

RYERSON
UNIVERSITY

SCHOOL OF
Social
Work

FACULTY OF COMMUNITY SERVICES

Student Handbook 2015/2016

anti-oppression | social transformation | social justice

The School of Social Work is governed by the mission, policies and requirements of the University as stated in the University Calendar. This Handbook supplements the Ryerson Calendar and Student Guide, and is itself supplemented by the School's Field Education Manual.

Students are advised to be aware of and abide by the University's Student Code of Academic Conduct and Student Code of Non-academic Conduct (See the Ryerson Calendar). Students should also be aware of and abide by the Code of Ethics of the Canadian Association of Social Workers (2005). Violation of this Code may lead to suspension from the Program on grounds of professional unsuitability.

*The **Undergraduate Calendar** (ryerson.ca/calendar) is your official source for curriculum and course information at Ryerson. The Calendar is updated each spring for the next academic year. The **Student Guide** (ryerson.ca/studentguide) is a companion to the Calendar that lists the policies, fees, services and administrative procedures that you'll need to know as a Ryerson student.*

The complete Code of Ethics (2005) and Guidelines of Ethical Practice (2005) are available from the Canadian Association of Social Workers at www.casw-acts.ca

The Field Education Manual is at www.ryerson.ca/socialwork

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1. Vision Mission and Values

Our Vision

The Ryerson School of Social Work is a leader in critical education, research, and practice with culturally and socially diverse students and communities in the advancement of anti-oppression/ anti-racism, anti-colonialism/decolonization, feminism, anti-capitalism, queer and trans liberation struggles, issues in disability and Madness, among other social justice struggles. Our vision is to transform social structures into more equitable and inclusive social, economic, political, and cultural processes of society.

Our Mission

- To prepare graduates for critically engaged social work practice with marginalized populations and communities.
- To develop leadership and innovation in social work education, at the undergraduate and graduate level, through teaching, scholarship, research and community service.

Our Core Values

- We acknowledge that our School is on the land of the Mississaugas of New Credit.
- We support the struggles of Indigenous populations, nationally and globally, for Indigenous sovereignty and their collective rights.
- We affirm human dignity and human rights and value equity among all people.
- We are committed to the implementation of social work values in our curriculum and in the delivery of our programs.
- We are committed to learning about communities that foster respect for social diversity, and critical reflexivity in our students and faculty.
- We educate about the intersectionality and interlocking of oppressions and seek to address their causes.
- Our program reflects ongoing attention to the rigor and relevance of our undergraduate and graduate degree programs which prepares our graduates with the requisite knowledge, skills and values to work with marginalized populations in a constantly evolving global context.
- We foster student-centered learning environments that engage and challenge students, and which are responsive to life circumstances and societal forces that create barriers to the student experience.
- We build relationships with communities, expressed in our collaborative community-based research, community service and in educational relationships with field placement settings.
- We stand with communities and populations that experience oppression and marginalization, including poverty, exploitation and domination, and seek to work with all those committed to the advancement of anti-oppression/ anti-racism, anti-colonialism/decolonization, feminism, anti-capitalism, queer and trans liberation struggles, issues in disability and Madness, among other social justice struggles.

As an accredited program of the Canadian Association for Social Work Education (1982, 1989, 1996, 2003, 2010) the School of Social Work operates according to the standards and requirements of the Association.

2. Important University Dates

For a complete list of significant dates and Spring/Summer dates see
<http://www.ryerson.ca/calendar/2015-2016/pg3836.html>

The 2015/2016 University Calendar has arranged significant dates by topic. Please become familiar with the following dates:

Course start and end dates, holidays and reading weeks

<http://www.ryerson.ca/currentstudents/calendars/significant-dates/session-start-andenddates.html>

Enrolment, appeals and fees dates

- course intentions
- when to drop your courses in order to receive full refunds, 50% refund and not incur academic penalty

<http://www.ryerson.ca/currentstudents/calendars/significant-dates/enrolment-and-feesdates.html>

Refund schedule

<http://www.ryerson.ca/currentstudents/calendars/significant-dates/refund-schedule.html>

Examination start and end dates

<http://www.ryerson.ca/currentstudents/calendars/significant-dates/examination-startenddates.html>

Financial assistance and OSAP deadlines

<http://www.ryerson.ca/currentstudents/calendars/significant-dates/financial-assistanceosapdeadlines.html>

Transfer credit deadlines

<http://www.ryerson.ca/currentstudents/calendars/significant-dates/transfer-credit-deadlines.html>

Graduation and convocation dates

- deadline to apply to graduate on RAMSS

<http://www.ryerson.ca/currentstudents/calendars/significant-dates/graduation-and-convocation.html>

3. The Curriculum

There have been modifications to the curriculum in the past few years requiring students to adhere to the curriculum as laid out in their year of entry (with the exception of advanced standing 2nd year and 3rd year entry students). Students entering the program in previous years follow the curriculum defined at their point of entry. This can be found in the 'former curriculum' section of the 2015/2016 University Calendar. Links are noted below.

