

RYERSON UNIVERSITY

AGENDA

ACADEMIC COUNCIL MEETING

Tuesday, February 4, 2003

5:30 p.m. A light dinner will be served in The Commons, Jorgenson Hall, Room A-250.

6:00 p.m. Meeting in The Commons.

- Pages 1-2 **1. President's Report**
1.1 Achievement Report
1.2 Academic Planning – Errol Aspevig
- Pages 3-6
Pages 7-41 **2. Report of the Secretary of Academic Council (#W2003-1)**
2.1 Corrections to SRC Terms of Reference
2.2 Discussion of Draft Revisions of *the Policy on Academic Consideration and Appeals*, and *Student Code of Academic Conduct*
- Pages 42-45 **3. The Good of the University**
- Pages 42-45 **4. Minutes of the January 14, 2003 Meeting**
- Page 46 **5. Business arising out of the Minutes**
5.1 E-mail Policy
- Pages 47-52 5.2 Quick Reference Table for Curriculum Listservs
(submitted as an addendum)
- 6. Correspondence**
- 7. Reports of Actions and Recommendations of Departmental and Divisional Councils**
- Page 53 7.1 **From Arts**
- Department of Geography (merging of professionally-related course Table I and Table III)
- Page 54 7.2 **From Business Management**
- Course addition in Marketing (Elective Group)
- Page 55 7.3 **From Communication and Design** *(submitted as an addendum)*
- Course changes in Business & Technical Communication (Professionally-Related Elective)
- 8. Reports of Committees**
- Pages 56-58 8.1 Admission Committee (#W2003-1)

Motion: “That Academic council approve the policy on ‘*Admission to Undergraduate Programs*’ as presented in this report.”

Page 59

8.2 Nominating Committee (#W2003-2)

Pages 60-66

8.3 Academic Standards Report (#W2003-1) (*submitted as an addendum*)

9. New Business

10. Adjournment

RYERSON UNIVERSITY ACHIEVEMENT REPORT

For the February, 2003 meeting of Academic Council

Information Technology Management student **Uzma Khan** has been named to the Ontario government's Accessibility Advisory Council, created as part of the Ontarians with Disabilities Act.

Events

The next phase of the City's non-smoking by-law was publicized at a news conference held at Ryerson on Jan. 22, Weedless Wednesday. Also launched was a stop-smoking initiative aimed at university students.

The Toronto Social Forum was held at Ryerson Jan. 11 under the auspices of the CAW/Sam Gindin Chair in Social Justice and Democracy. Chair holder **Judy Rebick** was among the speakers at the day-long event, which was a gathering of social organizations, community groups, students, academics and social justice activists to discuss 'alternatives to corporate globalization.'

President **Claude Lajeunesse** introduced Marc Garneau, Canada's first astronaut, as the keynote speaker at a luncheon presented by the Club Canadien de Toronto Jan. 21.

The Faculty of Business at Ryerson was successful in its proposal to host the 2005 annual conference of the Administrative Sciences Association of Canada (ASAC). This is the largest gathering of business researchers in Canada and every university in the country with a business school will be among the expected 400 attendees.

Media Coverage

St. Philip Neri House, the chaplaincy serving the Ryerson Roman Catholic community, was featured in the November issue of the *Catholic Register*.

Fiona Yeudall of Nutrition appeared on Global newscasts across the country in January discussing the importance of zinc in diet.

Donna Smith, director of the School of Retail management, appeared on CBC television's Newsworld Morning with Ralph Benmergui on Dec. 24 discussing post-Christmas retailing.

Wendy Cukier of Information Technology Management was quoted in the Dec. 23 *Toronto Star* on the effectiveness of on-line fundraising. She was also quoted extensively in the media about issues around the federal gun registry.

An article about how society treats people living on the margins, written by Disability Studies' **Catherine Frazee**, was published in the Dec. 28 *Globe and Mail*. The text had been delivered in a special "Dialogue on Citizenship" held at the Ryerson Theatre Dec. 13, which featured Prof. Frazee and Harvard University professor Michael Ignatieff. Profs. Frazee and Ignatieff also appeared on CBC Radio's *Metro Morning*.

Hotelier magazine ran a feature story on **Katherine Penny** in its December 2002 issue in recognition of her Pinnacle Award as Educator of the Year.

Ken Jones of the Centre for the Study of Commercial Activity was quoted in the Dec. 11 *Ottawa Citizen* on the impact of power centres on traditional shopping malls.

Tom Knowlton, Dean of the Faculty of Business, was quoted in *Strategy* magazine about the 50-year relationship between Kellogg's and its advertising agency, Leo Burnett. Dean Knowlton worked for Leo Burnett before joining Kellogg's.

Roy Morley of the School of Business Management was quoted in the Oct. 31 *Hamilton Spectator*, commenting on the effectiveness of manufacturers' rebates as a sales tool.

Tammy Landau of Justice Studies was quoted in the Nov. 21 *Toronto Star* on the police complaints system and its lack of civilian accountability.

**Report of the Secretary of Academic Council
#W2003-2
February 4, 2003**

1. Correction to Terms of Reference of SRC Committee: The name of the “SRC Council” has been changed to the “SRC Representatives Group”. The By-Laws will be changed to reflect this change.
2. Draft revisions of the “*Policy on Academic Consideration and Appeals*” and the “*Student Code of Academic Conduct*”. Attached are:
 - Draft of the *Policy on Academic Consideration and Appeals*
 - Policy outlines for faculty and students
 - Draft of the *Student Code of Academic Conduct*
 - Code of Academic Conduct Outlines for faculty and students.

