

creative

INDUSTRIES

at FCAD

Student Handbook

2018/19

**Ryerson
University**

Creative Industries
Faculty of Communication
& Design

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MESSAGE FROM THE CHAIR

It is my pleasure to welcome new and returning student to the School of Creative Industries

University can be a complicated place. We created this handbook to assist you through your four years with us and help guide you through the Creative Industries' and the University's many policies and procedures. I urge you to use it frequently as a reference. And if you cannot find the answer in the Handbook to a question, please ask the Creative Industry staff and faculty.

My office is RCC 311 and I have regular office hours (posted on my door). If there is something you'd like to discuss, drop by. Or please e-mail Emma Smith for an appointment with me.

And now a word or two to our entering first-year students:

A university education is a shared responsibility. As faculty and staff we are committed to deliver the best curriculum to you and to support your studies throughout your undergraduate years. You, in turn, are responsible for your education. You must familiarize yourself thoroughly with how your School, Faculty (FCAD) and University operate. Please manage your time efficiently. Check your email account regularly (daily, at least). Communicate with us in a timely fashion. Meet your deadlines. And seek out extra support when you need it.

Your undergraduate experience should be a time of intellectual exploration and personal growth. A time to stretch yourselves and to cultivate new skills, ideas and interests. It won't be easy. It won't always be fun. Nothing worthwhile ever is. We are here to offer you guidance and support as you build your own path into the Creative Industries. (Okay, a lot of this will be a ton of fun.)

And here's some advice which I give to you as your Chair. University is more than just your classes and marks. Life is about balance. Grab the opportunity to participate in your School, the Faculty of Communication & Design and the University. Contribute. Get involved with your colleagues and the community. And then there are lectures, screenings, exhibits -- everything that Toronto has to offer steps away or a quick streetcar ride from the campus.

Explore and enjoy this new adventure.

I wish you all an exciting and rewarding year.

James Nadler
Chair, Creative Industries

MESSAGE FROM THE DEAN'S OFFICE

Welcome to the School of Creative Industries, and welcome to the Faculty of Communication & Design (FCAD).

As an FCAD student, you are part of a vibrant community of creators and designers, thinkers and doers whose talents and ambitions are diverse and boundless. You share a connection to nine leading schools in media and creative industries. You will have many opportunities to collaborate with fellow students, to take on challenges beyond the imagined, and to immerse yourself in new worlds that explore design, storytelling and creative leadership.

For seven decades, our unique programs have been at the heart of the evolution of cultural industries. Our mission is to equip you with the education, professional skills and the freedom to become leaders in the creative fields. I hope you will take pride in the rigorous and in-depth program you have chosen to pursue.

I encourage you to get to know other students and faculty across the FCAD schools. There are abundant exhibitions, performances and shows throughout the year to pique your curiosity in new disciplines and creative approaches. You can learn about them by following @RyersonFCAD on social media or by visiting ryerson.ca/fcad. The RCDS and numerous student-run clubs offer further year-round opportunities for creative exploration, professional development and socializing.

Whatever you do, I encourage you to take calculated risks and push creative boundaries in ways that resonate with your intellectual, artistic and cultural values; to engage with the students and community around you; and to be bold in your pursuit of excellence and creative expression. Get in touch with us anytime -- we're here to support you along the way.

Sincerely,

Charles Falzon
Dean, Faculty of Communication & Design

FACULTY & STAFF DIRECTORY

The School of Creative Industries

80 Gould Street, RCC 307
Phone: 416.979.5000 x3302

Fax: 416.979.5138

Email: creative.industries@ryerson.ca

Mailing address:

350 Victoria Street
Toronto, ON
M5B 2K3

<p>Professor James Nadler Chair and Associate Professor RCC 311 Ext: 2297 jnadler@ryerson.ca</p>	<p>Dr. Ira Levine Associate Professor RCC 311 Ext: 2297 jnadler@ryerson.ca</p>
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<p>Dr. Louis-Etienne Dubois Assistant Professor RCC 2nd floor; The Catalyst Ext: 3778 le.dubois@ryerson.ca</p>	<p>Dr. Cheryl Thompson Assistant Professor RCC 315 Ext: 3302 cheryl.thompson@ryerson.ca</p>
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<p>Ms. Paula Rayson Academic Manager, Student Affairs RCC 305 Ext: 3278 raysonp@ryerson.ca</p>	<p>Ms. Angella Beckford Student Affairs Assistant RCC 331 Ext: 3724 abeckford@ryerson.ca</p>
<p>Ms. Alex D'Arcy Work Placement Coordinator RCC 303 Ext: 3369 adarcy@ryerson.ca</p>	<p>Ms. Emma Hartley Work Placement Coordinator RCC 303 Ext: 3369 emma.hartley@ryerson.ca</p>
<p>Ms. Emma Smith Administrative Coordinator RCC 307 Ext: 3302 e3smith@ryerson.ca</p>	<p>Other Useful Contact Numbers Ryerson Security: 5001 (non-emergency) EMERGENCY Security ext: 80 Ryerson Medical Centre ext: 5070 Computing Help Desk ext: 6806</p>