Exceptions to the curriculum exist for the advanced standing students (both full-time entry into second year of the program (3rd and 4th semesters) and part-time entry into third year of the program (5th & 6th semesters). If you are an advanced standing student you follow the 'former curriculum' but also may or may not be required to take SWP36AB. For those who do not need to take SWP36AB you will be required to take other courses as set out in your letter of admission. Please contact the Student Affairs Coordinator or Associate Director if you have questions about your required curriculum.

Students admitted to the Social Work program in 2015/2016

Full-time students entering year one of the program please refer to the following curriculum:

<http://www.ryerson.ca/calendar/2015-2016/pg3612.html>

Full-time students entering year two of the program please refer to the curriculum as laid out in 2014/2015 and found under 'former curriculum in the 2015/2016 calendar:

<http://www.ryerson.ca/calendar/2015-2016/pg3953.html>

Part-time advanced standing students please refer to the 'former curriculum' outlined in the 2015/2016 calendar: <http://www.ryerson.ca/calendar/2015-2016/pg3953.html>

Students admitted to the Social Work program in previous years

Student who have entered in previous years should refer to the former curriculum and/or the University Calendar in their year of entry. You can find all of the University Calendars here.

<http://www.ryerson.ca/currentstudents/calendars/index.html>

- Social Work curriculum for students entering the program in 2014/2015
<http://www.ryerson.ca/calendar/2014-2015/pg3612.html>
- Social Work curriculum for students entering the program in 2013/2014
<http://www.ryerson.ca/calendar/2013-2014/pg918.html>
- Social Work curriculum for students entering the program in 2012/2013
<http://www.ryerson.ca/calendar/2012-2013/pg918.html>

Liberals, Professional and Professionally Related

Regardless of your year of entry, please refer to the 2015/2016 tables for Liberal, Professional and Professional Relations. Please note that not all liberals, professional and professionally related courses are available each semester or academic year. Please check RAMSS for currently available electives.

- Liberal Studies (lower & upper level) <http://www.ryerson.ca/calendar/2015-2016/pg1337.html>
 - Please note the lower & upper level **restrictions** through the link above
- Professional Table <http://www.ryerson.ca/calendar/2015-2016/pg914.html>
- Professionally Related Table <http://www.ryerson.ca/calendar/2015-2016/pg3468.html>

Minors

A Minor is an opportunity for you to explore a secondary area of undergraduate study either for personal interest beyond your degree program, or as an area of specific expertise related to your degree program. A minor consists of six single-term courses mainly outside the major, selected by a student from an established minor curriculum. Minors are noted on a student's Official Transcript.

NOTE: Student's priority should be given to enrolment in, and the completion of, their program's graduation requirements. Students are cautioned that taking courses over and above basic program requirements in order to earn a Minor, may adversely affect overall academic performance and jeopardize Academic Standing. Students on PROBATIONARY Standing will not be authorized to take extra courses for the purposes of earning a Minor.

In order to graduate with a Minor, it is your responsibility to apply for the Minor at the time you submit an Application to Graduate on RAMSS. Step by Step instructions are available through RAMSS Support – See http://www.ryerson.ca/RAMSSsupport/ugrad_grad/academics/select_a_minor.html

Your eligibility to graduate from your program will not be affected in the event that you do not meet graduation requirements of the Minor(s).

Field Practicum

All third and fourth year students in the Program must make sure to consult a copy of, and become familiar with, the School's BSW Field Education Manual which outlines all policies and procedures related to field placements. Members of the Field Education Office will contact you during the Fall semester of your first and second years through class visits and workshops.

Challenge Credits

Introduction

The School of Social Work provides social work education that meets the standards of the Canadian Association for Social Work Education (CASWE). Academic instruction and closely supervised field experiences are combined to ensure that students acquire the values, knowledge and skills necessary for BSW level practice. However, the School recognizes that these components to practice have been, in some instances, acquired outside the traditional educational system, through work experience in the social service field.

The School of Social Work accommodates those students who are qualified, and who can demonstrate an acceptable level of knowledge and skill, by allowing them to challenge certain social work courses. The objectives of the Challenge Credit Policy are:

- a. to maintain the standards of BSW education for which the School is distinguished. In that regard, evaluation methods have been devised to assure that challenge students possess the values, knowledge, and skill expected at the exit level of the course as it is commonly taught.
- b. to assist qualified students to undertake an academic program which is sensitive to their individual circumstance. The courses offered for challenge are those which the School believes could reflect the individual experiences of the students.

