

School of Professional Communication

at FCAD

Undergraduate Student Handbook 2019-20

RYERSON UNIVERSITY

SCHOOL OF PROFESSIONAL COMMUNICATION

Location

Rogers Communication Centre (RCC)
80 Gould Street
3rd Floor

Office Hours

Monday – Friday
9:00 am - 5:00 pm

Mailing Address

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Website

procom.ryerson.ca

DIRECTORY

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Faculty

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Undergraduate Program Director

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School Fax Number

(416) 979 - 5120

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ABOUT THE SCHOOL OF PROFESSIONAL COMMUNICATION

The School of Professional Communication (ProCom) offers both Bachelor of Arts (BA) and Masters of Professional Communication (MPC) degrees as well as a designated minor. We also provide courses to numerous academic programs across Ryerson University and to the G. Raymond Chang School of Continuing Education. Our courses help undergraduates and graduate students and lifelong learners acquire the theory and practice to communicate creatively and effectively in our complex professional and social environments.

Professional Communication (ProCom) is the study of written, oral, digital, and visual communication practices within professional fields. This discipline links theories and tools from rhetoric, linguistics, and visual design together with social, critical, and pedagogical theories in order to investigate communication practices in fields such as health care, law, government, journalism, business, advertising, science, and technology.

Introductory-level ProCom courses give students a firm understanding in communication theories and in the basics of day-to-day written, oral, visual, and digital communication. Our intermediate courses enhance understanding and applications of communication genres, and students gain expertise in specific communication modes. . Through advanced courses, students acquire a deeper knowledge of corporate, visual, non-profit sector, intercultural, interpersonal and online communication.

ProCom courses are offered to a variety of programs and streams in the Ted Rogers School of Management, the Faculty of Communication and Design, the Faculty of Community Services, and the Faculty of Engineering and Architectural Science. Our students develop an array of communication competencies, summed up as the aptitude for analyzing and contextualizing audience, situation, and medium in order to create the complex messages that build and maintain personal relationships, a civil society, and well-run businesses, industries, and professions.

The School of Professional Communication is situated in the Faculty of Communication and Design (FCAD). Each of the Faculty's programs enjoys a strong reputation and together provide much of the new talent for Canada's cultural and communications fields. ProCom instructors have published on health communication, visual rhetoric, mobile technology, Aboriginal world views, speechwriting in the context of Israeli politics, risk and corporate communications, and new media and its effects on learning environments. FCAD also houses the Rogers Communications Centre, a University research centre for digital and interactive media.

WHY STUDY COMMUNICATION?

The knowledge economy, the reliance on teamwork, the use of social media for both professional and personal purposes, the need for communication practitioners who can navigate emergent and traditional communication channels and platforms—all are compelling reasons to study communication.

Professional communication competence helps students build and cultivate relationships with colleagues and clients, enhance their professional image, make an impact in job interviews, increase opportunities for interesting work assignments, and succeed in graduate school applications.

Through ProCom courses students will cultivate their ability to think critically through the understanding and application of theories of communication within various contexts, so they become engaged citizens who gain a unique perspective toward comprehending the intricacies of social and organizational interaction.

MESSAGE FROM THE CHAIR



Welcome to the School of Professional Communication (ProCom) at Ryerson University. We are a group of interdisciplinary practitioners, scholars and researchers who investigate communication in organizations, communities, and professional groups. We are interested in the ways talk, text, image, sound, and digital media intersect to create social and professional relationships and practices, places, and organizations.

The future requires people who can innovate wisely and strategically. We aim to prepare students to become savvy improvisers so that they can profit from and contribute to constantly changing communication demands. Located in the heart of Toronto in the Dundas Square area, our School has connections to local organizations and industries, and we bring those experiences into our classrooms. Combining those experiences with theories and applications related to language, image, sound, and digital media, our students are prepared to assume responsibility for communication in any area of an organization – from public relations to internal communications to media development.

Our school has a long history at Ryerson University. For decades we offered Ryerson students courses in business and technical communication, a Chang School of Continuing Education business communication certificate, and a Minor in Professional Communication. Since 2010 ProCom has offered a Masters in Professional Communication (MPC). This highly successful 12-month post-graduate program accepts up to 25 students per year and includes an internship. Our students have advanced into engaging and interesting positions in government, industry, and non-profit organizations.