OFFICE SERVICES

Our **Academic Manager, Paula Rayson**, will advise you on all academic matters, including degree and graduation requirements, Academic Standing issues, academic policy interpretation, curriculum advice, transfer credits, program withdrawals, and appeals.

Paula is supported in this role by **Angella Beckford, Student Affairs Assistant**.

You can reach Paula and Angella via email CRIadvising@ryerson.ca, and on Twitter, Facebook, and Instagram @RyersonCreative.

Our **Work Placement Coordinator** will guide students on all facets of the School's mandatory work placement program, including: Application process, Selection and acquisition of host enterprises, Educational outcomes of work placements, Troubleshooting placements.

Our **Administrative Coordinator, Emma Smith**, will assist you with general inquiries and guide you to the appropriate people and departments across the University, including: Appointments with the Chair, Internal events, Access to university tools and systems, University policies and Human Resources.

Our **School Chair, Professor James Nadler**, is responsible to the University for the operation of the School. Proposals for School and student initiatives should be brought to his attention. If the School or program is not meeting your needs, these concerns may also be brought to the Chair. Appointments should be scheduled through Emma Smith.

Request for Letters Confirming Registration, Attendance, etc.

Letters confirming registration, attendance, admission, graduation, etc can only be request from the Office of the Registrar, Enrollment Services & Student Records at www.ryerson.ca/currentstudents/essr/

Forms

Students will need to submit forms for many purposes. For a full selection of forms and their uses, refer to <http://www.ryerson.ca/registrar/students/forms/> or to <http://www.ryerson.ca/senate/StudentInfo.html>

Counseling (Non-Academic)

Ryerson has excellent counseling services available to all Ryerson students:

Centre for Student Development & Counselling

<http://www.ryerson.ca/healthandwellness/counselling/>

Jorgenson Hall JOR-07-C

Enquiries # 416-979-5000x5195

If you require immediate assistance, contact the 24/7 Helpline for Ontario postsecondary students, at 1-866-925-5454 (<http://good2talk.ca/>)

HOW TO PROBLEM SOLVE

The School of Creative Industries wants you to have a successful academic experience at Ryerson. When problems arise, it is important that you deal with them proactively and in a timely fashion. We can't help you to fix whatever is troubling you if we don't know about it. If you have a particular problem and don't know where to seek help, a good place to start is our Administrative Office, where Emma Smith can assist you, or guide you to the best person in the School, Faculty or University. What follows is an inventory of common problems that students face, and suggestions of how to resolve them.

I'm experiencing academic difficulties with a course:

You should make an appointment and speak with your professor. If you can't sort out the problem this way, then you may consider contacting either the program director or the Chair of whatever school or department delivers the course. If you are unsure, talk to Paula or Angella via CRIadvising@ryerson.ca.

I just know I'm going to fail a course. What can I do?

Speak to Paula or Angella via CRIadvising@ryerson.ca. Sometimes the best decision is to drop a course prior to the drop date deadline for the term, since a failing grade will hurt your GPA (grade point average) and cannot be removed from your transcript.

What happens if I drop a course?

The good news is that you will prevent an "F" grade that will likely hurt your academic standing. But you will have to re-take the course if it is required, or replace it with another course if it is an elective.

I'm having academic challenges in general:

All sorts of things can negatively impact academic performance. Your starting point for dealing with them is the School's Academic Advising team. Paula and Angella can offer guidance directly or depending on the issues involved, steer you to the Ryerson department or personnel who are best able to provide assistance.

I'm not sure I know how to study and learn:

Ryerson's Student Learning Support Centre
(<http://www.ryerson.ca/studentlearningsupport/>)

offers one-on-one consultations plus workshops on topics like learning strategies, note-taking, goal setting, text comprehension and test and exam preparation.