Challenge credit decisions are not subject to appeal. Given Ryerson's residency requirement, Advanced Standing students, full- or part-time, are not eligible for Challenge Credits. *They may not challenge any courses as they need to complete at least 50% of the curriculum at the University in order to be awarded a Ryerson degree.*

Courses that may be Challenged

The School of Social Work has designated certain courses as open to challenge by students who have had sustained work experience in a social work setting as well as strong familiarity with scholarly work related to the topic of the course they wish to challenge. As such, it is not sufficient to demonstrate employment background in a specific area of practice, but also a strong grasp of the theoretical and scholarly underpinnings of that practice area. Students may acquire no more than *two and a half challenge credits* in the Program. The following courses may be challenged:

SWP 900 Series Elective Courses (each is equivalent to half a credit)

SWP 36A/B Field Practicum (equivalent to one credit)

How to Apply for Challenge Credits

Please see the Field Education Manual for details of the challenge credit process for SWP 36 A/B Field Practicum.

For all other challenge credits please see 'Curriculum Advising – Challenge Credits' for conditions, how to apply and forms.

<http://www.ryerson.ca/currentstudents/curriculumadvising/challengecredits.html>

Please submit the challenge credit application to the Associate Director, Undergraduate Program. This should be done in the second year before the end of the winter semester. The Associate Director may then ask to meet with you. The Associate Director will decide whether applicants meet the eligibility criteria based on discussion with the applicant and supporting documentation regarding paid social work experience and supervision.

Checking Course Information Online

All student schedules, grade reports, fees information, and course confirmations are available online via RAMSS. Please be careful to check at the appropriate time of the year for the information needed. It is important to check in *September* and *January* that your course registrations are correct.

Enrolling in Courses

All full-time, first year undergraduate students are automatically enrolled in required courses as per the current calendar, and will be able to choose elective courses in mid-August. Please check your **Enrolment Appointment** on RAMSS for the specific date and time. **Returning students** who participated in the Course Intention process will see the schedule that has been created for them via the My Weekly Schedule link in RAMSS. If you have any questions about courses or have difficulty enrolling via RAMSS please contact the Student Affairs Coordinator, Michelle Free.

Please visit Enrolment and Records and/or Curriculum Advising for further information:

<http://www.ryerson.ca/currentstudents/essr/enrollment/>

<http://www.ryerson.ca/currentstudents/curriculumadvising>

Dropping Individual Courses

Ceasing to attend a class for which you have registered does not remove you from the class list. You will receive a failure for non-attendance (FNA) Grade unless you officially drop the course. A student wishing

to drop individual courses must do so on-line via RAMSS or with the Student Affairs Coordinator, Michelle Free mfree@ryerson.ca (EPH-200-E).

For detailed instructions on how to drop a course through RAMSS please see http://www.ryerson.ca/RAMSSsupport/ugrad_grad/academics/drop_a_class/

Please see the University Calendar – Significant Dates for the deadlines for dropping courses without academic and/or financial penalty.

<http://www.ryerson.ca/currentstudents/calendars/significant-dates/enrolment-and-feesdates.html>

<http://www.ryerson.ca/currentstudents/calendars/significant-dates/refund-schedule.html>

Advisement (degree status) Reports, Graduation and Convocation

Students are advised to regularly run a Degree Progress report at my.ryerson.ca (RAMSS) to track their progress through the curriculum towards graduation. Students need to apply to graduate on RAMSS. The deadline to apply to graduate can be found in the University Calendar – Significant Dates (graduation and convocation). See here: <http://www.ryerson.ca/currentstudents/calendars/significant-dates/graduation-and-convocation.html>

It is the responsibility of the student to ensure that all of their academic work is completed, grades have been submitted, and they have a clear financial record with Ryerson, i.e., all tuition is paid and there are no overdue library books or outstanding library fines. Students will receive information about the ceremony in late May (or late September) and will be given tickets for two guests.

For more information about Convocation visit

<http://www.ryerson.ca/convocation/>

For more information about Curriculum Advising visit

<http://www.ryerson.ca/currentstudents/curriculumadvising>

Advisement Reports

<http://www.ryerson.ca/currentstudents/curriculumadvising/advisement/index.html>

Students requiring a letter confirming their eligibility to graduate can obtain one from the Admissions Office at a cost of \$20.00 (subject to change).

Withdrawal from the Program

A student who finds it necessary to discontinue the Program (either for a short-term or permanent) should discuss this with the Student Affairs Coordinator or the Associate Director, Undergraduate Program. Students are encouraged to visit the following websites before deciding to withdraw:

Student Guide: <http://www.ryerson.ca/studentguide/academics/programs-majors.html>

Ombudsperson FAQ: <http://www.ryerson.ca/ombuds/faq/drop.html>

To withdraw from the Program, complete an *Application to Withdraw Form* (see links below for short-term and permanent withdrawal). In order to re-enter the Program at a later date, the student must re-apply to the Office of Admissions. Re-admission is not guaranteed.