The Academic Appeals Policy and the Student Code of Academic Conduct have been under revision, by a work group established by Diane Schulman, Secretary of Academic Council, since October 2001. Members of the work group were selected for their experience in both academic appeals and student academic misconduct issues. The members are: Jim Dianda, Department of Philosophy, who has served on both the Academic Appeals and Student Discipline Committees and who chairs the Faculty of Arts Appeals Committee; Dawn Little, Associate Registrar; Jane Monro, School of Business Management, Chair of the Academic Appeals Committee and former Director of Student Affairs for the School of Business Management; Gillian Mothersill, School of Graphic Communications Management and member of the Academic Appeals Committee, who has chaired numerous appeals hearings; Andrew Noble, RyerSAC Student Issues & Advocacy Coordinator; and Ginette Turcotte, Chair of the Student Discipline Committee and Chair of the Department of Chemistry, Biology and Chemical Engineering. Nora Farrell, Ombudsperson has served as a consultant.

The group met frequently over the past year, and has developed what it considers a fair and consistent set of policies. The policies of many other institutions, as well as the culture and nature of Ryerson have been considered. The revised policies have been examined in detail, and the two policies have been coordinated so that processes are consistent. The members of the group were able to bring a wide range of anecdotal information to the discussions, allowing as many scenarios as possible to be taken into account.

The workgroup received input from, and consulted with, the following:

- Vice-President, Academic
- Vice-President, Administration and Student Affairs
- Academic Planning Group
- Director of Student Services
- Appeals Committee of Academic Council
- Student Discipline Committee of Academic Council
- Chairs and Directors in:
 - Faculty of Arts
 - Faculty of Business
 - Faculty of Communication & Design
 - Faculty of Community Services
 - Faculty of Engineering & Applied Science
 - Continuing Education
- Student Representatives to Academic Council

Rationale for Revisions

The following are some of the major areas of concern with the current policies:

- Both of the current processes are overly lengthy and can lead to students being unsure of their status well into a subsequent semester. Other institutions do not have as many levels of appeal (three for Academic Appeals and four for Code of Conduct Appeals). At each of the levels, the information presented at the previous level may be repeated, with no new information presented or allowed. This process is inefficient and time consuming.
- The current policies have many internal inconsistencies, and have often been difficult to follow and interpret.
- There is inadequate knowledge among some decision-makers regarding the principles of natural justice. As a result, decisions may be made improperly.
- At the Chair/Director (Chair) level of both policies, the Chair acts as both the fact finder and the first adjudicator of the case. This may be unfair to all parties concerned. It may be unfair to students and instructors, as each might assume Chairs who are consulted are biased by their discussions. It may be unfair to Chairs to be put in the position of having to judge situations when they have acted as advisors to either or both parties. The Chair should have the opportunity to serve as a consultant to both the student and the faculty member and to assist in the resolution of concerns.
- There are great inconsistencies in how decisions are handled at all levels. For example, some Deans regularly meet with students, some Deans have an appeals committee and some Deans do a paper review only.
- There are currently two separate committees at the Academic Council level dealing with appeals. The Student Discipline Committee receives few appeals and, therefore, members may lack the experience in the decision-making process.
- Processes for Continuing Education are not clearly defined.
- Academic Appeals Policy
 - The current Appeals Policy includes Merit of Work and Calculation Error appeals. These are issues that should be dealt with as they arise and are not actually appeals. Such matters should result in an appeal only when they are not dealt with properly.
 - The ground of Prejudice is too broadly defined.
- Student Code of Academic Conduct
 - There are no clearly defined correlations between offences and penalties.
 - The process for academic misconduct outside of a particular class (e.g. the forging of a medical document or the suspicion of other false documents or claims) does not exist.
 - Appeals to the Academic Council level have been problematic as there are few penalty options available for students who have poor academic performance.

Proposed New Policy Elements (see Policies for details)

- The name of the *Academic Appeals Policy* has been changed to *Policy on Academic Consideration and Appeals*, to reflect the need for the University to grant students academic considerations where appropriate, reserving a process of appeals for those situations which cannot be resolved. The role of the department Chair will be to assist in this resolution, acting as a resource to both the faculty and the students.
 - Consultation with the instructor is expected on all course matters, followed by consultation with the Chair, if necessary.
 - Academic Considerations have been defined and the process for accommodations clarified.
 - Merit of Work and Recalculation are redefined as Grade Reassessment, are clearly defined and can be done as the need arises. These will not be the basis for appeals *per se*. If reassessments are not appropriately facilitated, the ground for an appeal will be

Procedural Error. There is no longer a distinction made between “during the term” and “after the term” as the process of resolution is continuous.

- Students will be able to seek assistance from Chairs when serious situations arise which impacts their ability to complete their work in more than one course.
- There will be two levels of appeal for both academic and academic misconduct issues: The Faculty Appeals Committee or Faculty Appeals Officer, and the Academic Council Appeals Committee.
 - Each Faculty and CE will establish a Faculty Appeals Committee. Panels drawn from these committees will hear academic misconduct appeals. Either Panels from this committee or Faculty Appeals Officers will hold hearings on academic appeals.
 - There will be one Academic Council Appeals Committee which will hear both academic and academic misconduct appeals.
 - All members of these committees and all Appeals Officers will be required to attend training sessions.
 - The Hearing process has been standardized for both types of appeals and for both levels and issues of fairness and natural justice have been addressed.
- Policy on Academic Consideration and Appeals
 - Prejudice has been defined as a human rights violation. Complaints about unfair treatment and personal harassment may be appealed on the ground of Course Management.
 - The ground of “Misapplication of Regulation” has been changed to “Procedural Error” and has been defined.
 - Since there will be a Hearing at the Faculty level, appeals to the Appeals Committee of Academic Council will be limited to:
 - The Faculty Appeals Committee or Appeals Officer did not proceed within the timelines.
 - New evidence is available that was not available at the time of the first hearing.
 - There was a substantial procedural error which could have affected the outcome.
 - There was inadequate weight given to the evidence presented.
- Student Code of Academic Conduct
 - All of the types of academic misconduct have been clearly defined, both within a course and in matters outside of specific courses.
 - Penalties have been clearly defined, as have the procedures for bringing a charge of misconduct.
 - Instructors may assign a “0” for work or an “F” in a course and may recommend more severe penalties to the Faculty Appeals Committee.
 - Instructors may recommend that a student be required to attend an Academic Integrity Seminar.
 - Official Student records and transcripts will be annotated with a “DN” for Disciplinary Notice for a first offence. Students will be placed on Disciplinary Suspension (“DS”) for a second offence. There will be an automatic hearing for such a suspension. (See details of policy for the removal of these designations.)
 - Students may also receive a Disciplinary Withdrawal (“DW”) or be expelled by the University. Only the Appeals Committee of Academic Council can impose these penalties.
 - Since there has been a Hearing by a tribunal at the Faculty level, appeals to the Appeals Committee of Academic Council are limited to
 - The Faculty Appeals Committee recommends Disciplinary Withdrawal or Expulsion.
 - The student appeals the decision made by the Faculty Appeals committee, based on one of the following reasons:

- There is new evidence that was not available at the time of the first hearing which has a reasonable possibility of affecting the decision. (Must be provided within 60 days of decision)
 - There was a substantial procedural error which could have affected the outcome. (Must be appealed within 10 days of decision)
 - Inadequate weight was given to the evidence provided. (Must be appealed within 10 days of decision)
- A new grade of DEF (Deferred) is proposed. This would be assigned when a final grade must be filed while a charge of academic misconduct is under investigation.
 - Sections “B” and “C” of the current policy, which delineate students’ rights and responsibilities will be revised and submitted as a separate document for inclusion in the calendar and student handbook.

RYERSON UNIVERSITY
POLICY OF ACADEMIC COUNCIL

POLICY ON ACADEMIC CONSIDERATION AND APPEALS (DRAFT 2-4-03)

Policy Number: 134

Approval Date: (March 2003)

Presented By: Errol Aspevig, Vice President, Academic

Responsible Office: Vice President, Academic

Replaces Policies: Policy 13 – Constitution and Rules of Procedure of the Appeals Committee
Policy 38 – Policies and Procedures on Appeal Deadlines
Policy 134 – Appeals Policy

Implementation Date: Fall 2003

Review Date: Fall 2005

See attached.

RYERSON UNIVERSITY POLICY ON ACADEMIC CONSIDERATION AND APPEALS

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 or the provision of an Aegrotat standing. This Policy¹ 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. 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 informally resolve course-related issues. 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 Academic Council 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 Secretary of Academic Council may waive deadlines, but only under exceptional circumstances.

It is the student's responsibility to notify and consult with either the instructor², or the teaching or program department/school, depending on the situation, as soon as circumstances arise that are likely to affect academic performance. (See section I on **Academic Consideration**.) It is also the student's responsibility to attempt to resolve all course related issues with the instructor and then, if necessary, with the Chair/Director³ of the teaching department/school as soon as they arise. An appeal may be filed only if the issue cannot be resolved appropriately. (See section IIA on **Grounds for Course Grade Appeal**).

All issues regarding academic standing should be referred to the Chair/Director of the student's program department/school. (See section IIB on **Grounds for Appeal of Academic Standing**.)

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.

¹ Except for the section on mandatory training of appeals committees and appeals officers, the "Graduate Student Academic Appeals Policy" applies for the School of Graduate Studies.

² For the purposes of this document, "instructor" shall mean any person who is teaching a course at Ryerson.

³ For the purposes of this document, "Chair/Director" shall include Continuing Education Program Directors or the designate of any Chair or Director.

I. ACADEMIC CONSIDERATION

IA. GENERAL REGULATIONS

1. Students who have concerns about the grading in a course or course management must normally first discuss them with the instructor as soon as the problem arises.
2. It is the instructor's responsibility to respond when students raise grading or course management issues.
3. When issues are not resolved with an instructor, or when students do not receive a timely response from an instructor, the Chair/Director should be contacted for assistance if students wish to pursue the matter further before launching a formal appeal.
4. If the Chair/Director is the instructor for a course in which an accommodation or alternate arrangement is being requested and the matter cannot be resolved, he or she should request that the Dean appoint an appropriate replacement to act as Chair/Director in the process.
5. It is the Chair/Director's responsibility to be accessible to discuss matters that cannot be resolved between the instructor and the student.
6. Students who are appealing their suspended or withdrawn standing may continue in their program by registering in courses and paying the appropriate fees until the standing appeal is resolved. If the appeal is not granted and they remain suspended or withdrawn, they will be given a full refund of the fees charged for the program courses in which they enrolled that semester.
7. Students shall be given supervised access to their graded work or final exam, and be permitted to use that work for a reasonable length of time in order to prepare the required explanation for a re-grading request.
8. When necessary, students are responsible for providing all graded work that has been returned and the instructor is responsible for providing all graded work that was not returned to the student.
9. If academic concerns are not resolved with the instructor, or with the Chair/Director, students should consult the specific directions and forms for details on the filing of appeals. These may be found at the Academic Council or Registration and Records websites. (See section IIC for **Academic Appeals Regulations**)
10. Only the Secretary of Academic Council may extend deadlines at all levels. In extenuating circumstances, students or university administrators may request an extension be provided. Decisions will be made in consultation with appropriate parties. At the discretion of the Secretary, the request may be forwarded to a sub-committee of a Faculty Appeals Committee or the Academic Council Appeals Committee, whichever is appropriate.

IB. ALTERNATE ARRANGEMENTS

IB1. Accommodation for Missed Examination and/or Assignment: Religious Observance

Students must have filed the necessary forms for accommodation of religious observance at the beginning of the term. (See policy on **Accommodation of Student Religious Observance Obligations** and related form.)

IB2. Accommodation for Disability

Students should be registered with the Access Centre to acquire assistance in arranging accommodation for a disability.

IB3. Alternate Arrangements for Missed Examination and/or Assignment: Medical or Compassionate

- a. Students shall inform instructors, in advance, when they will be missing an exam, test or assignment deadline due to medical or compassionate reasons. When circumstances do not permit this (e.g. in an emergency) the student must inform the instructor as soon as possible. Alternate arrangements may include the setting of a make-up test, transferring the weight of a missed assignment to the final examination or extending a deadline.