In the summer of 2017 ProCom graduated its first BA students in Professional Communication. Professional Communication degrees with a focus on organizational and technical communication are popular in the United States, Australia and Europe. Our program is one of the first in Canada and is unique in several ways. It expands into areas such as environmental, intercultural, and health care communication. It also combines theory, practice, and research in ways that encourage our students to perform creatively and ethically as they analyze and solve workplace communication issues. Once again, we are looking forward to working with all our students to help prepare them for the changing world in which we live.

Dr. John Shiga
Chair, School of Professional Communication

ADMINISTRATIVE SERVICES

Contact	Sample Questions
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<p>Academic Coordinator Romina Ishani rishania@ryerson.ca 416-979-5000 x552755 RCC 360K</p>	<ul style="list-style-type: none"> ▪ Course selection and enrollment ▪ Course substitutions or directives ▪ Medical certificate and Academic Consideration Forms ▪ Academic Standing ▪ Awards/Scholarship ▪ Appeals ▪ Program Withdrawals
<p>Manager of Administration Cherie Bova cbova@ryerson.ca 416-979-5326 RCC 370A</p>	<ul style="list-style-type: none"> ▪ General inquiries ▪ Appointments with the Chair

CREATIVE TECHNOLOGY SUPPORT

<p>Creative Technologies Lead James Loney jloney@ryerson.ca 416-979-5000 x556387 RCC 382K</p>	<ul style="list-style-type: none"> ▪ Requests for lab and creative technology technology ▪ Cage fines, OneCard access approvals ▪ Office hour appointments (hardware and software tutorials for course-specific assignments)
<p>Production Assistant procomtech@ryerson.ca 416-979-5000 x552594 RCC 360H</p>	<ul style="list-style-type: none"> ▪ Guidance on cage equipment, appropriate software tools and techniques ▪ One-on-one or group technology consultation and tutorials ▪ Help using Practicum Centre meeting room technology

Procedures for Addressing Student Concerns

If you are having an academic concern, you should first seek to resolve the issue with your instructor. If the issue is not resolved, consult the Undergraduate Program Director, Richard McMaster (rmcmaste@ryerson.ca).

For concerns of an administrative nature, contact [Romina Ishani](#), ProCom Academic Coordinator. If the situation is not resolved, a meeting with the Chair may be the next step.

For concerns regarding discrimination or harassment, please contact Human Rights Services at (416) 979-5349 or email humanrights@ryerson.ca

Request for Letters Confirming Enrollment

Please be advised that letters confirming registration, attendance, admission, graduation, degree audits etc. cannot be provided by the schools. Requests must be put to and letters can only be released by the Office of the Registrar, [Enrolment & Records](#).

Transfer to Another Program

Students wishing to switch to other Ryerson programs should contact the program department they would like to apply to and the [Ryerson Admissions Department](#) to discuss their options and the application process.

Students wishing to transfer to a different University/ College should contact the University/ College they are interested in to look into their options and the application process.

Forms for Students

For a copy of all the administrative forms that you may need to fill out and use during your undergraduate studies at Ryerson University, please visit [Forms for Students](#) for more information.

Assignment Drop Box

The assignment drop box for all CMN courses is located in the Rogers Communications Centre (RCC) on the 3rd floor, in the hallway outside the entrance doors to the School of Professional Communication. When placing your assignment in the drop box, make sure to have your professor's name and course code printed on the cover sheet.

Student Email Policy

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 Email (Rmail), RAMSS, my.ryerson.ca portal and learning system, and other systems by which they will receive official University communications.

Students are required 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 may forward their Ryerson Email account to another electronic mail service provider address but remain responsible for ensuring that all University electronic message communication sent to their official Ryerson Email account is received and read.

For details see Policy 157: <https://www.ryerson.ca/content/dam/senate/pol157.pdf>

ACADEMICS

Academic Advisement Report

The Advisement Report is a tool that lists all the courses you are required to take, have taken and are enrolled in, in order for you to graduate. This tool can be accessed via RAMSS and can assist you with your course selection, course intention process and checking the accuracy of your academic records. You are encouraged to run your advisement report as you work your way towards graduation. For instructions on how to view your Advisement Report on RAMSS refer to [RAMSS Support](#).

Course Intentions

Course intentions are the first step in the course enrollment process. Course intentions allow students to request the courses they wish to take in the upcoming academic year and the program department to plan its course offerings and determine section sizes. If you submit your course intentions, you will have a timetable created for you before your enrollment appointment date of obtaining a course and you will avoid the frustration of trying to add a course to your timetable during the open enrollment period. Please keep in mind that adding courses during open enrollment may result in you being placed on a waiting list and/or not obtaining your desired courses.