Short-term withdrawal: www.ryerson.ca/currentstudents/forms/withdraw_short.pdf

Permanent withdrawal: www.ryerson.ca/content/dam/currentstudents/forms/withdraw_long.pdf

4. Course and Program Information

Course Management Policy

The following general policies regarding restricted courses, examinations, essays and the submission of assignments apply to the School of Social Work courses. Specific course requirements and expectations are included in course outlines as prescribed by the Course Management Policy ([see www.ryerson.ca/senate/policies/pol145.pdf](http://www.ryerson.ca/senate/policies/pol145.pdf)).

All social work course outlines will specify the value of each assignment, including the value and expectations of group work within the course. As per the Ryerson Course Management Policy, group work for which a student does not receive an individual assessment should not constitute more than 30% of a course grade. Participation grade will not constitute more than 20% of total grade. Social work course outlines will also specify class attendance and participation expectations, including where appropriate, a grade value and consequences for missed classes.

In the case of multiple sections of the same course (e.g. SWP31, SWP 335), variation of lectures, content and readings may occur. Course descriptions and overall objectives will be consistent and comparable assignment structures and grading schemes in all sections of the same course will apply.

Student E-Mail Accounts

Ryerson University requires all students to activate and maintain a Ryerson University central e-mail account which shall be an official means by which you will receive University communications. Students are expected to monitor and retrieve messages and information issued to them by the University via Ryerson online systems on a frequent and consistent basis. Students have the responsibility to recognize that certain communications may be time-critical. Students have the right to forward their Ryerson E-mail account to another electronic mail service provider address but remain responsible for ensuring that all University electronic message communication sent to their official Ryerson E-mail account is received and read.

Religious, Aboriginal & Spiritual Observance

If there is a test, examination or assignment due date that conflicts with a religious, Aboriginal or spiritual observance, you must notify your instructor within the first 2 weeks of class (or for a final exam, within 5 days of the posting of the schedule). The policy is found at <http://www.ryerson.ca/senate/policies/pol150.pdf> and the form to be used at <http://www.ryerson.ca/senate/forms/reobservforminstr.pdf>

Medical Certificates

Documents for the missing of a test, exam or assignment due date must be submitted within 3 working days. This should normally be done on a Ryerson Medical Certificate, but if you get a note from a physician it must contain all of the information required on the form, and you must submit the affidavit (the top part of the form) with the note. Your certificate must be for the period of time in question. The School has the right to verify the validity of the certificate. You are responsible for notifying the instructor, as soon as possible, if you will be missing a test or exam. For the policy and certificate form, see <http://www.ryerson.ca/senate/forms/medical.pdf>.

Student Learning Support

The University provides Student Learning Support in the following areas:

- Academic Accommodation Support

- English Language Support
- Study Skills and Transition Support
- Writing Support
- Test Centre (to schedule exams that require accommodation and rescheduling of exams)

Please visit their website for further information and to book an exam to be written in the Test Centre <http://www.ryerson.ca/studentlearningsupport/index.html>

We welcome your feedback on learning support and accessibility issues you may face in your program at the School of Social Work. Please provide your feedback to your instructor if it is course specific, or to the Associate Director, Undergraduate Program.

Pursuant to the University's commitment to accessibility for all students, you shall be notified (typically via email) of cancelled classes or any changes to the posted office hours or pre-arranged appointments with your instructor. Please consult your course outline or your instructor for further details on how you shall be notified of these disruptions.

If you require an accommodation for a disability you are encouraged to register with the Student Learning Support – Academic Accommodation. Any accommodation must be presented to the instructor as soon as possible, and may not be presented after-the-fact. The instructor may wish to discuss accommodations with you and the Academic Accommodation Support counselor to ensure that they are appropriate. It is recognized that a disclosure of a disability may create concerns about being labeled. However, failure to identify your need for accommodation could lead to a lack of consideration when evaluating your performance and participation in class.

Access to Student Files

Students may review the content of their personal file maintained in the Student Affairs Coordinator's Office. Files cannot be removed from the Social Work administrative office. Field Instructors may request access to previous field evaluations, but may do so only with the written consent of the student.

Complaints

It is essential that you deal with situations which affect your academic performance as soon as possible. Generally, it is best to seek a solution as close to the problem as possible. If you are having a problem with a course, you should first seek to resolve the issue with the instructor. If the problem affects you in more than one course, or if you cannot resolve the issue with the instructor, you should discuss it with the Associate Director, Undergraduate Program. If there is no resolution, the Associate Director will refer the matter to the Director.