- b. Alternate arrangements are based upon the severity of the circumstances and the amount of work missed. Generally, employment commitments will not constitute grounds for academic consideration; however, employment-related issues may be considered as one element of a more complex request for an alternate arrangement.
- c. Students who have acceptable performance in a course but who cannot complete a final examination due to verifiable medical or compassionate circumstances may submit a petition to Registration and Records, by the deadline published in the calendars, requesting aegrotat (AEG) credit for that course.
- d. Instructors will determine if medical documentation is required for an alternate arrangement based upon the length of the medical condition and the amount and type of the work missed and affected. In the case of illness, a **Ryerson Medical Certificate**, or a letter on letterhead from a physician with the student declaration portion of the Ryerson Medical Certificate attached, is essential for an alternate arrangement based on Medical grounds. The Ryerson Medical Certificate and guidelines can be found in the *Student Guide* and at the Registration & Records and Academic Council web sites. The University may seek verification of medical claims.
- e. It is recognized that compassionate grounds may be hard to document. Nonetheless, students should present as much documentation as possible. For example, a death certificate or notice from a funeral home would be appropriate documentation in the case of a death. All faculty and staff are required to exercise discretion and adhere to the principles of confidentiality regarding documentation of a personal nature.
- f. Unless an “Incomplete” (INC) grade is applicable, the instructor cannot grant extensions beyond the final date for submission of grades as part of an academic consideration.
- g. If an alternate arrangement is not offered, or students do not accept the alternate arrangement offered by an instructor, they may consult with the Chair/Director. If, after this consultation, they still do not accept the alternate arrangement offered, they should document their concern in writing to the Chair/Director and abide by the arrangement to the extent possible. If the test or assignment for which an alternate arrangement has been made becomes a point of contention in the final course grade, the student may appeal the final course grade to the Faculty Appeals Committee or Appeals Officer at the end of the term, on the original medical or compassionate grounds. (See section IIA on **Grounds for Course Grade Appeals**.)
- h. Once an alternate arrangement is accepted, it is final and the grade in the course may not be appealed based upon an allegation of this arrangement being unfair.

IB4. Arrangements for Inability to Complete Term Work in More Than One Course:

- a. If circumstances arise during the semester which affect students’ ability to complete their term work in more than one course, they should consult with the Chair/Director or designate of their program department/school as soon as possible.
- b. Documentation supporting students’ requests should be submitted to their program Chair/Director, and students should be advised as to what to do on a course by course basis as soon as possible. Suggestions may include completing the work in some courses, dropping some courses, requesting extensions of deadlines or requesting grades of “incomplete” (INC). A copy of the suggested arrangement will be kept on record in the department/school.

- c. Each of the student's instructors must receive an email from the Chair/Director informing him/her that the student will be requesting an alternate arrangement and, if the student requests, the arrangement which has been suggested. Students must contact each instructor to verify that the suggested arrangement is acceptable. Instructors should not require documentation to support the request for an alternate arrangement, as an assessment has already been made
- d. While it is advisable for students to discuss dropping a course with the instructor, courses may be dropped at the time of the consultation with the Chair/Director. The involved faculty member should be informed that the student has dropped the course. If the drop deadline has passed, approval from the Registrar will be required to drop a course.
- e. If an alternate arrangement is not offered, or students do not accept the alternate arrangement offered, they should document their concern in writing to the Chair/Director and abide by the arrangement to the extent possible. If a test or assignment for which an alternate arrangement has been made becomes a point of contention in the final course grade, the student may appeal the final course grade to the Faculty Appeals Committee or Appeals Officer at the end of the term, on the original medical or compassionate grounds. (See section IIA on **Grounds for Course Grade Appeals**.)

IB5. Advanced Consideration of Academic Standing

If, during the semester, students experience medical or compassionate circumstances which may later affect their academic standing, it is the students' responsibility to bring the situation to the attention of the department/school at the earliest possible time.

IC. GRADE REASSESSMENT

IC1. Merit of Work

- a. At any time during the semester, students who believe that an assignment, test or exam, either in whole or part, has not been appropriately graded must first review their concerns with their instructor at the earliest possible opportunity. Grades not questioned in a timely fashion will not be reassessed at a later date. Both instructors and students should keep a copy, or maintain a record of the request for a review of the work and the instructor's response.
- b. If there is a concern about work returned during the final week of classes, or a final exam or paper, there may not be an opportunity to review the grade with the instructor or to have the work remarked prior to the assignment of a final grade for the course. In this case, a meeting with the instructor should be scheduled as soon as possible.
- c. If an instructor does not agree to review the work or does not respond to the student within five (5) working days, the student may consult the Chair/Director who should assist in resolving the issue and who may initiate a formal reassessment at the earliest possible opportunity.
- d. It is recognized that there are assignments that do not lend themselves to independent re-evaluation, such as presentations or performances. Therefore, these may not be reassessed.
- e. **Reassessment of work by someone other than the instructor**
 - i. The student must submit specific and detailed reasons, in writing to the Chair/Director, as to why the original grade was inappropriate, including any documentary evidence from course notes, textbooks, etc. Asserting that the work deserves more marks or that the student disagrees with the mark is not sufficient support for the reassessment. If the Chair/Director determines that a reassessment is not warranted, he/she may deny that reassessment, and inform the student, in

writing, of the reasons and of the right to appeal that decision to the Faculty Appeals Committee or Appeals Officer on the grounds of Procedural Error (See section IIA.5).

