

Department of Biology Course Outline

SC/BIOL 2905 3.00 Introduction to Clinical Microbiology
Winter 2023-4

Land Acknowledgement

York University recognizes that many Indigenous Nations have longstanding relationships with the territories upon which York University campuses are located that precede the establishment of York University. York University acknowledges its presence on the traditional territory of many Indigenous Nations. The area known as Tkaronto has been care taken of by the Anishinabek Nation, the Haudenosaunee Confederacy, and the Huron-Wendat. It is now home to many First Nation, Inuit, and Métis communities. We acknowledge the current treaty holders, the Mississaugas of the Credit First Nation. This territory is the subject of the Dish with One Spoon Wampum Belt Covenant, an agreement to peaceably share and care for the Great Lakes region.

Course Description

This course is intended as an introduction to clinical microbiology for students interested in nursing or other health-related fields. Upon completion of this course, students will have a general understanding of the different types of disease-causing pathogens, the transmission of pathogenic microorganisms, host responses, and how pathogens attempt to evade the body's immune system. The student will build a practical, patient-focused understanding of microbiology.

Disclaimers

The information presented in the lectures is provided for educational purposes only and should not be considered medical advice.

Learning Outcomes

Upon completion of the Introduction to Clinical Microbiology course, students will

- be able to explain concepts related to different types of disease-causing pathogens, the transmission of pathogenic microorganisms, host responses, and how pathogens attempt to evade the body's immune system.
- build a practical, patient-focused understanding of microbiology, allowing them to evaluate and accurately communicate with patients, their families, physicians, and other members of the healthcare team in the interest of quality patient care.
- develop and use critical thinking skills.
- use the scientific process and scientific data as a basis for evaluating nursing interventions.

Course Instructor and Contact Information

Motti Anafi, PhD

E-mail: moanafi@yorku.ca

I will usually be available after each in-class meeting to address individual questions. If you need to speak with me out of class, please send me an email to set an appointment.

Course TA: Mahtab Zonouzi-Marand

E-mail: mahtabz@my.yorku.ca

Emailing the TAs and Course Director

Your email will be read and answered as soon as possible. However, we will open only e-mails that fulfill the following requirements:

- Your email must be sent from your regular yorku.ca email account (**not from the e. class server**). As much as possible, do not use non-yorku.ca accounts (such as Hotmail or personal Gmail). E. mails from non-yorku.ca accounts or eClass will likely languish in a spam folder that is checked only intermittently.
- Be sure to include your full name and student number in your email text.
- Your email must include "BIOL/2905" in the subject line. I am teaching other courses.
- E. mail without the appropriate information will be answered only when I am in the position to investigate for the information on my master computer, and it takes time.

Schedule

Course Schedule

This course will be offered on Wednesdays at 2:30 pm in LSB 105.

Prerequisites

At least 30 credits towards a degree program;

6 credits from the following: SC/BIOL 1000 3.00, SC/BIOL 1001 3.00, SC/BIOL 1010 6.00; SC/NATS 1610 6.00, SC/NATS 1650 6.00, SC/NATS 1660 6.00, SC/NATS 1670 6.00, SC/NATS1675 6.00, SC/NATS 1680 6.00, HH/KINE 2011 3.00, HH/KINE 2031 3.00.

Course credit exclusion:

SC/BIOL 2900 3.00, SC/BIOL 3150 3.00, or SC/BIOL 3150 4.00

Note: Not eligible for Biology credit towards a Biology or Biochemistry program.

In order to be prepared for the course, students must be previously familiar with concepts related to "the central dogma" (DNA, RNA, proteins, phenotype) and understand topics related to cell structure and function. All of the above topics are part of all prerequisites mentioned above.

In order to give the student early feedback on their knowledge of the fundamental concepts in biology, we will have the first mid-term to test on the foundations of biology mentioned above.