If you are not sure how to deal with a complaint of a non-academic nature, you may seek help from:

- Ryerson Student Union (RSU) Student Issues & Advocacy Coordinator – 416-979-5255 ext. 2322 (www.rsuonline.ca)
- Continuing Education Student Association of Ryerson (CESAR) Student Rights Coordinator – 416-979-5000 ext. 7716 (www.mycesar.ca)
- Ombudsperson – 416-979-5000 ext. 7450 (www.ryerson.ca/ombuds)
- Student Services Information Desk – 416-979-5187 (www.ryerson.ca/student-services)
- Discrimination and Harassment Prevention Services – 416-979-5349 (www.ryerson.ca/equity)

5. Grades, Academic Standing, Assignments and Exams

Grading, Promotion and Academic Standing Policy

Ryerson Senate policy #46 (see www.ryerson.ca/senate/policies/pol46.pdf) on Undergraduate Grading, Promotion and Academic Standing states that a cumulative grade point average (GPA) of 1.67 must be maintained to be **Clear** which allows a student to continue without restriction with their studies. Also, the School of Social Work has several variations to the Ryerson promotion policy:

- a. Students assigned **Probationary Status** may be required to postpone their Field Practicum until the following academic year, provided they have cleared Probationary Status.
- b. A failure in any of the Field Practice, SWP 36A/B or SWP 51A/B, leads to probationary status, regardless of a student's GPA. *A second consecutive failure in SWP 36A/B or SWP 51A/B leads to the student requiring to withdraw from the program.*

Late Assignments and Extensions

Late assignments will be downgraded by 2% of the assignment value per day *including weekends and holidays*. There is a 7 days maximum limit by which to accept late assignments where the student has not asked for an extension. No late assignments will be accepted beyond this limit.

A request for an extended deadline for an assignment or rescheduled examination will be given only on medical or compassionate grounds. This shall be negotiated with the instructor if the accommodation is for only one course.

If you are having difficulty in meeting the requirements with more than one course and require accommodation you must fill in an Academic Considerations form and supporting documents and submit this to the Student Affairs Coordinator.

www.ryerson.ca/content/dam/senate/forms/academic_consideration_document_submission.pdf

Please note the deadline to drop a course so that you do not incur academic penalty (i.e., that you fail a course and this remain on your transcript). The deadline is typically 3-4 weeks before the end of the course (for 12 week courses). This timing differs for intensive courses.

Incomplete Grades – Extensions beyond the end of the semester

Incomplete grades must be negotiated with the instructor and *will only be given under special circumstances*. For extensions extending beyond the end of the semester an Incomplete Grade Update Form **must** be completed and submitted to the Instructor and subsequently provided to the Associate Director, Undergraduate Program. **Please note that incomplete grades must be cleared within 3 months or the incomplete grade will convert to a Fail on the student transcript.**

<http://www.ryerson.ca/facultysupport/forms/INCGradeForm.pdf>

It is also important to note that, if your INC grade in any social work core course is not cleared by June 30th at the latest of any academic year, you will not be eligible to proceed into a Field Practicum, or any social work core courses at the next level, in the Fall of the next academic year. The placement matching process will cease until all incomplete grades have been cleared. This means that a student with incompletes in social work, which are not cleared by June 30th, will have to wait for a year to take a field Practicum and the next level of social work courses. ***If an incomplete grade is not cleared within the time limits of Ryerson's policy as discussed above, the student will receive a failure (F) and would then have to repeat the course.***

Document/Assignment Drop Box

Documents or assignments can be submitted through the Drop Box, unless otherwise specified by your instructor. The Drop Box is located outside the main doors of the School of Social Work (Eric Palin Hall) and is cleared daily. Submitted documents/assignments are date stamped.

Examination Policy

The University has a comprehensive examination policy (www.ryerson.ca/senate/policies/pol135.pdf) that establishes guidelines and expected student behaviour for examinations. Students are not required to write examinations on religious holidays which they observe. If such accommodation is required please fill out the above noted Religious, Aboriginal and Spiritual Observance form. Alternative arrangements are to be negotiated with the course instructor well in advance of the examination date.

Students who are unable to write an examination due to illness or an urgent personal matter are required negotiate with their instructor, fill out an Academic Considerations document and submit to the Student Affairs Coordinator. Failure to submit this form could result in a zero grade for this examination. It is the responsibility of the student to schedule a new date either in coordination with the instructor or schedule the new exam through the Test Centre – see Student Learning Success <http://www.ryerson.ca/studentlearningsupport/test-centre/index.html>. Once an alternative date is set, no further dates will be allowed.