- ii. Students shall be given supervised access to any graded work that has not been returned or to their final exams, and be permitted to use that work for a reasonable length of time in order to prepare the required explanation for the re-grading request.
 - iii. The instructor will provide to the Chair/Director the grading scheme utilized in evaluating the work.
 - iv. The original graded assignment, test or exam in question must be provided to the Chair/Director by either the student or the instructor.
 - v. A clean copy of the work, with all grading notations deleted, indicating the student number but not name, must be provided to the Chair/Director. If it is a paper or assignment, or a test that has been returned to the student, the student must supply the copy. If it is an exam that has not been returned to the student, the instructor must supply the copy.
- f. The work will be remarked by a qualified person other than the original instructor, as determined by the department/school. The department/school may determine if it is more appropriate to remark the entire assignment or only the portions specified by the student. If a partial remarking was requested, the student must be notified of the decision to remark the entire assignment, with an explanation of why the structure of the work warrants such a decision.
- g. If remarking within the university is not possible, another mechanism for reassessment of the material should be arranged. This may include submission to an external assessor.
- h. A reassessment may result in the grade remaining the same, being raised or being lowered. The revised grade cannot be subsequently appealed. If reassessment of the work was not done or has not been done in keeping with this policy, the ground of the appeal to the Faculty Appeals Committee or Appeals Officer is Procedural Error. (See section IIA.5)

IC2. Calculation Error

- a. If a student believes that there has been a miscalculation of a grade due to an omission, improper addition, etc., the student should contact the instructor to resolve the issue at the earliest possible opportunity.
- b. If a recalculation is not done within five (5) working days, or the student disagrees with the result, the student must consult with the Chair/Director to assist in resolving the issue as soon as possible.
- c. The grade for the assignment may be higher, lower or the same as the original grade. The revised grade cannot be subsequently appealed.
- d. If recalculation was not done or if an error was made, the ground of the appeal to the Faculty Appeals Committee or Appeals Officer is Procedural Error. (See section IIA.5)

ID. COURSE MANAGEMENT ISSUES

If at any time during the semester students have concerns about how a course is taught or managed, they should normally first consult with the instructor as soon as the concern arises. If they feel that the matter cannot be discussed with the instructor or if the matter cannot be resolved, students should consult with the Chair/Director.

II. ACADEMIC APPEALS

IIA. GROUNDS FOR COURSE GRADE APPEALS: There are five grounds that may be considered for a grade appeal: Prejudice; Medical; Compassionate; Course Management; and Procedural Error.

IIA1. Prejudice

- a. Claims of prejudice are limited to prohibited grounds as defined by the Ontario Human Rights Code (e.g. race, sex, sexual orientation, disability, etc.). Students who believe their grade has been adversely affected by another form of personal bias or unfair treatment may appeal under the ground of Course Management.
- b. Students must consult with the Discrimination and Harassment Prevention Office if filing an appeal on the grounds of prejudice. The Discrimination and Harassment Policy is available on the Ryerson website. That office will do an assessment and make a recommendation to the Faculty Appeals Committee or Appeals Officer before the appeal will proceed. This may result in a delay in the appeals process.
- c. If the Discrimination and Harassment Prevention Office determines that there is insufficient evidence to support a claim of prejudice on a prohibited ground and the student wishes to proceed on the basis of personal bias or unfair treatment, an appeal may then be filed on the ground of Course Management.
- d. If, during the course of a hearing, it is determined that there is a claim of prejudice on a prohibited ground, which was not investigated by the Office of Discrimination and Harassment Prevention, the hearing will be adjourned until that office has assessed the claim and made a recommendation.

IIA2. Medical

- a. If a medical condition occurs during the term, it is expected that students who wish an alternative arrangement will submit appropriate documentation for work that is missed, and will make alternate arrangements for either a single course or for all courses in that term (See section IB on **Alternate Arrangements**.)
- b. In appeals based on medical grounds, students will be required to submit documentation for the applicable period of time. The documentation should explain the length of the medical condition, the amount and type of work missed for this time and the impact of the medical condition on the students' ability to perform during that period.
- c. A **Ryerson Medical Certificate** (See section IB.3.c), or a letter on letterhead from a physician with the student declaration portion of the Medical Certificate completed, is normally required for an appeal on Medical grounds. The University may seek further verification of medical claims.

1 IIA3. Compassionate

- a. Appeals may be filed on Compassionate grounds when there are events or circumstances beyond the control of and often unforeseen by the student, that seriously impair that student's ability to study, attend classes, prepare papers or write examinations. Normally, instructors should have been informed of these circumstances as soon as they had an impact on a student's ability to complete their work so that alternate arrangements could be made. Alternate arrangements are based upon the severity of the circumstances and the amount of work missed. Generally, employment commitments will not constitute grounds for academic consideration; however, employment-related issues may be considered as one element of a more complex application for consideration.
- b. While it is recognized that compassionate grounds may be hard to document, items such as relevant travel documents, death certificates or notices from a funeral home would be appropriate documentation. It is advisable that students provide as much documentation as possible.

IIA4. Course Management

- a. Appeals may be filed on the ground of Course Management when students believe that a grade has been adversely affected because an instructor has deviated significantly from the course management policies of the University or from the course outline/course management document, or has demonstrated personal bias or unfair treatment.
- b. Where students wish to bring forward evidence that a course was improperly managed, they should provide the course outline/course management document, detail where the deviation occurred and explain how this deviation affected their academic performance

IIA5. Procedural Error

- a. Appeals may be filed on the ground of Procedural Error when it is believed that there has been an error in the procedure followed in the application of either this policy or any other policy of the University.
- b. Where students wish to bring forward evidence that an academic regulation or policy was improperly applied or not followed, they should reference both the policy and the alleged error, and explain how this procedural error has affected their academic record. This may include such things as a failure to recalculate a grade or remark an exam, or missing a deadline.

IIB. GROUNDS FOR APPEAL OF ACADEMIC STANDING

Since Academic Standing is determined by students' academic performance, students must provide substantive reasons why their current standing is not appropriate. Standing appeals are generally based on medical or compassionate grounds or procedural error. Requests for changes should have supporting documentation attached.