Even though course intentions give you priority enrollment, they do not guarantee enrollment in a course. Priority enrollment is given to the students in the year/program the course is offered first.

Full-time students should review the course descriptions for all the courses they plan to take in the [Ryerson Undergraduate Calendar](#) and are advised to run their Academic Advisement report before and after submitting their course intentions to ensure their choices apply to their graduation requirements.

Students are responsible for course intending for ALL REQUIRED COURSES in both semesters. Required courses are not added to student schedules after first year.

Participation in Course Intentions is **mandatory** for returning full-time undergraduate students in programs within the **Faculty of Communication and Design**.

Only students who participate in Course Intentions will be given early, priority access to change their Fall and Winter schedules. Students who do not participate in Course Intentions will not receive priority enrolment access and will need to wait until the Open Enrolment period to select/change courses.

Course intentions dates

March = Fall & Winter course intentions

May = Fall (final chance) & Winter course intentions

August - September = Winter (final chance) course intentions

For specific dates refer to [Significant Dates](#).

For more information on course intentions, refer to the Enrollment Services and Student Records webpage on [Course Intention](#).

Class Schedules

Every year, Fall term class schedules will be made available on RAMSS in August, and Winter term schedules in December. It is important for you to check your class schedule once it is released to make sure you have a complete timetable. If you would like to make changes to your schedule, you may do so on your enrollment appointment date and during the open enrollment period in August/September for the Fall term, and December/January for the Winter term.

If you did not get into a course you had course intended for, you can try to register for it on your enrollment appointment date and during the open enrollment period. If you still cannot get into the course, read the ERROR message on RAMSS which tells you why you cannot get into a course, then address the issue by following the instructions in the message.

E-mail the [Academic Coordinator](#) if you cannot get into a Required ProCom (CMN) course.

For all other courses, contact the subject Teaching Department to inquire about your enrollment options. For a list of contacts in each department, please refer to the [Academic Program Administration Contacts](#) page.

Enrolment Appointment Dates on RAMSS

Students are given their own online enrollment appointment date based on the year they are in. These dates are issued by the Ryerson Registrar's Office on RAMSS, under *Enrollment Dates* in your Student Centre. Students may register for courses required for them to take in the year they're going into during this time.

Open Enrollment Period

The open enrollment period usually runs during the first two weeks of a semester. During this time, all students in every year of the program, may make changes to their class schedule (add, drop, swap courses).

For specific dates refer to [Significant Dates](#).

Prerequisite

Students must check the prerequisite for all courses they want to select in the course description. If the prerequisite has not been successfully completed for a course, the course cannot be taken.

Courses and Elective Groups

The ProCom BA is a 25 course major that provides both focus and flexibility. The requirements are divided in different categories:

Required

These core courses provide essential grounding in communication theory and practice.

Professional

These core elective courses, from within ProCom, provide students with greater focus in specific genres and streams.

Professionally-Related

These core elective courses, from outside (non-ProCom) programs, provide students with an introduction to potential streams within ProCom and to potential Minors.

Open Electives

These elective courses, from other programs or from ProCom, provide more opportunity for stream focus and Minors, if desired.

School of Professional Communication Open Elective Table Restrictions

The following Open Elective courses are **not available for credit**:

BDC 917, CRI 610, [CRI 720](#), [ENG 200](#), [ENG 520](#), [ENG 590](#), [ENG 705](#) and [RTA 917](#)

Liberal Studies

These courses from programs outside of ProCom provide the option for stream focus and Minors, if desired.

More information on Liberal Studies can be found at the Faculty of Arts along with the [Liberal Studies Course Offerings](#).

French/Spanish/Mandarin Courses

Students who wish to study French, Spanish, Arabic or Chinese must complete a [placement test](#). Students who have difficulties with the test or registering in such courses through RAMSS should contact the [Department of Languages, Literatures and Cultures](#) for assistance.

Streams

The ProCom BA offers you both a clear progression in the theory and practice of professional communication as well as the flexibility to design your own course of study (with faculty supervision) based on personal interests and career goals. You can focus your program of study on one of the following streams:

- Organizational/corporate/non-profit charitable stream
- New media/technical communication stream
- Governance/public policy/international communication stream
- Science/health communication stream

Minors

ProCom students are encouraged to complete a Minor in another area at Ryerson. A Minor consists of 6 single-term courses and is noted on the academic transcript. You may view a list of Minor options on the [Undergraduate Course Calendar](#).

If you are interested in completing a Minor, please review the [Minor Policy](#). For questions related to courses listed in your chosen Minor, please contact the subject teaching department directly.