Academic Standing and Probationary Contracts

You will find information on grades and academic standing through Ryerson's Student Guide found here: <http://www.ryerson.ca/studentguide/academics/grades--gpa--academic-standing.html>

Senate Policy #46 outlines undergraduate grading, promotion and academic standing (the "GPA Policy") found here: <http://www.ryerson.ca/senate/policies/pol46.pdf>

It is important that you regularly check your RAMSS to monitor your grades and your email following the end of term. Final grades are typically registered into the RAMSS system two weeks after the official end of term. If your grade point average (GPA) is above 1.67 (C-) you are in CLEAR standing. If your GPA falls below 1.67 you will receive a probationary notice via email in January, May, and/or August. In addition, a letter is sent from the School of Social Work advising the student to meet with the Associate Director, Undergraduate Program to plan their new course load and to fill out a probationary contract. It is the **responsibility of students** to meet with the Associate Director/Student Affairs Co-ordinator to develop their probationary contract.

Students may find that they will not be able to take a full course load during the academic year and, therefore, their OSAP may be affected. Students should be aware that when they receive a probationary status, they are *automatically dropped* from all the courses in which they are registered for the coming academic year. Once they have completed a probationary contract, they will be registered into courses. *Courses may have to be taken in the evening, depending on space availability in the day.*

The Directors and faculty of the School of Social Work are available to assist students to successfully complete the Program. If you find yourself in academic difficulty, we advise you to talk to the Associate Director or a faculty member in order to avoid probationary status.

5. Ryerson University Student Code of Academic Conduct (Policy 60)

Intellectual freedom and honesty are essential to the sharing and development of knowledge. In order to demonstrate Ryerson's adherence to these fundamental values, all members of the community must exhibit integrity in their teaching, learning, research, evaluation, and personal behaviour.

The Ryerson University Code of Academic Conduct applies to the academic activities, both on and off campus, of all students (graduate, undergraduate and continuing education) enrolled in courses at the University. Ryerson students are responsible for familiarizing themselves with this policy.

The Ryerson Student Code of Academic Conduct (the Code) defines academic misconduct, the processes the University will follow when academic misconduct is suspected, and the consequences that can be imposed if students are found to be guilty of misconduct.

It is imperative that all members of the community abide by the Code in order to maintain an environment that is consistent with the values and behaviour we espouse. Instructors, graduate and teaching assistants, and staff members have a responsibility to take action if they suspect the Code has been violated. Students who have any concerns about academic integrity should discuss them with the Academic Integrity Officer (AIO) or the appropriate instructor if applicable.

The University recognizes the gravity of a charge of academic misconduct and is committed to handling the disposition of such charges in a respectful, timely and thoughtful manner. The University will apply this policy in a manner that is consistent with the principles of natural justice and the rights of students to a timely and fair assessment of their academic performance.

Academic Integrity

Ryerson has developed an academic integrity website for students which contains valuable information along with tutorials and quizzes to help you learn about various types of misconduct, how to avoid misconduct and resources available to assist you. See www.ryerson.ca/academicintegrity. Ryerson has an Academic Integrity Office. If you have any questions about academic integrity, are concerned with the academic integrity of a particular situation, or would like to consult about a charge of academic misconduct, either e-mail aio@ryerson.ca or call 416-979-5000 ext. 7800.

Ryerson University subscribes to the service of Turnitin.com which helps instructors identify internet plagiarism and helps students maintain academic integrity. Students need to be aware that all required papers may be subject to submission for textual similarity review to Turnitin.com for the detection of plagiarism. All submitted papers will be included as source documents in the Turnitin.com reference database solely for the purpose of detecting plagiarism of such papers. Use of the Turnitin.com service is subject to the terms of use agreement posted on the Turnitin.com site. Please refer to <http://www.ryerson.ca/courses/assessment/assignments/turnitin.html> for more information.

The Code can be found in its entirety at www.ryerson.ca/senate/policies/pol60.pdf

Culture of Respect

Consistent with the mission, policies and services of the University, the School of Social Work promotes a culture of respect for human diversity and collegiality among faculty, students and staff. Students are expected to familiarize themselves with the policies and procedures of the Student Code of Non-Academic Conduct at www.ryerson.ca/senate/policies/pol61.pdf. Failure to adhere to this policy may result in suspension from the program on grounds of professional unsuitability.

6. Undergraduate Academic Consideration and Appeals (Policy 134)

Ryerson University is committed to promoting academic success and to ensuring that students' academic records ultimately reflect their academic abilities and accomplishments. The University expects that academic judgments by its faculty will be fair, consistent and objective, and recognizes the need to grant academic consideration, where appropriate, in order to support students who face personal difficulties or events. Academic consideration is the general name given to a number of different alternate arrangements that may be made, dependent upon the circumstances and what is appropriate for both the students and the University, such as the extension of a deadline for an assignment, re-weighting of an exam or assignment because of missed work, the permission to continue on probationary status. It should be understood that students can only receive grades which reflect their knowledge of the course material.