- a. In appeals based on medical grounds, students will be required to submit documentation for the applicable period of time. The documentation should explain the length of the medical condition, the amount and type of work missed for this time and the impact of the medical condition on the students' ability to perform during that period.
- b. Appeals may be filed on Compassionate grounds when there are events or circumstances beyond the control of and often unforeseen by the student, that seriously impair a student's ability to study, attend classes, prepare papers or write examinations. Normally, instructors should have been informed of these circumstances as soon as they had an impact on a student's ability to complete their work so that alternate arrangements could be made. Alternate arrangements are based upon the severity of the circumstances and the amount of work missed. Generally, employment commitments will not constitute grounds for academic consideration; however, employment-related issues may be considered as one element of a more complex application for consideration.
- c. Appeals may be filed on the ground of Procedural Error when it is believed that there has been an error in the procedure followed in the application of either this policy or any other policy of the University.

IIC. ACADEMIC APPEALS REGULATIONS

1. All appeals at the Faculty level must be filed by the deadline stated in the Ryerson Calendars.
2. Students may appeal their final course grades to the Faculty in which the course was taught, and their academic standing to their program Faculty.
3. It is the student's responsibility to maintain updated contact information with the Registrar's Office to ensure that all matters related to grades, standings and appeals are properly received.
4. Students who do not receive their final grades because of outstanding debt to the University risk missing the deadline for filing an appeal.

5. Students who wish to appeal a final course grade must first consult with the instructor and/or Chair/Director. Students who wish to appeal an academic standing must first consult the Chair/Director. Students must arrange to meet with the instructor and/or Chair/Director as soon as possible after their grades and/or notice of academic standing are posted, allowing enough time to meet the deadline for the last date to appeal. Chairs/Directors may require a written request with appropriate documentation. Appeals of course grades or standings must be made to the appropriate Faculty Appeals Committee or Appeals Officer.
6. Normally, the instructor must respond to appeals of a course grade and the Chair/Director to appeals of academic standing. When an instructor is not available to respond, the Chair/Director shall determine who shall be the respondent.
7. Appeals must be filed using the forms (and instructions), available on the Academic Council and Registration and Records websites, or from schools and departments. Appeals will normally be submitted in person. In order to ensure that the appropriate person receives an appeal, Fax submissions will be accepted where prior arrangements have been made. Original documents must follow by mail. All documents to be presented as evidence must be attached to the appeal. The Hearing Panel or Appeals Officer must rule on whether it will accept any new documents not filed with the appeal.
8. Students who have attempted to resolve a Merit of Work or Calculation Error informally and have not had the matter resolved prior to the appeal deadline, should submit a formal appeal on the ground of Procedural Error by the deadline. This appeal may be withdrawn at a later date if the issue is resolved.
9. If students appeal only an academic standing, it will be deemed that the grade(s) upon which the academic standing was based have been accepted.
10. If students have initiated more than one appeal, the Chair of the Faculty Appeals Committee or the Appeals Officer and/or the Secretary of Academic Council (depending on the level of the appeal) will review the submissions and determine whether the various appeals should be heard concurrently or sequentially.
11. If there is both a grade appeal and a standing appeal, students must inform their program Faculty of the grade appeal at the time the standing appeal is filed. If the grade appeal is for a course not within the students' Faculty, the program Faculty Appeals Committee or Appeals Officer must receive the decision on the grade appeal before the standing appeal can be heard. If both appeals are to the same Faculty, the appeals may be heard at the same time.
12. If a grade appeal is delayed because there is an unresolved Merit of Work reassessment or recalculation, the related standing appeal may also be delayed.
13. If there is a concurrent appeal of a charge of academic misconduct, related to a grade or academic standing appeal, the misconduct appeal will be heard first, and the decision forwarded to the Chair of that Hearing Panel or the Appeals Officer.
14. For Continuing Education Courses the CE Program Director shall act as Chair/Director, and shall consult with Program Coordinators or instructors as necessary concerning the appeal.
15. Appeals of final grades submitted as a result of completing an "incomplete" (INC) must be filed within ten (10) working days of the posting of the new grade.

16. The program Faculty Appeals Committee or Appeals Officer is not required to hold a hearing on academic standing if the grade appeal was denied and it was the sole basis of the standing appeal or if the grade appeal was granted and the standing is automatically changed as a result.
17. Students must receive appeals information related to their Hearing from the Dean (or designate) (See section IID.2.d) or the Secretary of Academic Council either in person by prior arrangement or by courier. It will be assumed that the information has been received on the date it was picked up or couriered.
18. Under certain circumstances, students may appeal the decision of a Faculty Appeals Committee or Appeals Officer to the Academic Council Appeals Committee. (See section IID.3)

IID. APPEALS PROCESS

IID1. APPEALS COMMITTEES/APPEALS OFFICERS

- a. Faculties will determine whether a Faculty Appeals Committee or a Faculty Appeals Officer will conduct hearings to decide academic appeals for that Faculty. The Academic Council Appeals Committee shall hear Academic Appeals of decisions at the Faculty level.
 - i. Each of the Faculties shall establish a Faculty Appeals Committee, comprised of faculty representatives of the departments, schools and programs in that Faculty, from which Hearing Panels will be composed. The Dean may choose to chair this committee. Faculties choosing to use Faculty Appeals Officers for academic appeals may appoint up to three Appeals Officers who are either faculty, Chairs, Directors, or Associate Deans.
 - ii. In cases involving Continuing Education courses that are not housed in a specific Faculty, the Dean of Continuing Education shall convene a Continuing Education Appeals Panel, comprised of three faculty representing the programs in Continuing Education. An Appeals Officer may also be appointed.
 - iii. Academic Council shall establish an Academic Council Appeals Committee, comprised of faculty and students representative of all of the Faculties and Continuing Education, from which Hearing Panels may be composed to hear appeals of the decisions of the Faculty Appeals Committees.
 - iv. No member may serve on a Faculty Appeals Committee, or as a Faculty Appeals Officer, and concurrently serve on the Academic Council Appeals Committee.
- b. All members of Appeals Committees, including the School of Graduate Studies Appeals Committee, and all Appeals Officers shall be required to attend training session(s) conducted by the Office of the Secretary of Academic Council.
- c. Hearing Panels
 - i. Faculty level (for those Faculties with Appeals Committees): Hearing Panels shall consist of three faculty members from different schools/departments if possible. It shall be decided in advance which member will lead the hearing and write the decision.
 - ii. Academic Council level: Hearing Panels shall consist of at least four members, at least one of who must be a student. A quorum shall consist of four members, including the Panel Chair and at least one student. The Chair may vote in the case of a tie.
- d. When students indicate in writing that they do not wish to have an oral hearing, the Hearing Panel or Appeals Officer will assess the case based on the written evidence submitted by both parties. It is recommended that an oral Hearing be held whenever possible.