Course Outlines

All ProCom generic course outlines are available on the [ProCom website](#).

A course syllabus, created by your instructor, will be posted online on D2L Brightspace (accessed through my.ryerson.ca) or distributed in hard copy during your first class. The course syllabus will include the following information:

- Instructor's name, contact information, and office hours
- Course description and prerequisites
- Course objectives/learning outcomes
- Required text and other materials
- Method of instruction
- Course schedule and weekly readings
- Evaluation overview
- Course management policies
- Ryerson policies and procedures

Once you receive a course syllabus from your instructor, you must review it carefully to ensure you clearly understand your responsibilities and all course requirements.

Transfer Credits

Students who have completed post-secondary level coursework at another accredited post-secondary institution can apply for transfer credits after they have been accepted into a program. Please note, not all credits granted are applicable to degree requirements. To determine which credits are applicable to your degree, you must run your Academic Advisement report on RAMSS. Credits granted will appear as *CRT* on your academic record. If a transfer credit is not applicable to your degree, you have

the option to petition your program department for a Course Directive or Course Substitution to allow the credit to be used towards your graduation requirements.

Information on transfer credits can be found on the [Transfer Credits](#) website. Students can email their transfer credit inquiries to tcredits@ryerson.ca or call 416-598-5959.

Course Substitution / Directive

A Course Substitution/Course Directive enables an undergraduate student to substitute one Ryerson course for another within their program curriculum. A Course Substitution determines whether a course that is not part of the normal curriculum for a program can be used in place of a specific course in the program's normal curriculum. It does not replace any prerequisite requirements in order to enrol in courses.

A Course Directive determines whether a course that is not part of the normal curriculum for a program can be used for credit for a non-specific course in a prescribed group within the program's normal curriculum.

A [Course Substitution/ Directive Form](#) must be submitted to the appropriate Program Department for authorization. Please contact the [Academic Coordinator](#) with questions related to course substitution/directive requests.

Taking a Course at another Post-Secondary Institution

If you are considering taking a course at another post-secondary institution for credit at Ryerson, you must first apply using a [Letter of Permission \(LOP\) application form](#). Detailed information on the application process is available on the [Curriculum Advising website](#).

Course Technology and Resources

As you progress through all levels of the ProCom BA program, you will be required to use technology in new and creative ways. To best support our BA students' course technology needs, ProCom offers dedicated resources, rooms and staff that aren't available to the broader Ryerson community. Our dedicated technology staff have a simple mission: to work with ProCom students to create a welcoming environment, a space where they can experiment and engage technology (and do so without many of the risks at stake in the professional world!)

Getting Tech Help

All ProCom technology resources have been meticulously documented at procomtechnology.ca. This website has been designed to **empower you** to quickly and independently locate available equipment offerings, how-to guides & tutorials, and technical staff information. If you have a question please browse at procomtechnology.ca.

[James Loney](#) is ProCom's dedicated Technology Coordinator. If you run into problems or require help beyond the resources listed here, please check in with him.

Office Hours

procomtechnology.ca should always be your first stop for help, but you can -- and should -- have questions that go beyond this crucial starting point. Whether you need a quick recap of how to use a particular PhotoShop feature on an assignment, or want to learn an advanced Adobe Audition technique not covered in an in-class demo, don't hesitate to drop by for office hours with the ProCom Technical Advisors. Before meeting with us, please develop a basic plan so that we can give you useful answers to your questions. Information on our office hours and drop-in times is online at procomtechnology.ca.

Tip: come to us well before a project is due. Office hours are a place to develop technique and guide you in the right direction, but they're not a time for you to fully complete assignments with us.

Rooms

ProCom students have access to the ProCom Practicum Centre (our collaborative drop-in workspace), the cage, and many RCC labs. For more information on these spaces, check out [Room Resources](#). Your OneCard will unlock these rooms. If it does not let you in into a room by the second week of September, email procomtech@ryerson.ca.

Access and Permission

With great power comes great responsibility. Before we can unlock your access to the cage and many online resources, you'll need to review cage policies and register at procomtechnology.ca/quiz. Once you have signed up there, you'll have access to all ProCom technology resources that will be essential to you as you complete assignments and develop your portfolio.

PROCOM INTERNSHIP

The ProCom BA encourages critical thinking and is complemented by practical projects to better understand theoretical models and communication processes. The ProCom BA Internship, an optional credit course that gives students an invaluable experience

in a workplace environment to enhance classroom learning. Students will be able to apply the first-hand knowledge that they've acquired throughout their studies and contribute to the communication operations of a participating organization.