I posted for you on the eClass a few of my lectures to cover the prerequisite material. These lectures are **optional extra lectures**. If you have a strong biology background, you are likely to be fine with your previous knowledge. In addition, a good overview of these concepts can be found in most Biology/Microbiology textbooks. For a free resource see:

- 1) <https://cnx.org/contents/5CvTdmJL@5.28:rFziotaH@5/Introduction>
- 2) <https://openstax.org/details/books/biology-2e>

Teaching methods

- In the last couple of years, we had at the university many discussions about the best teaching methods for “online” and “in-person” courses. As for BIOL2905 Fall 2023, I decided to take the best from both methods and combine them together. I decided to use **here flipped course strategies**.
- **What is a flipped course strategy?** Flipped lessons replace teacher lectures with instructional material—here, prerecorded lectures—that students watch and interact with at home. Later, they apply what they learned at home from the prerecorded lectures in sessions in class through various activities such as questions answers, and discussions.
- Accordingly, the lectures and the discussions are going to be delivered in two different modes: First, students need to cover the relevant pre-recorded lecture/s on their own, and second, we will have In-class / in-person meetings for further discussions of the material covered in the pre-recorded lectures, including Q & A sessions, after exam reviews and much more.
- The online portion will be online only (I will not repeat the entire lecture in class)
- The in-class portion will be in-class only. For many reasons, the in-class session will not be recorded. **YOU NEED TO ATTEND THE CLASS FOR IN-CLASS ACTIVITIES.**
- Still, I opened for you an activity called WIKI where students who wish to do it can post summaries of the in-class activities. Furthermore, the FORUM can be used for questions and discussions as well.
- **All exams (mid-terms and final) will take place in class only.** There is no online version for these evaluations.
- The pre-recorded lectures consist of the complete material of the course. As for the in-class portion of the course: We will meet in class once a week. It is highly recommended for students to attend these meetings.
- The pre-recorded lectures will be posted in three “waves”: the first cluster: the lectures for the chapters to be covered on the first mid-term. Later, as the second cluster, the lectures cover the second mid-term. Later, I will post the rest of the material for the course.
- Students can use the delivery method in quite a flexible way: For example, you can access the visual material covered in high-resolution pre-recorded lectures at any time convenient to you as many times as you wish. You will have the flexibility to view the entire lecture at once or to stop the lecture at any stage of the lecture. You can run the lecture more quickly or slowly. You can turn down/up the audio as you wish.

Few tips on how to study for the course:

- As for the exams, you must know and understand the material presented in the pre-recorded lectures.
- The optional readings can help students consolidate and expand their understanding of the material. However, much of the material in these resources will not be covered in class (or in prerecorded lectures). On the exams, I will **concentrate** on topics covered in the pre-recorded lectures and their applications. However, reading the

optional reading material and attending the “in-class” meetings are likely to be very helpful.

- The material presented in the lectures and other components of the course such as tests and exams have been developed from a large variety of resources, including websites, textbook supplements, and other material mentioned.
- The prerecorded lectures are based on multimedia presentations run by several programs. It is not “PowerPoint slides”. The lectures were developed using a video editor which stitched together videos, animations, images, text, and many other activities. In order to have a "PowerPoint-like experience," you can mute my voice, and run the high-resolution video on a full screen. Here you can stop the video any time you wish to have the image for as long as you need it.
- I will usually be available after each in-class meeting to address individual questions. If you need to speak with me out of class, please send me an email to set an appointment.

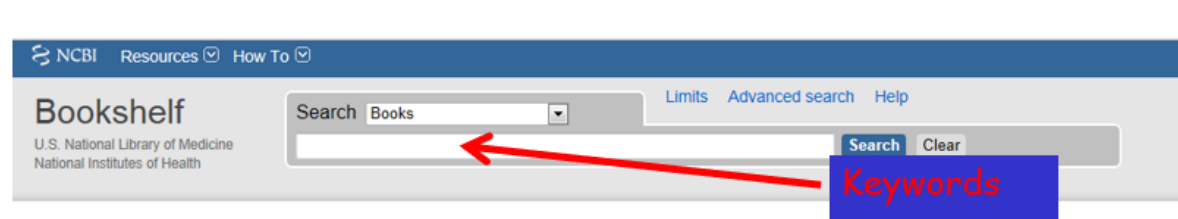
Resources

Recommended (optional) Readings:

Note: Just clicking a link may not work. You need to copy the address and put it in the address bar of your browser.