I'm worried about my writing: it may not be at a university level:

Writing problems are all too common and can undermine the performance of even the most studious undergrads. If you're not confident about the quality of your writing -- including grammar, sentence and paragraph structure, and proper citation -- then better be safe than sorry. Register for one or more of the workshops offered at Ryerson's Writing Centre at <http://www.ryerson.ca/studentlearningsupport/writing-support/>. You can also do an early draft of an essay, then meet with an advisor there to improve it.

University sure is expensive. I need financial assistance:

Contact the Student Financial Assistance office at finaid@ryerson.ca, 416-979-5113, POD59 or go online at <http://www.ryerson.ca/sfa/> for information about OSAP, bursaries, scholarships and jobs on campus.

I'm stressed out; personal and emotional issues are interfering with my studies:

There are various ways of dealing with stress. These can range from academic adjustments to personal counseling to crisis intervention. Your first step should be to contact our Academic Coordinator (Paula), who can explore some of the options with you and direct you to the appropriate support services on campus. You can also elect to contact the Centre for Student Development and Counselling directly at 416-979-5195 or <http://www.ryerson.ca/healthandwellness/counselling/>

I have (or I might have) a learning disability that requires accommodation of one type or another:

If you have a learning or physical disability that can affect your academic performance you should register at the Academic Accommodation Support unit. You should also consider contacting this unit if you suspect that you have an undiagnosed disability. Refer to their website at <http://www.ryerson.ca/studentlearningsupport/> or phone the Centre at 416-979-5290.

I can't seem to figure out RAMSS:

The Ryerson Administrative Management Self Service is an important tool. It's worth spending some time to learn how to use it. Visit RAMSS support at www.ryerson.ca/RAMSSsupport/ugrad_grad/.

I am uncomfortable about the way someone on campus is treating me:

Ryerson promotes a civil, respectful atmosphere conducive to learning by everyone in its diverse campus community. If you have the sense that you are experiencing discrimination or harassment, you are advised to contact the Office of Discrimination and Harassment Prevention services. (<http://www.ryerson.ca/equity/>) at #5348.

WHAT DO I NEED TO DO?

Online Identity

Activate your online identity here: <http://www.ryerson.ca/accounts/>.

All students are required to activate and maintain their online identity and to monitor and retrieve messages and information issued to them by the University, their School and professors via Ryerson online systems on a frequent and consistent basis. Students have the responsibility to recognize that certain communications may be time-critical. For more information, please refer to the Student Email Policy (Senate policy #157) at <http://www.ryerson.ca/senate/policies/>)

Once you have activated your online identity you will gain access to the following:

Email (Gmail)

Calendar

Google Drive

Timetables

D2L Brightspace

Course Outlines

Ryerson One Card Request/Replacement

OneCard

Your Ryerson student card (Ryerson One Card) is the official identification card for the Ryerson University community, it is required at all exams, and it serves as your service card for the following: library, printing and photocopying, food purchases, discounts, vending machines, equipment sign out, secure building access and more. For more information go to www.ryerson.ca/onecard.

If you need access to a building or a room and your OneCard does not open the door or please see Emma Smith in RCC 307! She can only help you if she knows there is a problem!

Lockers

A limited number of lockers are available for the year in the basement of our building and may be acquired on a first come, first served basis. If you're interested in obtaining one, see Emma Smith as soon as you can.

WHAT DO I NEED TO KNOW?

Significant Dates

Life in university is ruled by deadlines – for assignments, tests, and final exams, for courses to be added and dropped, for fees payment, and many more events. A few crucial dates are provided below.

Click here <https://www.ryerson.ca/calendar/2018-2019/dates/> for all of Ryerson University's significant dates for 2018/19.

Due dates for assignments and tests are given to you on your course outlines at the beginning of each term. Dates and times for final exams are released by the Registrar's office towards the end of the term. **Be sure not to make any travel plans for the end of terms before the exam schedule is available.**

August 27, 2018	Orientation for 1 st year students
September 4	Fall classes commence
September 14	Final date to add or swap classes
October 6-12	Fall Study Week (no classes)
November 16	Final date to drop a course in good standing
December 3	Fall classes end
December 4-15	Fall examination period
December 22 -January 6	Mid-year winter break
January 2 – January 25	Winter Open Enrolment Period
January 11, 2019	Winter classes commence
January 25	Final date to add or swap classes
February 16-22	Winter Study Week (no classes)
March 11-17	Course Intention Period (Fall & Winter)
March 29	Final date to drop a course in good standing
April 11	Winter classes end
April 15-20	Winter examination period
May 8-15	Course Intention Adjustment Period