The internship runs between six to eight weeks (for a total of 240 to 420 hours) and may involve students performing such tasks as:

- Content development for internal or external communications
- Social media account management
- Corporate website maintenance and content creation
- Media relations, such as drafting press releases and compiling media contact lists
- Graphic design production
- Event planning and/or project support

This placement takes place in the spring semester of third year in the ProCom BA. Interested students must apply to register in the elective and must meet the following requirements:

- A cumulative minimum GPA average of 3.0 (B)
- A 500-word written submission
- One (1) work sample
- A résumé/CV
- An interview

The ProCom BA Internship Committee accepts applications from second year students as well, however, in addition to the above requirements all interested second year students should provide specific reasons in a *Written Submission* as to why they should be granted admission into a third year course.

For detailed instructions on applying to and participating in the ProCom BA Internship, please review the [ProCom Undergraduate Internship Handbook](#).

INTERNATIONAL EXCHANGE

ProCom students will have the opportunity for international study in the Winter semester of third year. To be considered for international exchange students would need to apply in the Winter term of second year. More information on exchange is available on the [FCAD website](#).

DEAN'S LIST

The Dean's List is recognition of undergraduate students' high academic achievement in an academic year. In June of each academic year, students enrolled in undergraduate programs in the Faculty of Communication & Design who met the academic criteria outlined below will receive a Letter of Congratulations from the Dean.

The Dean's List recognition is also noted on a student's transcript. To be eligible for the FCAD Dean's List, undergraduate students must:

- Carry an average unit load of over 4.0 units for the Fall and Winter terms in the qualifying year
- Achieve a minimum of 3.75 GPA (including electives)
- Obtain passing grades in all courses and a clear academic standing for both terms
- Not have received any Disciplinary Notations (DNs) while at Ryerson

PROGRAM SPECIFIC AND FACULTY WIDE AWARDS

For detailed information on ProCom Awards visit: <https://ryerson.awardspring.ca>

Jacqueline Atkins Scholarship

The Jacqueline Atkins Scholarship honours the memory of a Ryerson professor who was a pioneer in the teaching of business communication in Canada. All students in CMN 100, CMN 200, CMN 279, CMN 300 and CMN 373 are automatically eligible for the award. At the end of the semester, professors of these courses may nominate one or more students based on their communication assignments. The scholarship will be presented at the ProCom awards ceremony.

Les McIlroy Award

The Les McIlroy Award recognizes a student who demonstrates excellence in creating a persuasive product through their achievement in CMN 323, Introduction to Professional Practice. This student will show remarkable potential in a broad range of communications, especially evident in their creative thinking and compelling execution.

The successful candidate will also demonstrate a compassionate and egalitarian approach to humanity through public or community volunteer work, and an understanding of the role of ethics in professional communication. The award will be presented at the ProCom awards ceremony.

John Cross Memorial Award

The John Cross Memorial Award for Knowledge Transfer honours a career employee in the area of information systems that supports cancer research and treatment. This award of \$1,000 will be granted to a student in the BA in Professional Communication who demonstrates excellence in communicating specialized knowledge to non-experts

Faulhaber Communications Award

The Faulhaber Communications Award of \$1000 recognizes a current third or fourth-year female-identifying student who demonstrates substantial aspirations to become a senior leader in communications. To be successful, the candidate's work must demonstrate Faulhaber's operating principles: innovation, insight-driven, collaboration and integrity. Eligible candidates are enrolled full time in either ProCom or Journalism, and must be in good academic standing (minimum CGPA of 3.0).

Barbara Turnbull Award

This award was created in memory of Barbara Turnbull, an accomplished reporter at the Toronto Star. To be eligible for this award, students must be registered as full-time undergraduate students at Ryerson University enrolled in one of the Faculty of Communication and Design programs and have a clear academic standing. Students must submit a 250-500 word essay describing the barriers they experience as a result of their physical disabilities, their efforts to overcome such challenges and examples of personal and academic achievements and successes.

ACADEMIC STANDING POLICIES

(This is only a guide to academic standings at Ryerson. If you have any questions about your academic standing, you should consult the current [GPA Policy #46](#) and speak to your Program Department)

Your Academic Standing is calculated using your course grades and will be assigned at the end of each term. At the end of each semester, you must check your Academic Standing on RAMSS.

Please refer to the [GPA Policy #46](#), for detailed information on Grades and Academic Standings.