- e. The hearing shall follow the standard hearing procedure as outlined in the Guide to Academic Appeals available from the Secretary of Academic Council.
- f. All Hearings shall be conducted in accordance with the *Statutory Powers Procedure Act (SPPA)*. A copy of the SPPA is available for review in the office of the Secretary of Academic Council.
- g. The Chair of an Hearing Panel or the Appeals Officer must forward copies of all appeals decisions to the Registrar, the Dean, and to the Secretary of Academic Council.
- h. **Conflict of Interest:** A member of a Hearing Panel, an Appeals Officer, a student or an instructor (appellant and respondent) must disclose any conflict of interest, if known, no less than five (5) working days before the hearing. Unless the conflict of interest is resolved, the Panel member or Appeals Officer shall be replaced. Neither an Appeals Officer nor a member of an Appeals Panel should have had any prior involvement with the case. If either party raises a conflict of interest regarding any Panel member(s) once the Hearing has begun, the Hearing Panel will judge the validity of the conflict and will decide on whether the Panel member may sit on the appeal. The Panel member(s) that is challenged may offer a statement but may not take part in the Panel's decision on the conflict. If the Panel member with the conflict is excused and there is no quorum, the Hearing shall be adjourned and a new hearing scheduled with a new Panel member. If there is a conflict of interest with an Appeals Officer, the hearing will be adjourned and the Dean shall decide who shall hear the appeal when rescheduled.
- i. **Burden and Standard of Proof:** In an Academic appeal the onus is on the student to show that the original decision was incorrect. The standard of proof in all decisions shall be "a balance of probabilities." This means that, in order for students to be granted their appeals, they must show the Panel that it is more likely than not that the original decision was incorrect.

IID2. Academic Appeals to the Faculty Appeals Committee or Faculty Appeals Officer

- a. Grade appeals must be based upon one or more of the five grounds listed in section IIA and standing appeals must be based on the ground found in section IIB.
- b. All Course Grade Appeals and Standing Appeals must be filed in the Office of the Dean of the Faculty or Continuing Education within the deadlines published in the Calendar. (See section IA.10 for Extension of Deadlines). Grade Appeals are filed with the Faculty in which the course is taught and Standing Appeals are filed with the student's program Faculty.
- c. The Dean's office must
 - i. forward a copy of a Grade Appeal to the instructor, and a copy of a Standing Appeal to the Chair/Director, for a response. All Continuing Education appeals should be forwarded to the CE Program Director who shall determine who should respond. Responses must be returned to the office of the Dean within five (5) working days of the instructor or Chair/Directors receipt of the appeal.
 - ii. schedule a hearing as soon as possible based upon the availability of the student, his or her agent and the instructor or Chair/Director. Students must receive at least ten (10) working days notice of the date, time and place of the hearing. An appeal may be scheduled with less than ten (10) working days notice with the written agreement of both the student and instructor.
 - iii. establish a Hearing Panel consisting of three (3) members of the Faculty Appeals Committee, from different departments/schools, if possible, or name an Appeals Officer, who have no conflict of interest with the student or the instructor. Members of the Panel should not be members of the instructor's department/school. (See section IID.1.h for regulations on Conflict of Interest.)

- iv. obtain an updated copy of the student's official academic record for Standing Appeals and where relevant to Grade Appeals.
 - v. distribute copies of the student's appeal, the instructor's response, and the academic record, if applicable, to: the members of the Hearing Panel or the Appeals Officer; the instructor and/or Chair/Director; the student; and the student's agent, if any. (See section IIA.13 for regulations on Student receipt of appeals information.)
- d.** If the Faculty Appeals Committee fails to respond to a student's appeal within the stipulated time period, and there has been no prior agreement between the student and the Dean to extend the time period, the student is permitted to proceed directly to the Academic Council Appeals Committee.
- e.** If students do not proceed within the timeline stipulated, the appeal will be considered terminated. Suspended/withdrawn students will be removed from their courses once the time for the appeal has expired without an appeal being launched.
- f.** The Hearing shall follow the standard hearing procedure as outlined in the Guide to Academic Appeals available from the Secretary of Academic Council.
- g.** Hearing Regulations:
- i. The instructor and/or the Chair/Director (depending on the circumstances – see section IIB.6) must be present at a Grade Appeal and the Chair/Director must be present at a Standing Appeal. If there is more than one instructor for a course, a lead instructor (normally the instructor who has submitted the grade) should be appointed for the hearing, although all or some may attend.
 - ii. If either party fails to attend the Hearing, the Faculty Appeals Committee or Appeals Officer may proceed in his or her absence.
 - iii. Students may bring a support person or agent to the hearing. Legal counsel is not permitted at this level.
 - iv. Both parties may bring witnesses, who shall be present at the hearing only while giving testimony.
 - v. The Hearing Panel or Appeals Officer may adjourn the Hearing when it is required for a fair process.
 - vi. An oral Hearing may be open to the public except when the Hearing Panel or Appeals Officer is of the opinion that matters involving public security may be disclosed or the person disclosing intimate financial or personal matters may be negatively affected by doing so if the public is present.
 - vii. The Secretary of Academic Council (representing the process) and a representative of the Registrar's office (representing students' academic records when part of the evidence) may be present at the Hearing.
- h.** Decisions (See section IID.1.i for **Burden and Standard of Proof**):
- i. Decisions are made by the Appeals Officer or by a majority vote of the Panel *in camera*. The Panel Chair may vote in case of a tie.
 - ii. The Hearing Panel or Appeals Officer may not award a numerical grade, or require any action contrary to university policy or a collective agreement.
 - iii. The Hearing Panel or Appeals Officer may
 - a.** deny the appeal.
 - b.** grant the appeal
 - c.** grant the appeal in part subject to conditions, or attach any conditions to any decision. If the student does not accept the conditions attached, the appeal will be considered as denied.