Course Registration

1. Students **MUST** familiarize themselves with module and degree requirements. It is your responsibility to select courses from term to term in order to fulfill these requirements. Individual progress toward completing degree requirements can and should be monitored through the Advisement Report function in RAMSS.
2. Information regarding course registration, significant dates, degree requirements, and FAQs are frequently posted on our website. Please bookmark our website and refer to it. <https://ryersoncreative.ca/current-students/announcements>
3. Advice regarding course selection is available within the School. It is recommended that you consult with the Academic Coordinator, Paula Rayson should you require information or clarification regarding your academic career.
4. Course descriptions for all courses are available online in the 2018/19 Ryerson Undergraduate Calendar, at <http://www.ryerson.ca/calendar/2018-2019/>
5. **Prerequisites:** Students **MUST** check the prerequisite for all courses they want to select in the course description. If a prerequisite has not been successfully completed, the course cannot be taken.
6. **Department consent:** a few courses may require consent of the teaching School. In such cases students should contact Paula Rayson.
7. There is no formal registration in a creative-content module. Students select and progress through each of their modules by virtue of their course selection.
8. Students may switch their creative-content modules. However, switching will often entail some loss of credits toward their degree, which must be regained through course overloads, summer courses if available, or extending their undergraduate program beyond 4 years.
9. Enrollment dates are issued by the Ryerson Registrar's Office on RAMSS and by email. Enrollment dates are issued by year and only allow you to register for courses designated for you to take in the year of your program you are going into. To repeat courses or take courses offered in other years of your program you must wait until the Open Enrollment period to register, which usually runs during the first 2 weeks of a semester.

International Exchange (Study Abroad)

The School of Creative Industries offers a limited number of overseas studies opportunities for 3rd year students, through the Faculty of Communication & Design's International Exchange Office. Typically these exchanges last one term and occur during the winter semester of third year. Students participating in the exchange program continue to be registered at Ryerson, pay regular Ryerson tuition fees and return to Ryerson to complete their degree. In most cases, classes are conducted in English and are taken at a normal course load. To be eligible to apply for exchange students must have a Clear academic standing and a minimum GPA of 2.5.

Creative Industries Exchange Partners for 2018/19*:

Edinburgh Napier University, Edinburgh, Scotland
Leeds University, Leeds, England.
Copenhagen School of Design and Technology, Copenhagen, Denmark
Queensland University of Technology, Brisbane, Australia
Curtin University, Perth, Australia
Stuttgart Media University, Stuttgart, Germany
Auckland University of Technology, Auckland, New Zealand

**Please note that the School of Creative Industries exchange program continues to grow. Other university partners are also being considered for the exchange program with Creative Industries and will be added to the list on an ongoing basis.*

Note: Students interested in applying for these opportunities must do so in 2nd year and should begin by consulting the Exchange Office website at <https://www.ryerson.ca/fcad/international/exchange-program/outbound1/> and attending an exchange information session during the fall 2018 term.

Academic Standing

It is the student's responsibility to maintain a **Clear** academic standing in order to continue in the CI program from term to term without limitations. Your academic standing is determined at the end of each academic term based on your final course grades, and you must check your standing on RAMSS in a timely fashion as further action will be required on your part if you fail to maintain a Clear standing.

If your Academic Standing is **Probationary** - you **MUST** request an appointment with Paula Rayson to clarify the basis on which your standing can become Clear. Also, you will be required to sign a Probationary Contract with restricted conditions for the following semester. It is important to note that you cannot continue in your degree on Probation without first establishing a Probationary Contract with Paula.

Failure to meet the terms of a probationary contract will result in a **Required to Withdraw** standing. Students with this standing are advised to attend a "Required to Withdraw Students Group Session" offered by the Centre for Student Development and Counselling. This workshop covers strategies to get reinstated and other educational options.

The following definitions are taken directly from the Full-time Undergraduate Calendar. Full information on the various academic standings can be found in that online document.