1) Free online textbook: Microbiology by OpenStax College. This textbook can be used online <https://openstax.org/books/microbiology/pages/1-introduction> and offline (as a PDF file <https://assets.openstax.org/oscms-prodcms/media/documents/Microbiology-WEB.pdf>).

2) Use the search box in <http://www.ncbi.nlm.nih.gov/sites/entrez?db=Books> with keywords.



3) Other possible textbooks:

Any “Microbiology” text you can find in the library is likely to be a good reference. Three examples:

- Microbiology: A Human Perspective by Nester.
- Microbiology, by Jacquelyn Black Microbiology: Principles and Explorations.
- Microbiology with Disease by body system by Robert Bauman

4) Many online resources on the course outline.

5) for general Biology: <https://openstax.org/details/books/biology-2e>

Experiential Education and E-Learning

The Course eClass website

To access eClass, please follow the instructions below.

1. Go to: <https://eclass.yorku.ca/eclass/my/>
2. Login with your Passport York account.

Here you will find

- An updated course outline with optional reading
- Discussion Forum
- Announcements
- Grades
- Pre-recorded lectures
- Documentation
- Free textbook

Please note that the course director's announcements on the eClass take precedence over any other information (especially if you are communicating with each other via WhatsApp etc.).

If you have technical eClass-related questions, please direct them to UIT Client Services at 416-736-2100 x55800 or email helpdesk@yorku.ca.

Evaluation

Mid-Term Exam 1 10%

Date: January 24, 2024

Time: 2:30 pm

Duration: 40 minutes

This exam will test you on the material you need to know from the **prerequisites**.

Mid-Term Exam 2 20%

Date: February 7, 2024

Time: 2:30 pm

Duration: 60 minutes

This exam will be on **Parts 1 and 2** of the course.

Mid-Term Exam 3 20%

Date: March 6, 2024

Time: 2:30 pm

Duration: 60 minutes

This exam is **cumulative** but it will concentrate on **Part 3** of the course.

Final Exam 50%

Duration: 180 minutes

Date: During formal examination time: April 10-25: The specific date and time will be published by the registrar's office.

All exams are cumulative: everything discussed in the pre-recorded lectures, applications, and related principles from the required readings is a "fair game" on the exam.

Mid-terms and final exams will take place in class only. NOT online. You must be in class to write them.

Course Content

Course Outline (+optional reading, in some cases clicking on the link does not work. You have to copy the link to the address bar of your browser)

The entire course is based on approximately 23 hours of prerecorded lectures. You are expected to cover approximately 120 minutes a week of the prerecorded lectures according to the order they are posted.

Prerequisites-related material (optional, to help you with the prerequisites for the course)

Cell structure and function

OpenStax Microbiology chapters 3-4

From the DNA to the organism

<http://www.ncbi.nlm.nih.gov/books/bv.fcgi?rid=cooper.TOC&depth=2> Ch. 4-7

OpenStax Microbiology chapters 10-12

Mid-term 1: covers the prerequisites

Part 1: Introduction to Microbiology

Diversity of living organisms

OpenStax Microbiology chapters 4-5

An overview of viruses, prokaryotic and eukaryotic cells

<http://www.ncbi.nlm.nih.gov/books/bv.fcgi?rid=cooper.TOC&depth=2> Ch. 1-3

Emerging infectious diseases

<http://emergency.cdc.gov/bioterrorism/>

OpenStax Microbiology: Search the text with keywords

OpenStax chapters 4-6

Part 2: Medical Bacteriology

(A lot of material at:

- 1) <http://www.ncbi.nlm.nih.gov/books/NBK7627/>
- 2) <http://www.textbookofbacteriology.net/index.html>
- 3) OpenStax Microbiology Microbiology (see below)

Structure of bacteria

OpenStax Microbiology chapter 4

Bacterial genetics

OpenStax Microbiology chapters 10-13

Antibacterial agents and bacterial resistance

<http://www.merck.com/mmpe/sec14/ch170/ch170a.html>

<http://www.cdc.gov/drugresistance/>

OpenStax Microbiology chapters 13-14

Mid-term 2

Part 3: The Immune System

- 1) <http://www.ncbi.nlm.nih.gov/books/> (use the search box)
- 2) <http://www.merck.com/mmpe/sec14.html>
- 3) OpenStax Microbiology chapters 17-19

