

RYERSON UNIVERSITY
Ted Rogers School of Information Technology Management

APPENDIX TO THE COURSE OF STUDY
UNIVERSITY AND DEPARTMENTAL POLICIES

***** PLEASE NOTE *****

The policies below apply to all courses offered by the Ted Rogers School of Information Technology Management. For policies and information that apply to a specific course, please review the Course of Study provided by your professor.

12..1. ATTENDANCE AND CLASS PARTICIPATION

Regular attendance at classes, seminars, and laboratory periods is expected of all students. The Ted Rogers School of ITM has no general policy regarding attendance and class participation. Students should make themselves aware of specific attendance regulations, since in many courses, participation by the student in the classroom or laboratory is part of the total evaluation. Please see the course outline for any attendance, participation, or expectations in a course, as some courses may assign a failing grade for non-attendance. It is best to maintain regular attendance for each of your courses to improve your overall academic performance.

12..2. EMAIL ACCOUNT

All students in full and part-time graduate and undergraduate degree programs and all continuing education students are required to activate and maintain their Ryerson online identity in order to regularly access Ryerson's E-mail (Ryemail), RAMSS, my.ryerson.ca portal and learning system, and other systems by which they will receive official 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. Ryerson requires that any official or formal electronic communications from students be sent from their official Ryerson E-mail account. As such emails from other addresses may not be responded to.

The policy in its entirety can be found at www.ryerson.ca/senate/policies/pol157.pdf

12..3. REQUEST FOR ACADEMIC CONSIDERATION

- Students must submit assignments on time and write all tests and exams as scheduled.
- Assignments submitted for grading will be handed back within two weeks except for the final exam.
- **There will be no penalty for work missed for a justifiable reason. Students need to inform the instructor of any situation that arises during the semester that may have an adverse affect on**

their academic performance, and request any necessary considerations according to the policies and well in advance. Failure to do so will jeopardize any academic appeals.

- Except in cases of accommodations for disabilities, where documentation is handled directly by the Academic Accommodation Support, students must fill out an Academic Consideration form and submit it for consideration.

If you are a full time or part-time undergraduate degree student, you must submit your academic consideration form together with the supporting documents to **your program office in the Faculty in which you are enrolled.**

Business Technology Degree (BTM) students must submit their documentation the TRSITM office - Room: TRS 2-004

If you are a student in a Continuing Education program offered through the Chang School, you must submit your academic consideration form together with supporting documentation to **the Chang School office**, at 297 Victoria Street (Front Counter in the building lobby). For follow up inquiries, contact ce@ryerson.ca or call ex. 5035.

The Academic Consideration form may be found here:

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

In addition, the following procedures must be followed as well:

- **Health** – If a student is going to miss a deadline for an assignment, a test or an examination on grounds of health, Ryerson University requires that a Health Certificate or letter from an appropriate regulated health professional be submitted to verify and understand the impact(s) of incapacitation on the student’s academic functioning.(see www.ryerson.ca/senate/forms/medical.pdf for the certificate) **to their program office** within 3 working days of the missed assignment deadline, test or examination. The program office will notify the instructor that the documents have been received. It is the student’s responsibility to make arrangements with instructor for a make up of the missed academic obligation.
- **Religious, aboriginal and spiritual observance** – – If a student needs accommodation because of religious observance, he/she must submit a formal request to the instructor within the first two weeks of the class or for a final examination within 5 working days of the posting of the examination schedule. The student must submit a Request for Accommodation form (<http://www.ryerson.ca/senate/forms/reobservforminstr.pdf>) to their program office. The office will notify the instructor when they have received the request form.
- **Other requests for Academic Consideration** which are not related to health or religious observation must be submitted in writing together with the Academic Consideration form **to the student’s program office**. The letter must clearly state the reasons for the request and describe the events or circumstances that seriously impair the student’s ability to meet their academic obligations, and that were beyond the student’s control. When possible, supporting documentation must be attached to the letter. The office will notify the instructor when they have received the request.