If your Academic Standing is:

- **Clear**
Your CGPA is 1.67 or higher and you may continue with your studies. A “Clear” standing is required in order to graduate.
- **Probationary**
 - Your CGPA is between 1.00 and 1.66 or
 - You are a first year student with a CGPA of less than 1.00 at the end of your first semester of study, or
 - You have been reinstated to your program after a [Required to Withdraw](#) (RTW) period

Students with a probationary academic standing must request an appointment with the [Academic Coordinator](#) in the School of Professional Communication to sign a Probationary Contract with restricted conditions for the following semester and develop strategies for academic success. 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.

- **Required to Withdraw (RTW)**
 - Your CGPA is less than 1.00 (except if you are enrolled in your first semester), or
 - Your term GPA fell below 1.67 while you were on Probation, or
 - You have violated the conditions set out in your Probationary Contract, or
 - You failed to negotiate a Probationary Contract within the established timeline.

RTW Special Contract

Schools/Departments, at their discretion, may issue a special contract in cases where the program judges the student to have a realistic chance of achieving a Clear standing in the semester following assignment of RTW by taking up to two courses. Students remain RTW during this semester. If the student fails to achieve a CGPA of 1.67 at the end of that semester, they will remain RTW. If the student is successful, they will return as Clear.

- **Permanent Program Withdrawal (PPW)**
 - Your academic performance has resulted in a 'REQUIRED TO WITHDRAW' standing for a second time, or
 - You have failed a course required by your program for the third time, or
 - You have not met the terms of your probationary contract following return after an RTW standing, or
 - You have been denied reinstatement to your program for a second time.

Students who are Permanently Withdrawn from a program may not apply for reinstatement into that program. Students who are Permanently Withdrawn from a program may apply to a different program for the Fall semester of the following calendar year.

- **Disciplinary Suspension**

Students who have been placed on Disciplinary Suspension (DS) for Student Code of Conduct violations will not be permitted to register in any course at the University during their period of Disciplinary Suspension. Students who have served their period of Disciplinary Suspension must contact their program department to make arrangements for reinstatement.

Request for Reinstatement Procedure

Fresh Start Program

Students who have been assigned a Required to Withdraw standing, may wish to participate in the [Fresh Start Program](#) after one (1) semester suspension period. To participate, students must meet the School of Professional Communication criteria for Fresh

Start and submit a [Request for Reinstatement/Fresh Start form](#) to the ProCom Academic Coordinator before the [Application due date](#).

Apply to participate in Fresh Start by contacting your home department or by transferring to another program that participates in Fresh Start Transfers. Student Learning Support administers the required 8-week skills-building course called Fresh Start Strategies (CIFS100). Students approved for Fresh Start by their department are automatically enrolled in the CIFS100 course. The Fresh Start Strategies course involves face-to-face sessions, weekly online discussions and online course assignments. Please visit [Fresh Start Program](#), for more information.

Reinstatement into Program

Students who have been assigned a Required to Withdraw standing, may wish to be reinstated into their program after a twelve (12) months suspension period. To be reinstated, students must complete the [Request for Reinstatement/Fresh Start form](#) and the [Request for Reinstatement – Supplementary form](#), and submit them to the ProCom [Academic Coordinator](#) before the [Reinstatement Application due date](#).

COURSE CONSIDERATIONS

Students must inform their instructor(s) of any situation that may arise during the semester that may have an adverse effect upon their academic performance and MUST request any necessary considerations or accommodations according to policies, as soon as possible. Unless there are extenuating circumstances, this should be BEFORE the date of class, a test or exam, or the due date of the assignment. Failure to do so will jeopardize any academic appeals at a later date.

Requests for academic consideration should be made via email, but if necessary can be made in person or over the phone, and confirmed by email.

All documentation in support of any academic consideration request, including medical, other unforeseen circumstances, athletic competitions, etc. must be submitted to ProCom within 3 (three) business days of the missed course work.

Medical

If you miss a deadline for an assignment, a test or an examination because of illness, you are required to complete the online [Academic Consideration Request Form](#).

Here are the steps you are required to follow for academic consideration requests concerning health issues:

1. Inform your instructor(s) via email before you miss your academic obligations ([Policy #134](#)).
2. Have a qualified regulated health professional complete the [Ryerson Student Health Certificate](#).
3. Complete the [Academic Consideration Online Request Form](#) (you have three business days from the day you missed your academic obligation to submit your documentation).