Basic concepts in immunology

<http://virology-online.com/general/Immunology.htm>

The specific immune response

Vaccination and passive immunization

Acceptance and rejection of vaccination

<http://www.merck.com/mmpe/sec14/ch169/ch169a.html>

<http://www.cdc.gov/vaccines/>

<http://virology-online.com/general/vaccines.htm#Vaccines>

OpenStax Microbiology chapter 18

Mid-term 3

Part 4: Human Virology

Basic concepts in human virology

<http://virology-online.com/general/Replication.htm>

<http://www.cdc.gov/std/hpv/default.htm>

OpenStax Microbiology chapter 6

HIV: epidemiology, treatment and prevention

<http://www.cdc.gov/hiv/>

OpenStax Microbiology chapter 25

Influenza: epidemiology, complications, treatment and prevention

<http://www.cdc.gov/h1n1flu/>

http://www.cdc.gov/flu/?s_cid=internal6

<http://www.who.int/csr/disease/influenza/en/>

OpenStax Microbiology chapter 22

Human Papilloma Virus (HPV)

<https://www.cdc.gov/hpv/index.html>

OpenStax Microbiology chapter 25

Final exam

The overall prerecorded lecture time is about 23 hours. You are expected to cover approximately 120 minutes of pre-recorded lectures every week according to the order they appear in the eClass and the course outline. In addition, you need to attend the one-

hour in-person meeting. If for some reason you choose not to cover the lecture in a certain week (e.g. due mid-term for the course), you need to catch up and cover ~240 minutes of lecture in the following week. As for writing a mid-term, you will write it 1 week after you were supposed to complete covering the material for that mid-term. Do not wait to cover the material of the second (or third) package until the time after the evaluation of the previous package. By the time of the second mid-term, you need to study the third material package, etc.

You need to cover the material in the order they appear in the eClass and the course outline at the indicated time. 120 minutes of prerecorded lectures every week. You need to cover the material before the in-person meeting as the discussion in the in-person meetings is based on the fact that you covered the pre-recorded lecture on time.

Copyright protection of the posted pre-recorded lectures

- 1) The material presented in the pre-recorded lectures has been developed from a large variety of resources, including websites and textbooks.
- 2) I am doing my best to post the credit for the developers of each external resource that was included in my lectures. However, in some cases, the original material is no longer available on the web, and finding the person or organization that deserved the credit may not be possible despite my efforts.
- 3) The prerecorded lectures are copyright protected by the course director and many third parties, private people, and organizations.
- 4) The prerecorded lecture will be available for you through the course on eClass. **You need to go to eClass first and sign in with your York Password.** Students are NOT allowed to copy the videos and/or to post them elsewhere, directly or as an embedded link. The prerecorded lectures are “unlisted” on YouTube- do not use it directly and do not share the direct link with others.
- 5) **Not complying with any of the above will be considered an infringement of copyright law.**

Course Policies

Tests and Exams

- No opportunities to make up missed mid-term exams will be offered. In all cases of missed mid-term exam, the percentage value of the missed mid-term will be added to the final exam.
- If the final exam is missed, the student must petition her/his home faculty for permission to write the final exam.
- **If the petition will be granted:** The level of difficulty and the material covered on the deferred final exam will be similar to the original exam. However, **the format of all deferred mid-terms/final exams is likely to be different from the original exam (e.g., short answer questions or oral exams instead of multiple-choice questions).**
- If the deferred final exam is missed the student must petition their home faculty again for permission to write a second deferred final exam. **If the petition will be granted the student will be evaluated on an oral exam.**

- No doctor notes or any other documentation is required for missed mid-terms. For the petition for missed final exams to write a deferred exam, the documentations needed are according to the policy of your home faculty.
- It is your responsibility to ensure that you are available to sit for final examinations during the entire exam period for the Winter term (April 10-25)

Rules for viewing term tests:

- After each exam, we will have an academic feedback session in the following in-class meeting.
- If you are interested to view your exam and comparing it against the key, you need to send an e-mail to the course TA () **by two weeks after the day the grades were posted** on the eClass. Every exam viewing session will be up to 20 minutes for viewing the exam and comparing it against the detailed key. During test viewing sessions the regular examination rules will apply. If after you viewed your exam against the key, you feel that you deserve more marks you can send an email to the course director (Attn: Dr. Motti Anafi, e-mail: moanafi@yorku.ca).