This Policy provides the process by which students may seek academic consideration. It is expected that requests for academic consideration will be made as soon as circumstances arise which will impact academic performance. The policy also describes the grounds and process by which students may appeal when they believe the academic consideration provided is not appropriate or when they have been unable to resolve course-related issues with their instructors. The University is responsible for dealing with student appeals fairly and must adhere to the timelines established in this policy.

Students should refer to University publications (the Calendars, the Student Guide, and the Senate web site) for detailed information on the various types of academic consideration that may be requested; necessary documents such as appeal forms, medical certificates and forms for religious accommodation; 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 for ensuring that a formal appeal is submitted by the deadline dates published in the calendar, and must adhere to the timelines established in this policy.

The Academic Appeals process reflects decision-making in an academic environment and, as such, cannot be equated to decision-making in the judicial system. The principles of natural justice and fairness will apply to all decisions made.

The policy in its entirety can be found at <http://www.ryerson.ca/senate/policies/pol134.pdf>.

7. Student Code of Non-Academic Conduct (Policy 61)

Statement of Principles

Ryerson University is a learning community of students, faculty and staff, committed to providing a civil and safe environment which is respectful of the rights, responsibilities, well-being and dignity of all of its members.

The Student Code of Non-Academic Conduct ("Code") reflects the expectation that students will conduct themselves in a manner consistent with generally accepted standards of behaviour and University regulations and policies and in compliance with federal, provincial and municipal laws as well as professional codes of ethics that govern students who are members of some regulated professions.

The Code outlines, in a non-exhaustive manner, actions which the University considers to be nonacademic misconduct offences and the range of remedies and/or penalties which may be imposed. The principles underlying this Code are educational and whenever appropriate the University encourages informal resolution of minor incidents. However, when necessary due to unacceptable conduct, penalties will be imposed in the manner described in the 'Procedures' document aligned with this Code to ensure an acceptable standard is maintained.

The foundational principles upon which the Code has been built include:

1. Every student enjoys within the University all rights and freedoms recognized by law.
2. The University has an obligation to maintain safe and suitable conditions for learning.
3. Students will conduct themselves in a manner consistent with the educational mission and policies of the University.
4. The University is not concerned with the way students conduct their personal lives and will not institute disciplinary proceedings unless Ryerson's interests are affected, the actions have a negative impact on faculty, staff or other students, the actions damage the learning and teaching environment of the University, or the actions impact the peaceful and safe enjoyment of University housing by residents and neighbours.
5. This Code is applied only on the basis of a written complaint of a Ryerson student, faculty or staff.
6. All complaints will be handled and decision-making processes conducted in a manner consistent with the principles of natural justice and administrative fairness.
7. This Code will be applied regardless of the medium used for committing misconduct.
8. When a student's behaviour indicates a risk to others, then an interdisciplinary approach will be employed to assess risk and make recommendations.

This Code applies to non-academic conduct. Academic conduct is governed by the *Student Code of Academic Conduct*, Senate Policy 60.

Ryerson students are responsible for familiarizing themselves with this Code. For the complete text of the Student Code of Non-Academic Conduct, see www.ryerson.ca/senate/policies/pol61.pdf.

8. Discrimination and Harassment

Any member of the Ryerson Community who believes s/he is being harassed or discriminated against on the basis of a prohibited ground as outlined in the Ontario Human Rights Code (e.g., sex, race, sexual orientation, disability, family and marital status, etc.) is encouraged to contact the Office of Discrimination and Harassment Prevention Services (www.ryerson.ca/equity) 416- 979-5349, dhps@ryerson.ca , POD-254-A to discuss what options are available within and outside of Ryerson to deal with their situation.

Ryerson's Non-discrimination Policy Statement

Ryerson's Discrimination and Harassment Prevention Policy is intended to create a climate of understanding and mutual respect for the dignity and rights of every member of the Ryerson community. It applies to all Ryerson employees and students, as well as visitors and contractors. Please see the ODHPS website for the Ryerson University policy, procedures and complaint process <http://www.ryerson.ca/equity/dhpspolicy/>

Definitions

Discrimination is "different treatment" on the basis of one or more of the "prohibited grounds" listed above, e.g., when an individual is centred out on the basis of gender, race, sexual orientation, etc. Harassment is normally considered to be a course of unwanted remarks, behaviours, or communications based on one of the "prohibited grounds" listed above, e.g., "jokes", comments or e-mail messages which demean or belittle an individual on the basis of sex, race, disability, etc.

Jurisdiction of the University

Any incident involving members of the Ryerson Community and having study or workplace repercussions may be considered within the University's jurisdiction, whether or not it occurs on campus or during normally defined working hours. Students engaged in **field education** have the same rights as any Ryerson student to freedom from discrimination and harassment. If a concern arises, students can speak with a faculty member or contact Discrimination and Harassment Prevention Services to explore options and strategies (See Field Education Manual).