Compassionate

If you miss a deadline for an assignment, a test or an examination for compassionate reasons, you must submit official documentation confirming the date(s) and reasons for the missed time/work. Supporting documentation may include:

- Travel documents
- Death certificate
- Notice from a funeral home
- Letter from a counselor, therapist, religious leader or community leader

Here are the steps you are required to follow for academic consideration requests for compassionate reasons:

1. Inform your instructor(s) via email (if possible) before you miss your academic obligations ([Policy #134](#)).
2. Complete the [Academic Consideration Request Form](#) and submit it along with your supporting documentation to the ProCom [Academic Coordinator](#) within 3 (three) business days of the missed course work.

Religious, Aboriginal and Spiritual Observance

If you are requesting accommodations due to a religious, Aboriginal and/or spiritual observance, you must submit a [Request for Accommodation of Student Religious, Aboriginal, and Spiritual Observance form](#) AND an [Academic Consideration Request Form](#) within the first two weeks of the class or, for a final examination, within two weeks of the posting of the examination schedule.

If the required absence occurs within the first two weeks of classes, or the dates are not known well in advance as they are linked to other conditions, these forms should be submitted with as much lead time as possible in advance of the required absence. Full-time students must submit the forms to their own program department.

Please read Policy 150: <http://www.ryerson.ca/content/dam/senate/policies/pol150.pdf> for more details

Students with Disabilities

To facilitate academic success, students with disabilities are encouraged to register with [Academic Accommodation Support](#) (AAS) as soon as possible, preferably prior to the start of the semester. Once registered, the student must activate the sending of an accommodation letter via the online system used by AAS to each of their instructors outlining their approved accommodation(s) for each course. This should be done as early as possible, 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.

Re-grading and Recalculation

Requests for re-grading and recalculation must be requested within 10 working days of the return of the graded assignment to the class. Please consult [Policy 134 Undergraduate Academic Consideration and Appeals](#).

Accommodation for Students with Mental Health Disabilities

Students with temporary and permanent mental health disabilities will be accommodated. Students should not reveal their private medical information to, or seek accommodation directly from, their professors, instructors, or teaching assistants. Any discussion between the instructor and student should be limited to advice on the student's disability request, and not pertain to specific medical information. Students seeking accommodation for a mental health disability must register with Academic Accommodation Support (AAS, formerly the Access Centre) but are not required to disclose a specific mental health diagnosis. A registered health care professional must complete an assessment form that clearly states the nature of the student's disability and how it impacts their academic functioning. Once registered with AAS, students must activate the sending of an accommodation letter via the AAS online system to each of their instructors outlining their approved accommodation(s). Students are expected to follow-up with instructors about particulars of their accommodation, such as deadlines.

- *Students who register with AAS may be eligible to receive interim accommodations while documentation from a qualified healthcare professional is being obtained.*

Instructors will be notified of approved interim accommodations via an AAS student accommodation letter. Once documentation has been received AAS will issue a new letter outlining adjustments. Instructors are then asked to log on to AAS online system and confirm the re-issued letter as having been read. Instructors will consider and assess requests for retroactive accommodation on a case-by-case basis.

ACADEMIC APPEALS

Students are required to notify their instructor or the School of Professional Communication as soon as circumstances arise that can impact their academic performance. Students are responsible to attempt to resolve all course-related issues with the instructor and then, if necessary, with the Undergraduate Program Director ([Richard McMaster](#)). Failure to do so will jeopardize an appeal.

There are two types of appeals, Grade Appeals and Academic Standing Appeals. All Grade Appeals must be submitted to the School that offered the course being appealed (grade appeals for CE courses are to be submitted to The Chang School). Grade appeals for CMN courses and all Academic Standing Appeals must be submitted to the School of Professional Communication. There are three levels of appeals:

1. **Department Level:** Students who wish to appeal the decision of the Department/School must do so to the Dean of the Faculty.
2. **Faculty Level:** Students who wish to appeal the decision of the Faculty must do so to the Senate Appeals Committee.
3. **Senate Level:** Decisions of the Senate Appeals Committee are final and may not be appealed.

It is recommended that you seek assistance and advice when filing an appeal. You may contact the Student Issues and Advocacy Coordinator at the [Ryerson Students' Union](#) (416-979-5255, ext. 2322), the [Centre for Student Development and Counselling](#) (416-979-5195) or the [Office of the Ombudsperson](#) (416-979-5000, ext. 7450).

For detailed information on appeals, refer to the [Appeals Policy](#) and the Enrollment Services and Student Records website on [Standing and Grade Appeals](#).