- **Students with disabilities** - In order to facilitate the academic success and access of students with disabilities, these students should register with Academic Accommodation Support (AAS) (<http://www.ryerson.ca/studentlearningsupport/academic-accommodation-support/index.html>). Before the first graded work is due, students should also inform their instructor through an “Accommodation Form for Professors” that they are registered with the AAS and what accommodations are required.
- **Regrading or recalculation** – These requests must be made to the instructor within 10 working days of the return of the graded assignment to the class. These are not grounds for appeal, but are matters for discussion between the student and the instructor.
- Submission of the Academic Consideration form and all supporting documentation to your program office does not relieve you of the responsibility to **NOTIFY YOUR INSTRUCTOR** of the problem as soon as it arises, and to contact with the instructor again after the documents have been submitted in order to make the appropriate arrangements.
- **If you do not have a justifiable reason for an absence and/or have not followed the procedure described above, you will not be given credit or marks for the work missed during that absence.**

For more detailed information on these issues, please refer to Senate Policy 134 at (Undergraduate Academic Consideration and Appeals) and Senate Policy 150 (Accommodation of Student Religious Observance Obligations). Both can be found at www.ryerson.ca/senate/policies/

12..4. EXAMINATIONS AND TESTS

Highlights from Ryerson’s Examination Policy are listed below. The policy in its entirety can be found at www.ryerson.ca/senate/policies/pol135.pdf

Students must consider and respect other students’ sensibilities such as stress caused by noise, intense scents, etc. Students are also expected to familiarize themselves with all pertinent information regarding examinations and to adhere to the following rules of examination conduct.

All students must display a valid and relevant student photo-identification card during the course of an examination. All coats and bags must be placed in such a manner as to be inaccessible to the student while the examination is in progress (ie.at the front of the examination room).

Students are expected to:

1. arrive at the examination site on time;
2. refrain from any form of communication with other students upon commencement of the examination, unless communication skills are being evaluated;
3. bring into the examination location only those aids/resources that have been specified by the course instructor;
4. refrain from bringing cellular phones, personal audio equipment, and other electronic devices into the examination room unless specifically permitted by the course instructor;
5. refrain from bringing food into the examination room, unless it is medically necessary in which case consumption of food and beverage must be done in a non-disruptive manner;
6. abide by the Student Code of Conduct and not cheat.

Period of Prohibition from Testing – Taken from the Course Management Policy
(<http://www.ryerson.ca/content/dam/senate/policies/pol145.pdf>)

- In the Fall and Winter semesters, the last week of classes and the subsequent Saturday and Sunday before the examination period are to be free of all tests, examinations or major assignments or assessments. The same principle applies to Continuing Education courses and to courses taught in the spring/summer term.
- Exceptions/Clarifications: If the structure of a course requires a justifiable exception to the above principle, or to the following rules, the Chair/Director must approve that exception.
 - This provision does not apply to courses taught intensively, at a distance, or otherwise outside the usual scheduled hours per week mode.
 - Take home examinations may be handed out during the last week of class, but cannot be due until the end of the first week of examinations.
 - It is recognized that in certain types of courses it may not be possible to avoid tests or other in class assessments in the last week of classes without creating undue problems in other areas of course management. Where absolutely necessary, a single assessment may be exempted from the above restrictions where it meets ALL the following criteria:
 - it is a logical continuation of a regular, ongoing series of term assessments (e.g., weekly or bi-weekly field placement, lab or studio assignments);
 - it is held in the normal class/lab/field placement time slot
 - it is worth no more than 15% of the final course grade.
- A final assignment given in lieu of a final exam, which cannot itself be made due prior to the last week of class, may be due during the final exam period.
- If an assignment involves a presentation component, and it is necessary for this presentation to be made in the last week of the semester, any written component of that assignment must be due the week prior to the last week of class and the presentation cannot itself be worth more than 15% of the final course grade.

Make-up of mid-term tests, assignments and other assessments during the semester – Taken from the Course Management Policy (<http://www.ryerson.ca/content/dam/senate/policies/pol145.pdf>)

- Should a student miss a mid-term test or equivalent (e.g. studio or presentation), with appropriate documentation, normally a make-up will be scheduled as soon as possible in the same semester, and, where possible, before the last date to drop the course.
- Where a missed mid-term, assignment or other assessment is one of only two assessments in a course (e.g. there is one mid-term and a final), or when the assessment is worth more than 30% of the final course grade, the provision of a make-up is required.
- Where a missed mid-term, assignment or other assessment is part of a number of assessments given throughout the term, and when it can be shown that the objective of the missed work is assessed in some other way, then the instructor and student may agree, in writing, to distribute the weight of the missed work to the final exam, or other assessment or group of assessments. The redistribution of the weight of missed work may not cause the final exam or any single assessment to be worth more than 70% of the student's final grade. Where there is no agreement, the student may consult the Chair or Director for assistance.