Any student who feels s/he may be a victim of harassment or discrimination is encouraged to talk about her/his experience with someone who can provide sound advice on what actions are available to the student so that the harassment and discrimination can be stopped. *The Associate Director of the School of Social Work and Ryerson's Discrimination and Harassment Prevention Officer are all available to students who have harassment and discrimination concerns.*

Notwithstanding the existence of Ryerson's Discrimination and Harassment Prevention Policy and Procedures, and the School of Social Work procedures, every person continues to have the right to seek assistance from the Ontario Human Rights Commission, the police, or the courts.

9. Student Participation in BSW Program Administration

The School of Social Work is assisted in the administration of the BSW Program by a number of committees. The following require student representation. Please contact the Student Affairs Coordinator or Associate Director for further information.

Aboriginal Advisory Committee

The Aboriginal Advisory Committee is comprised of Aboriginal students, faculty and staff. Please contact Dr. Lynn Lavallee if you are interested in contributing to this committee – lavallee@ryerson.ca

Advanced Standing Advisory Committee

The Advanced Standing Advisory Committee is comprised of students and alumni of the Advanced Standing program. This committee works with the Associate Director, Undergraduate Program to address issues and concerns identified by students enrolled in this program.

Curriculum Committee

One full-time student from each year of the Program and one part-time student elected from the membership of School Council.

School Council

Two full-time students from each year of the Program and one part-time student. Student representatives on School Council are elected by the student body. Copies of the Constitution and By-Laws of School Council are available from the School's website.

10. Awards, Scholarships and Financial Aid

School of Social Work Financial Awards

An announcement regarding the dates for applying or nominating for awards will be made by mid-September. Application forms will be available on the School's website. The Awards Ceremony will be held at the end of the Fall semester. There are also a number of external scholarships, awards and bursaries for which students may be eligible to apply. For more information about these awards, please contact the Ryerson Financial Aid & Awards office or the Student Affairs Coordinator, School of Social Work.

Please check the School's website for a description of available awards. Students applying for more than one award need to submit one application only, indicating which awards they would like to be considered for.

Please visit our website for further information

<http://www.ryerson.ca/socialwork/awards.html>

Faculty of Community Services Awards

The Faculty of Community Services awards can be found here

<http://www.ryerson.ca/currentstudents/awards/facultywide/index.html#community>

Ryerson University and External Awards

There are many awards available to both new and returning Ryerson University students. Some awards are automatically awarded while others require applications. Please visit the following website for Ryerson University awards <http://www.ryerson.ca/currentstudents/awards/index.html>

Financial Aid

Please consult the Financial Aid website for information on bursaries and other available Ryerson-wide awards. Check with the Financial Aid & Awards office for details, or the web site at

<https://www.ryerson.ca/financialaid>

11. Safety and Security at Ryerson

Ryerson's Safety and Security Office for emergencies and safety escort service is located at 111 Bond Street, 1st floor. Room LIB-78, in the Learning Resources Centre at 350 Victoria Street is a sub-office for check-ins, lost and found, etc. Campus "Walk & Watch" escorts are provided to get you safely from any on-campus location to another on-campus location 24 hours a day, 7 days a week. Call ahead to 979-5040 or simply go to the main security desk at 111 Bond Street.

Safety and Security Tips:

- The ***emergency telephone*** number at Ryerson is **80** – do not hesitate to use it if you feel you are in immediate danger.
- **Dial 80 for emergencies; Dial 5040 for Walk and Watch and other security services**
- Campus Pay Telephones and exterior Blue Telephones have both an ***Emergency button*** for emergencies and a ***Walk and Watch/Information button*** for non-emergencies. These are ***free*** calls. Blue Telephones (look for the blue light at night) are located at:
 - All four sides of the Quadrangle;
 - On the west entrance of the Interior Design Building;
 - South east of the Architecture Building.
- Please use a "buddy" system in isolated or dark areas of the campus.
- Please speak to one of the Directors of the School, any faculty member, or Campus Security officers, if you have concerns about your personal safety. Also, you can call Ryerson Security's Crime Prevention Officer, who will be able to give you lots of tips, and recommend various programs that can help you.
- Please co-operate with Ryerson's security officers when a valid Ryerson ID is requested – security carries out ID checks throughout the academic year as a proactive measure to help reduce incidents of crime.
- After-hours access is gained through the main Security desk, on the lower ground floor of the Learning Resources Centre – bring your valid Ryerson ID.
- There is a 24-hour study area in Jorgenson Hall patrolled by security officers.
- Walk or study anywhere on campus in pairs.
- Never store valuables in your locker – leave only the absolute minimum that you need.
- Always close doors behind you. Leaving doors propped open around campus offers easy access for vandalism, theft, etc.
- Please ***alert Security at 5040/5001*** to report a theft or if you observe any suspicious activity.