In general, students need to be prepared to deal with weather and technical issues. If you do not have the internet working at home for any reason (technical issues, weather, etc.)

- A. You should go to the university. Here, the internet is always on.**
- B. You can use your cellular data by making your cellphone a “hotspot”.**
- C. You should always take offline notes and have summaries of the lectures.**

Make sure not to fully rely on the internet.

- D. Cover the lecture on time and take notes as you cover the prerecorded lecture. Do not wait until the last moment before the exam.**
- E. Make the appropriate travel arrangements to be in class on time for classes and exams.**

Academic honesty

From the Dean of Science Office:

“Numerous students in Faculty of Science courses have been charged with academic misconduct when materials they uploaded to third-party repository sites (e.g. Chegg.com, Course Hero, One Class, etc.) were taken and used by unknown students in later offerings of the course. The Faculty’s Committee on Examinations and Academic Standards (CEAS) found in these cases that the burden of proof in a charge of **aiding and abetting** had been met since the uploading students had been found in all cases to be willfully blind to the reasonable likelihood of supporting plagiarism in this manner. Accordingly, to avoid this risk, students are urged not to upload their work to these sites. Whenever a student submits work obtained through Course Hero or One Class, the submitting student will be charged with plagiarism and the uploading student will be charged with aiding and abetting. **Note also that lectures, exams, tests, and other assignments are the copyrighted works of the professor assigning them, whether copyright is overtly claimed or not (i.e. whether the © is used or not). Scanning these documents constitutes copying, which is a breach of Canadian copyright law, and the breach is aggravated when scans are shared or uploaded to third-party repository sites.**”

Important Dates

Important Dates for Fall (F), Year (Y) and Winter (W) Terms

Sessional Dates

EVENT	FALL (TERM F)	YEAR (TERM Y)	WINTER (TERM W)
Classes start	September 6	September 6	January 8
Last date to announce components of final grades	September 20	September 20	January 22
Fall Reading Week ¹	October 7-13	October 7-13	
Last date to submit Fall term work	December 5	December 5	
Fall classes end	December 5	December 5	
Fall Study Day ²	December 6	December 6	
Fall examinations ³	December 7-20	December 7-20	
Winter Reading Week ¹		February 17-23	February 17-23
Last date to submit Winter term work		April 8	April 8
Winter classes end ⁴		April 8	April 8
Winter Study Days ²		April 9	April 9
Winter examinations ³		April 10-25	April 10-25
Notes		Passover begins at sundown Tuesday, April 22 and ends at nightfall on Tuesday, April 30	Passover begins at sundown Tuesday, April 22 and ends at nightfall on Tuesday, April 30

Add/Drop Deadlines

	FALL (TERM F)	YEAR (TERM Y)	WINTER (TERM W)
Last date to add a course without permission of instructor (also see Financial Deadlines)	September 20	September 20	January 22
Last date to add a course with permission of instructor (also see Financial Deadlines)	September 28	September 28	January 31
Drop deadline: Last date to drop a course without receiving a grade (also see Financial Deadlines)	November 8	February 8	March 11
Course Withdrawal Period (withdraw from a course and receive a grade of "W" on transcript – see note below)	November 9 - December 5	February 9 - April 8	March 12 - April 8

University Policies

Important Dates

Drop Deadline: For appropriate term (last day to drop without course on transcript)

Course Withdrawal Deadline: For appropriate term (course still appears on transcript with ‘W’)

Grading Scheme

In accordance with the York University Undergraduate Calendar Regulations, the letter grades assigned in undergraduate courses at York conform to the descriptions and grade ranges shown here: <https://calendars.students.yorku.ca/2022-2023/grades-and-grading-schemes>

Academic Honesty and Integrity

Academic misconduct undermines the values of honesty, trust, respect, fairness, and responsibility that we expect in this class. York University provides supports such as academic integrity workshops to ensure that all students understand the norms and standards of academic integrity that we expect you to uphold.