- **CLEAR** - a cumulative grade point average (CGPA) of at least 1.67 (except where the student has violated an approved Department/School Standing variation or, while on Probation, the student has violated the terms of their Probationary Contract). Students with CLEAR Standing may continue their program studies with no restrictions except for the obligation to satisfy prerequisite requirements.
- **PROBATIONARY** - a cumulative grade point average (CGPA) of 1.00 to 1.66. Students with Probationary standing are required to have a developmental Probationary Contract outlining a specific plan for studies and academic supports authorized by their program School or Department, and signed by the student. Students who fail to have such a Probationary Contract within five (5) working days of the first day of the semester will have their course registrations and course intention requests cancelled for the term in question. Students with a Probationary standing at the start of any semester will be eligible to continue their studies in a subsequent semester as long as they achieve a term grade point average (TGPA) of 1.67 or higher, meet the terms of their Probationary Contract, and do not violate approved Department/School standing variations.

- **REQUIRED TO WITHDRAW (RTW)** - Students will be REQUIRED TO WITHDRAW from their program for one of the following reasons:
 - i. A CGPA of less than 1.00 (except students enrolled in their first semester); **or**
 - ii. A term GPA below 1.67 while on PROBATION; **or**
 - iii. Violation of any approved Department/School Standing variation; **or**
 - iv. Violation of a Probationary Contract (including unauthorized changes to the contract or failure to negotiate a Probationary Contract).

No student in their first semester at Ryerson will be RTW in December. Students with a GPA of less than 1.00 in their first semester will be advised about their prospects for success. Such students who continue in their program for the subsequent Winter semester will do so on PROBATION.

Academic Integrity

Ryerson University and the School of Creative Industries view violations of academic integrity very seriously. It is imperative that students conduct themselves with integrity and understand what constitutes academic misconduct as described in the Student Code of Academic Conduct, which will result in penalties ranging from a failure on a plagiarized assignment plus a disciplinary notice to expulsion from the University. For more information go to:

Senate Policy #60 at <http://www.ryerson.ca/senate/PoliciesNmbr/>

You can avoid many problems by using proper citation in your essays. The School of Creative Industries recommends the format provided in this template for CRI courses, but professors outside of C.I may prefer a different format. Always be sure to ask.

Proper Citation

Creative Industries students take courses from a variety of disciplines from across the university, as such students should be familiar with both APA and MLA citation styles.

It is up to the student to confirm with the instructor of each course which citation style they accept. To learn more about MLA and APA please consult the style guides in the Library. Basic style templates for both MLA and APA can be found online with a simple search.

(Most instructors include an example of the citation style they accept in the course outline, if you do not see one you should confirm with the instructor of the course.)

Minors

The University defines a minor as *an opportunity for a student to explore a secondary area of undergraduate study either for personal interest beyond a student's degree program, or as an area of specific expertise related to the student's degree program that will serve the student's career choice*. To complete a minor students must complete a sequence of 6 courses in one of the subject areas identified in the University Calendar at <http://www.ryerson.ca/calendar/>

A limited number of liberal studies electives, module course, and open electives may be applied to this goal, so students should consider this possibility at an early stage in their academic careers at Ryerson. Inquiries about an individual minor should be directed toward the School or Department offering the minor.

Transfer Credits

Students who have completed courses at Ryerson or another postsecondary program may apply for transfer credits through the University's online system. Detailed information about the application process is found at <http://www.ryerson.ca/currentstudents/transfercredits/>

WHAT ARE THE RULES?

Course Management

The University has a course management policy (Senate policy #145) that stipulates the information that must be provided to students enrolled in each course, including course objectives, evaluation scheme, attendance requirements, schedule of topics, reading lists, teaching methods and assignments. This information is provided by either hard or electronic copy in a course outline that serves, in essence, as a contract between the professor and the individual student. The content of course outlines will vary from course to course and from School to School. Students are expected to be familiar with the requirements itemized in each course outline and to conduct themselves accordingly.

Assignments

Details of due dates and penalties for missing them are contained in the individual course outlines. Projects and/or assignments may be submitted on or before the given due date. Late submissions, if accepted at all, are likely to have grade penalties as stated in the course outlines. At the instructor's discretion, late assignments will not be accepted without proper medical documentation.

Only the original copy of an assignment is acceptable. Students must keep a copy of each assignment on file until the original has been marked and returned. Submission of all assignments will occur within assigned class times unless otherwise stated in the course outline.

Medical Consideration for Missed Classes, Tests, Course Work

If you are unable to fulfill an academic obligation (test, presentation, exam etc.) for medical reasons, you must e-mail your instructor(s) and the School's Academic Manager (Paula Rayson) within 24 hours of the missed event. Subsequently, an original Medical Certificate and an Academic Consideration Form (see Appendix) must be submitted to the Academic Manager within 3 working days of returning to the classroom to avoid a zero grade for the assignment/test. Note: these forms must be submitted to the CI office for all courses: those within the School as well as those delivered by other schools.