Academic Appeal Submission Procedure

Completed appeals applications must be submitted by the specified [deadlines](#) to the [Academic Coordinator](#). All appeals must be delivered in person to the Academic Coordinator. Do not leave your appeal under the door or in the assignment drop-box or give it to someone else in the Department.

Late and incomplete appeals will not be accepted. Your appeal will be reviewed by the appeals committee in the School of Professional Communication and you will receive a written response within 5 (five) business days of the appeal submission deadline.

ACADEMIC INTEGRITY

Academic integrity and appropriate conduct are expected of all students in Ryerson and in the School of Professional Communication. It is imperative that students understand the Academic Integrity Policy and the consequences of academic misconduct.

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

Please visit <https://www.ryerson.ca/content/dam/senate/policies/pol60-effective-Fall2019.pdf> for full policy details

NON-ACADEMIC CONDUCT

The [Ryerson Student Code of Non-Academic Conduct](#) reflects an expectation that students conduct themselves in a manner consistent with the educational objectives of the University, in accordance with generally accepted standards of behaviour, and in accordance with published University regulations and policies. Below are some examples of offences covered under the Code. Please see section C of the Code for more information and definitions of offences.

- Disruption of learning and teaching
- Theft, damage, and destruction of property
- Misuse of facilities, equipment, materials or services
- Misconduct related to the use of alcohol/drugs
- Discrimination and harassment

Please visit <http://www.ryerson.ca/senate/policies/pol61.pdf> for full policy details

Applying to Graduate

You must successfully complete all program requirements as prescribed by [Senate](#) in order to graduate with a degree. You must submit an Application to Graduate in order to determine if you are eligible to graduate. For detailed information on Applying to Graduate visit [Curriculum Advising](#).

How to Apply to Graduate

Your application to graduate is submitted online via RAMSS my.ryerson.ca (Go to [How to Apply to Graduate](#) for a step-by-step guide). You can track your application status through your Student Centre in RAMSS:

Student Center in RAMSS>Academics>My Academics>Graduation>View my Graduation Status

When to Apply to Graduate

An Application to Graduate must be submitted if you are enrolled in your final course, semester or year of study. There are two convocation ceremonies at Ryerson University: Spring (June) and Fall (October). You must apply by the deadline date for either Spring or Fall Convocation, in order to be considered for graduation.

Please visit [Curriculum Advising](#) for more information on application dates and deadlines.

Graduation with a Minor

If you are an undergraduate student who intends on graduating with a Minor, you must add the Minor to your Program and Plan **AFTER** you have submitted your Application to Graduate. Completion of a Minor is noted on the academic transcript, not on the award document.

Go to [How to Select a Minor](#) for step-by-step instructions. You **must** follow these instructions in order to be considered for graduation with the Minor.

If you wish to declare more than one Minor for graduation, you will need to email gradinfo@ryerson.ca to add the second, third, etc. Minor you wish to apply for.

Graduating "With Distinction"

Students graduating with an overall cumulative grade point average of 3.50 or higher will graduate "With Distinction" and will have this academic distinction recorded on their transcript and graduation award.

Convocation

Convocation ceremonies at Ryerson University are held typically in Spring (June) and Fall (October) at the Ryerson Theatre. Please visit the [Convocation Website](#) for all information related to convocation and graduation ceremony dates

Convocation Tickets and RSVPs

Convocation tickets are only available to students who have received written confirmation of their eligibility to graduate from Curriculum Advising. Each graduating student is eligible for FIVE guest tickets for the Mattamy Athletic Centre. Extra tickets for Theatre seating **are not available** for any Convocation ceremony. For more information, visit the [Tickets](#) page on the Convocation Website.

All applicants who are eligible and graduating will receive instructions on how to obtain guest tickets through Convocation Administration & Ticketing System (CATS). Convocation Administration & Ticketing System (CATS) will be opened for students to RSVP in Mid-May for Spring Convocation and Late September for Fall Convocation. The deadline to RSVP is one week before the start of the first Convocation Ceremony. For more information, visit the [RSVPs-Ceremonies and Receptions](#) page on the Convocation Website.

Day of Ceremony Information

For all information related to the day of the ceremony, such as the schedule of events and students' responsibilities on graduation day, visit the [student information](#) page on the Convocation Website.

PROCOM COURSE UNION



The ProCom Course Union (PCCU) is comprised of eight undergraduate students in the Professional Communication program and represents the interests and opinions of Professional Communication students at Ryerson University.

For more information on the PCCU, how to get involved and student events join the PCCU on Facebook, Instagram and Twitter: @procomcu