- Where it is not possible to schedule the missed work or mid-term because, for example, it was presented in a group, it requires that a lab studio or other set-up be recreated; the weight may be distributed to the final exam or other assessment or group of assessments. In this case, the redistribution of the weight of missed work should normally not cause the final exam or any single assessment to be worth more than 70% of the student's final grade. If it will, an alternate assignment should be considered on a case by case basis.

Make-up of final exams Taken from the Course Management Policy

(<http://www.ryerson.ca/content/dam/senate/policies/pol145.pdf>)

- Students who miss a final exam for a verifiable reason and who cannot be given a make-up exam prior to the submission of final course grades, must be given a grade of INC (as outlined in the *Grading Promotion and Academic Standing Policy*) and a make-up exam (normally within 2 weeks of the beginning of the next semester) that carries the same weight and measures the same knowledge, must be scheduled.

Missing a Make-up – Taken from the Course Management Policy

(<http://www.ryerson.ca/content/dam/senate/policies/pol145.pdf>)

- Provision of a second make-up:
 - On a case by case basis, a second make-up may be scheduled at the discretion of the instructor. The student may be required to provide a detailed rationale supported by appropriate documentation for consideration.
- Mid-term test, assignment or assessment during the semester:
 - If a student misses a scheduled make-up of a mid-term, assignment or other assessment for verifiable reasons, the grade may be distributed over other course assessments even if that makes the grade on the final exam worth more than 70% of the final grade in the course.
 - If a student misses a scheduled mid-term make-up test or assignment, without a verifiable reason, a grade of "0" may be assigned.
- Final Exam:
 - Except where there are verifiable reasons, and the student and instructor have agreed to a rescheduled make-up exam, students who miss a scheduled make-up of a final exam will receive a "0" for that exam.

12...5. LATE ASSIGNMENTS

Students must submit assignments on time. Assignments must be submitted at the beginning of the class meeting at which they are due. Late Assignments will be accepted only at the discretion of the instructor and will be penalized accordingly per full or partial calendar day late. All assignments submitted for grading will be handed back as soon as possible, except for the final exam.

If an assignment is to be submitted to turnitin.com, it is only considered to be received once a fully computer-readable text version of the paper (e.g. .doc, .pdf, etc.) has been successfully uploaded to the assignment inbox on turnitin.com. For example, if a student initially uploads a blank .doc file or one containing only graphics, the assignment is considered to be late until the correct file is received.

12..6. STANDARD OF WRITTEN WORK

Students are expected to use an acceptable standard of business communication for all assignments. Technical errors (spelling, punctuation, proofing, grammar, format, and citations) and/or

inappropriate levels of language or composition may result in marks being deducted. Students are encouraged to obtain assistance from the Writing Centre (<http://www.ryerson.ca/studentlearningsupport/writing-support/index.html>) for help with your written communications as needed. (See the Ryerson Library for APA style guide references: <http://library.ryerson.ca/guides/style/>)

12..7. ACADEMIC GRADING POLICY

Evaluation of student performance will follow established academic grading policy outlined in the Ryerson GPA Policy www.ryerson.ca/senate/policies/pol46.pdf.

Performance Description	Letter Grade	Conversion Range Percentage Scale to Letter Grades	Ryerson GPA
Excellent	A+	90 - 100	4.33
	A	85 - 89	4.00
	A-	80 - 84	3.67
Good	B+	77 - 79	3.33
	B	73 - 76	3.00
	B-	70 - 72	2.67
Satisfactory	C+	67 - 69	2.33
	C	63 - 66	2.00
	C-	60 - 62	1.67
Marginal	D+	57 - 59	1.33
	D	53 - 56	1.00
	D-	50 - 52	0.67
Unsatisfactory	F	0 - 49	0

12..8. ACADEMIC INTEGRITY

This section provides information about and resources related to academic integrity.