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. Please review and familiarize yourself with the policy.

There is also an academic integrity website with comprehensive information about academic honesty and how to find resources at York to help improve your research and writing skills, and cope with University life. Students are expected to review the materials on the Academic Integrity website:

Examples of actions that do not adhere to York’s Academic Integrity Policy include:

- Plagiarism (passing off someone else’s work as your own)
- Accessing unauthorized sites for assignments or tests
- Unauthorized collaboration on assignment and exams

- Uploading work to third party repository sites (e.g., Course Hero, One Class, etc.)
- Scanning, sharing, uploading, or publishing exams, tests, or scholarly work

For more information on what academic integrity is and why it is important see:

<https://spark.library.yorku.ca/academic-integrity-what-is-academic-integrity/>. Information

on the process of investigations into breaches of academic honesty:

<https://spark.library.yorku.ca/academic-integrity-breach-of-policy-on-academic-honesty/>

Important Note from the FSc Committee on Examinations & Academic Standards

(CEAS): Numerous students in Faculty of Science courses have been charged with academic misconduct when materials they uploaded to third party repository sites (e.g., Course Hero, One Class, etc.) were taken and used by unknown students in later offerings of the course. Whenever a student submits work obtained through an external site (e.g., Course Hero, Chegg), the **submitting student will be charged with plagiarism** and the **uploading student will be charged with aiding and abetting**. To avoid this risk, students are urged not to upload their work to these sites.

Assistance for Students (Academic and Well-Being)

Academic Advising*: <https://www.yorku.ca/science/academic-advising/> * Departments also offer program-specific advising. Check with your Department's Undergraduate Office.

Centre for Human Rights, Equity, and Inclusion: <https://rights.info.yorku.ca>

Centre for Indigenous Students Services: <https://aboriginal.info.yorku.ca/>

Good2Talk 24-hour Ontario Student Helpline: 1-866-925-5454 /Text: GOOD2TALKON to 686868

Keep.meSAFE: <https://myssp.app/keepmesafe/ca/home>

Learning Commons (general academic learning supports including library research, time management, study skills, career planning, etc.): <https://learningcommons.yorku.ca/>

Peer Assisted Study Sessions (PASS): <https://www.yorku.ca/colleges/bethune/get-help/pass/>

Peer Tutoring: <https://www.yorku.ca/colleges/bethune/get-help/peer-tutoring/>

Sexual Violence Response and Support: <https://thecentre.yorku.ca>

Student Counselling, Health & Well-being: <https://counselling.students.yorku.ca/>

Support Services for International Students:

<https://yorkinternational.yorku.ca/international-student-support/>

Writing Services: <https://www.yorku.ca/colleges/bethune/get-help/writing/>

York University Student Services: <https://family.yorku.ca/student-services/#SCD>

York University Student Well-being Resources: <https://www.yorku.ca/well-being/resources/students/>

Accessibility

York University is committed to principles of respect, inclusion, and equality of all persons with accessibility needs across campus. The University provides services for students with accessibility needs (including physical, medical, learning, and psychiatric needs) 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 accessibility 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 accessibility 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:

Student Accessibility Services: <https://accessibility.students.yorku.ca>

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

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. To arrange an alternative date or time for an examination scheduled in the formal examination periods (December and April/May), students must complete and submit an accommodation request form at least 3 weeks before the exam period begins. <https://secure.students.yorku.ca/pdf/religious-accommodation-agreement-final-examinations.pdf>

Student and Instructor 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-andor-harassing-behaviour-in-academic-situations-senate-policy/>.

Academic accommodation refers to educational practices, systems and support mechanisms designed to accommodate diversity and difference. The purpose of accommodation is to enable students to perform the essential requirements of their academic programs. At no time does academic accommodation undermine or compromise the learning objectives that are established by the academic authorities of the University.

University rules regarding registration, withdrawal, appealing marks, and most anything else you might need to know can be found on the university's website, here:

<https://calendars.students.yorku.ca/2021-2022/policies-and-regulations>