukon Access to Information and Protection of Privacy Act.
- Yukon University Code of Ethics.

### 8.03 Definitions

**Academic Accommodations** - Academic accommodation is the removal of barriers for students with different needs based on the grounds listed in the Yukon Human Rights Act to enable students' full participation in academic pursuits. The purpose of academic accommodation is to provide equal access to academic facilities, learning environments and educational programs for qualified students. Accommodations are a planned variation in the way a student engages with course content, participates in course activities, or demonstrates mastery of course content and skills through evaluation or assessment.

**Disability** - Students with disabilities are students who:

- Have been diagnosed by an appropriate health care professional as having mental health impairment, physical impairment, neurological impairment, learning disorder or sensory impairment, any/all of which may be permanent or temporary
- Experience functional restrictions or limitations in their ability to perform the range of life's activities, including in the educational environment

- May experience attitudinal and/or environmental barriers that hamper their full and self-directed participation in life.

**Essential Learning Requirements** - The knowledge and skills that a student must acquire and demonstrate to successfully meet the learning objectives of the course or program.

**Prohibited Grounds/Protected Status** - The characteristics identified in the *Yukon Human Rights Act* and for which it is prohibited to treat any individual or group unfavorably.

## 8.04 Duty to Accommodate

Qualified students seeking academic accommodation may be provided with accommodation once their request is assessed by Yukon University. All requests for academic accommodation will be assessed on an individual basis and will not be unreasonably denied.

Yukon University acknowledges its responsibilities to make provisions for individuals who are protected against discrimination under the *Yukon Human Rights Act*. Requests for academic accommodation may fall into one of two categories:

- Academic accommodations based on disability (refer to *section 8.05*).
- Academic accommodations for reasons other than disability (refer to *section 8.06*).

## 8.05 Requesting Academic Accommodation due to Disability

Accessibility Services is the designated unit at Yukon University responsible for assessing and managing requests for academic accommodation due to disability. Students requesting academic accommodation due to disability should contact Accessibility Services in person, by telephone or email as soon as they are aware of their need for accommodation.

## Yukon University Roles and Responsibilities

Yukon University will:

- Ensure applicants and students are aware of resources, including academic accommodation, to support students with disabilities.
- Ensure persons who are academically qualified are not denied admission based on their disability.
- Provide reasonable accommodations to the point of undue hardship to students with disabilities under the Yukon Human Rights Act.

- Review documentation provided by students seeking academic accommodation to ensure decisions are based on appropriate information.
- Adapt or alter course/program requirements which are discriminatory based on disability, except with respect to the essential learning requirements of the course/program.
- Actively participate in dialogue to develop and implement academic accommodations.
- Ensure personal information about students is handled in a confidential manner in accordance with Yukon Access to Information and Protection of Privacy Act.
- Ensure faculty and staff are knowledgeable about relevant institutional policies and procedures for enacting academic accommodation.
- Ensure faculty and staff have the resources and support to implement academic accommodation.
- Be willing to review and modify the accommodation plan as circumstances or needs change.
- Carry out a review process every five years to review the scope and application of this section of the Academic Regulations. This review should include consultations with students, faculty, staff and specifically users of Accessibility Services.

### **Student Roles and Responsibilities**

Students will:

- Request academic accommodation as early as possible once they are aware of their need for accommodation. Generally, the more complex the accommodations, the more time is required to arrange it.
- Provide the necessary documentation to support their request for academic accommodation.
- Actively participate in dialogue to develop and implement academic accommodations related to their own academic success.
- Follow the procedures set out by Accessibility Services regarding the request and provision of academic accommodation.
- Advise Accessibility Services if their academic accommodation needs change.

### **Accessibility Services Roles Responsibilities**

Accessibility Services will:



- Assess all student requests for academic accommodation based on disability to determine if there are grounds for academic accommodation and whether the documentation is adequate to support the request.
- Develop accommodation plans in consultation with the student and/or faculty member, Chair, or Dean where appropriate.
- Inform faculty members of accommodation plans for all students with disabilities.
- Support faculty and staff as needed with the implementation of academic accommodations.
- Provide information, support and resources pertaining to academic accommodations to university faculty, staff and students as needed.

Accessibility Services will also establish and maintain the procedures that govern the request and provision of academic accommodations based on disability. These procedures will conform to the following criteria:

- Requests for academic accommodation based on disability must be initiated by the student.
- Accessibility Services staff will meet with the student and review the documentation provided.
- In consultation with the student, and/or the faculty members, Chair, or Dean, where appropriate, Accessibility Services staff will develop an academic accommodation plan based on the functional impact of the disability and environmental factors such as the nature of the courses, program, field of study.
- The Accessibility Services staff will communicate the accommodation plan to the course faculty members, and as needed, assist students and faculty in implementing the plan.
- A record of the plan will be kept by the Accessibility Services in accordance with Yukon Access to Information and Protection of Privacy Act.

### **Documentation of Disability**

In accordance with the Yukon Human Rights Commission, students requesting academic accommodation based on a disability are required to provide documentation sufficient to support their request.

Documentation must be in written form and from a certified healthcare professional who is qualified to diagnose the specific disability/condition for which the accommodation is requested. The specific diagnosis is not required; however, the presence of a diagnosis must be confirmed by the health care practitioner and a detailed description of the functional impact of

the disability must be included. The presence of a diagnosis alone is not sufficient to support a request for academic accommodation.

Accessibility Services will confirm whether the available documentation is sufficient to support a request for academic accommodation. The nature of the disability, age of the student, and recency of the documentation are factors that may be considered when evaluating documentation. When a student's disability is variable or there is a significant change in the degree or nature of the functional limitations experienced by the student, Accessibility Services may request new or updated documentation. Students are responsible for all costs associated with obtaining the necessary documentation of disability.

### **Provisional Accommodations**

In some circumstances, academic accommodation may be identified and implemented temporarily on a provisional basis without documentation, while a student is waiting to be assessed by a health care professional to confirm their functional limitations. Yukon University will use the best information available including student self-reporting and outdated, available documentation in order to establish a provisional accommodation plan.

Provisional accommodation plans will be valid for up to one term and will be updated as soon as current documentation becomes available. Once assessed by a health care professional, it is the responsibility of the student to submit valid documentation as soon as possible.

### **Retroactive Accommodations**

A student may request accommodation after a scheduled evaluation (test, examination, or assignment), or course has taken place and where the student has failed to meet learning outcomes due to a disruption related to their disability. Sudden, unexpected, significant changes to a student's functional ability may occur because of the acute emergence of symptoms or environmental factors. In such situations, students may not be able to follow the protocol for arranging academic accommodations set out in the Academic Regulations and by the Accessibility Services.

Yukon University acknowledges its responsibility to consider requests for retroactive accommodation as described here. If requesting academic accommodation retroactively, students should contact the Accessibility Services as soon as possible.

## **8.06 Requesting Academic Accommodation for Reasons other than Disability**

Requests for academic accommodation for reasons other than disability may be made to the Accessibility Services or the student's course faculty member, Chair, or Dean. Where requests

are made first to the faculty, Chair or Dean, faculty are encouraged, but not required, to contact the Accessibility Services for resources and support.

### **8.07 Appeals**

Disputes between students and Yukon University over the assessment of requests and implementation of academic accommodation may arise. Students may appeal academic accommodations decisions to the Appeals Committee in accordance with *Section 7.0 on Student Academic Appeals*.