- Highlights of Ryerson’s Student Code of Academic Conduct are listed below. The policy in its entirety can be found at www.ryerson.ca/senate/policies/pol60.pdf
- ❖ Academic misconduct includes:
 - plagiarism (note: plagiarism is the claiming of words, ideas, artistry, drawings or data of another person – this also includes submitting your own work in whole or in part for credit in two or more courses)
 - cheating
 - misrepresentation of personal identity or performance

- submission of false information
 - contributing to academic misconduct
 - damaging, tampering, or interfering with the scholarly environment
 - unauthorized copying or use of copyrighted materials
 - violations of departmental policies or professional behaviour
 - violations of specific departmental or course requirements
- ❖ If suspected of academic misconduct:
- You will be notified through Ryerson e-mail by the instructor or the Academic Integrity Officer (AIO) to attend a discussion.
 - You will have the opportunity to explain your perspective.
 - A decision will be made by the instructor and communicated to your Ryerson e-mail within 5 business days or sooner.
 - You have the right to request that the discussion happen with the AIO in attendance.
- ❖ If you are charged with misconduct:
- The instructor may assign: the minimum penalty of a “0” for the work. The instructor may also assign you an F in the course.
 - The instructor may also recommend: Disciplinary Suspension (DS) – (this is not applicable to graduate students), Disciplinary Withdrawal (DW) or Expulsion.
 - As a consequence, a Disciplinary Notice (DN) will be placed on your academic record (See the policy for details on when the DN is removed).
- ❖ Appeals process:
- The policy in its entirety and details on the Appeal process can be found at:
<http://www.ryerson.ca/senate/policies/pol134.pdf> and
<http://www.ryerson.ca/currentstudents/essr/appeals/>

Please visit the Ryerson Undergraduate Calendar for deadline submission dates:

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

Helpful tips:

Important Resources available on campus

- Use the services of the University when you are having problems writing, editing or researching papers, or when you need help with course material:
- The Library (LIB 2nd floor) provides research workshops and individual assistance. Enquire at the Reference Desk or at <http://library.ryerson.ca/guides/workshops/>
- The Writing Centre (SLC - 4th Floor) offers one-on-one tutorial help with writing and workshops <http://www.ryerson.ca/studentlearningsupport/writing-support/index.html>
- Student Learning Support (VIC B-15) offers individual sessions and workshops covering various aspects of researching, writing, and studying
<http://www.ryerson.ca/studentlearningsupport/index.html>
- English Language Support (SLC - 4th Floor) offers workshops to improve overall communication skills <http://www.ryerson.ca/studentlearningsupport/english-language-support/index.html>

- ❖ **Academic Integrity Website** – www.ryerson.ca/academicintegrity

This website offers a variety of resources for both students and faculty. It is strongly recommended that you review several excellent animated tutorials and quizzes available on the site.

Turnitin.com

- www.turnitin.com is a plagiarism prevention and detection service to which Ryerson subscribes. It is a tool to assist faculty in determining the similarity between student work and the work of other students who have submitted papers to the site (at any university), internet sources, and a wide range of journals and other publications. While it does not contain all possible sources, it gives faculty some assurance that students' work is their own. No decisions are made by the service; it simply generates an "originality report". Faculty must evaluate that report to determine if something is plagiarized.
- You agree, by taking this course, that all required papers are subject to submission to this service. You may be asked to submit your papers to Turnitin via Blackboard or directly to the Turnitin.com website. 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.
- If you do not want your work submitted to this plagiarism detection service you must, by the end of the second week of class, consult with your instructor about the alternative requirements. As an alternative, you may be required to submit annotated bibliographies (with comments), periodic drafts, and/or copies of all source articles and websites.
- **When an instructor has reason to suspect that an individual piece of work has been plagiarized, the instructor shall be permitted to submit that work to any plagiarism detection service.**
- **Non-Academic Conduct** - Refer to www.ryerson.ca/senate/policies/pol61.pdf
Among many other infractions, the Code specifically refers to the following as a violation: "Disruption of Learning and Teaching - Students shall not behave in disruptive ways that obstruct the learning and teaching environment." If you are unable to resolve a conduct issue informally with a student, you should contact the Student Conduct Officer.

12..9. STUDENT RIGHTS

Ryerson University's **Statement of Student Rights and Responsibilities** can be found at www.ryerson.ca/senate/documents/studentrights.pdf