The Academic Manager will e-mail the instructor(s) indicated on the Academic Consideration Form, to notify them that a Medical Certificate has been submitted and is available for review. The instructors will determine if your request will be considered. Failure to comply with these procedures will result in a grade of zero.

Paula Rayson, Academic Manager (CRIadvising@ryerson.ca)

For further information, see Senate policy # 134 at <http://www.ryerson.ca/content/dam/senate/policies/pol134.pdf>

Accommodation of Students with Disabilities

All Creative Industries courses are conducted in accordance with University Senate policy #159: Academic Accommodation of Students with Disabilities.

<http://www.ryerson.ca/content/dam/senate/policies/pol159.pdf>

Students who need academic accommodation support based on disability should register with Academic Accommodation Support (AAS):

<https://www.ryerson.ca/studentlearningsupport/academic-accommodation-support/index.html/>

Once registered, the student must activate the sending of an accommodation letter via the online system to each of their instructors outlining their approved accommodation(s) for each course. This should be done prior to a graded assignment, test or exam.

In some cases, arrangements related to a student's accommodation needs may be made by the student's Academic Accommodation Support Facilitator on behalf of the student. Students are not required to provide their personal health information or seek accommodation directly from their professors, course instructors or teaching assistants as it pertains to academic accommodation for disabilities.

Accommodation for Religious, Aboriginal and Spiritual Observance

Requests must be presented to the instructor (with a copy to the School's administrative office) no later than two weeks prior to the conflict in question (in the case of final examinations within two weeks of the release of the examination schedule). For details, see

<http://www.ryerson.ca/content/dam/senate/policies/pol150.pdf>

If the dates are not known well in advance because they are linked to other conditions, requests should be submitted as soon as possible in advance of the required observance. Given that timely requests will prevent difficulties with arranging constructive accommodations, students are strongly encouraged to notify instructors of an observance accommodation issue within the first two weeks of classes.

Requests for accommodation can be made informally or formally to the course instructor. Informal requests will be made verbally through private discussion or through an email between the student and instructor. For formal requests, student must submit a clear explanation of the observance and requested accommodation along with a copy of the Accommodation of Student Religious, Aboriginal and Spiritual Observance form.

Forms are available on the Senate website:

<http://www.ryerson.ca/content/dam/senate/forms/reobservforminstr.pdf>

Instructors will confirm accommodations (if possible), in writing, within 5 days of receiving the request.

Appeals

As a Ryerson student you have the right to review how your final grade has been calculated. You also have the right to initiate an informal or formal appeal of a grade in a specific course or your overall academic standing. These rights and the procedures to be followed are explicated in the University's Undergraduate Academic Consideration and Appeals policy at <http://www.ryerson.ca/content/dam/senate/policies/pol134.pdf>

Note: Grade appeals are submitted to the teaching School or Department in accordance with its procedures; only appeals of CRI courses and appeals of academic standing are submitted to our School's Academic Manager. The decision-maker for Level 1 appeals to the School of Creative Industries is the Chair; the decision-maker for Level 2 appeals is the Associate Dean for Faculty & Student Affairs, Faculty of Communication & Design.

Students should refer to University publications (the Calendars, the Student Guide, and the above-stated appeals policy) for detailed information on acceptable grounds for appeals, appeals forms and procedural instructions. Students are responsible for reviewing all pertinent information prior to the submission of a formal academic appeal. Incomplete appeals will not be accepted. Students are responsible to ensure that a formal appeal is submitted by the deadline dates published in the Calendar and must adhere to timelines established in the policy.

Student Behaviour

In order for all students to have a positive experience in their classes we must all demonstrate respect for each other and professionalism. This means, for starters, the exercise of common courtesy. Students are expected to familiarize themselves and to conduct themselves in accordance with the University's Discrimination and Harassment Prevention Policy and the Student Code of Non-Academic Conduct. This code includes the following statement:

You have the RESPONSIBILITY to refrain from behavior which you know, or ought reasonably to know, obstructs teaching and learning....

Violations of this Code are serious and could affect a student's continuance at the University. Refer to Senate policy #61 at <http://www.ryerson.ca/senate/PoliciesNmbr/> and <http://www.ryerson.ca/policies/board/dhpspolicy/>