- iv. The letter to the student outlining the decision of the Hearing Panel or Appeals Officer must be sent via courier by the Dean's office, or personally received by the student (with prior arrangement) within five (5) working days of the Hearing, and must clearly state the basis on which the decision was reached. The Dean's office must send copies of the decision to the instructor, the Chair/Director, the Registrar and the Secretary of Academic Council.
- v. Based upon matters arising at the Hearing, the Hearing Panel or Appeals Officer may make recommendations to the Appeals Committee of Academic Council on procedural or policy matters.

IID3. Appeals to the Academic Council Appeals Committee

- a. Grounds for appeal to the Academic Council Appeals Committee
 - i. The Faculty Appeals Committee did not proceed within the timelines. The grounds for such an appeal will be those that would have applied at the Faculty Appeals level.
 - ii. Substantive new evidence is available that was not available at the time of the first hearing.
 - iii. There was a substantial procedural error that could have affected the outcome.
 - iv. There was inadequate weight given to the evidence presented.
- b. Both the appellant and the respondent may be represented by an agent or legal counsel at this level.
- c. Students must submit an appeal to the Secretary of Academic Council within ten (10) working days of receipt of the Faculty Appeals Committee or Appeals Officer response. Forms and instructions for the filing of Appeals can be found at the Registration and Records or Academic Council websites, or are available from the office of the Secretary of Academic Council.
- d. The Appeals Committee of Academic Council hears all appeals of decisions of the School of Graduate Studies Appeals Committee.
- e. The Secretary of Academic Council shall
 - i. review the appeal to determine if it meets the criteria for appropriate grounds for an appeal. If it is felt that the grounds are insufficient, the Secretary of Academic Council may inform the Panel and the student that the Panel will review the grounds, and make a determination as to whether or not they will hear the case. The meeting to review the grounds will be held prior to the scheduled appeal hearing. This may occur on the same day as the Hearing. The decision not to proceed must be unanimous. The student will be informed after that time whether the appeal will be heard. A written rationale for the decision not to proceed must be provided to the student within five (5) working days.
 - ii. immediately forward the appeal to the Chair of the Hearing Panel of the Faculty Appeals Committee or Appeals Officer. That Appeals Officer or Chair (or other member of the Hearing Panel if necessary) shall be the respondent, and shall reply to the appeal within five (5) working days of receipt of the appeal. The Registrar must also receive a copy of the appeal.
 - iii. establish a Hearing Panel of the Academic Council Appeals Committee and appoint a Hearing Panel Chair. (See section IID.1.h for regulations on Conflict of Interest.)
 - iv. determine, in consultation with the Chair of the Hearing Panel if, given the grounds of the appeal, it is necessary to call the instructor and/or the Chair/Director to be present.
 - v. schedule a hearing based upon the availability of the student and the instructor or Chair/Director. Both parties must receive at least ten (10) working days notice of the date, time and place of the hearing. An appeal may be scheduled with less than ten (10) working days notice with the written agreement of both parties.
 - vi. forward all of the submissions for the appeal, including a copy of the student's academic record where relevant, to: all members of the Hearing Panel of the Academic Appeals Committee; the respondent; involved faculty members and/or Chairs/Directors; the Registrar;

vii. the student (See section IIC.13 for regulations on student receipt of appeals information.); and the student's advocate, if any.

f. Decisions (See section IID.1.i for **Burden and Standard of Proof**):

i. The Hearing Panel may not award a numerical grade, or require any action contrary to another university policy or collective agreement.

ii. The Hearing Panel may

a. deny the appeal.

b. grant the appeal

c. grant the appeal in part subject to conditions, or attach any conditions to any decision. If the student does not accept the conditions attached, the appeal will be considered as denied.

iii. The letter to the student, outlining the decision of the Hearing Panel clearly stating the basis on which the decision was reached, must be sent to the Secretary of Academic Council, who will send a copy to the student by courier or give a copy personally to the student by prior arrangement within five (5) working days. The Secretary of Academic Council must send a copy of the decision to the Chair of the Faculty Appeals Panel or Appeals Officer, the Registrar, and the Dean.

iv. Decisions of the Appeals Committee of Academic Council are final and binding.

**ACADEMIC CONSIDERATION AND APPEALS
OUTLINED PROCEDURES FOR FACULTY**
Consult the Policy on Academic Consideration and Appeals for details.
This outline does not include all that you need to know about the process.

Situation	Section	Procedure
ACADEMIC CONSIDERATION (Section I)		
Request for an <u>academic accommodation or alternate arrangement</u> based on: <ul style="list-style-type: none"> • Missed exam/assignment -Religious Observance • Disability • Missed exam/assignment – Medical or compassionate • Inability to complete term work in more than one course 	IA IB	Students should follow the various guidelines, forms and policies as listed. Except in the case where there is a need for alternate arrangements in more than one course due to an unforeseen circumstance, in which case a student should seek assistance from the Chair/Director, requests are made to individual instructors. Instructors must accommodate students or make alternate arrangements according to University policy. If there is a question concerning a medical certificate or any other document, the Chair/Director may be asked to seek verification.
Request for a <u>grade reassessment</u> on an assignment, test or exam based on either Merit of Work or Calculation Error	IC	A request for grade reassessment must be made to the instructor as soon as possible after a piece of work is returned. A Merit of Work reassessment may be done at any time during the semester. Instructors must respond to students in a timely manner. If there is no resolution, the Chair may be consulted for assistance. Instructors are encouraged to address grade related issues as soon as possible after they arise.
Course Management Concerns	ID	Concerns about deviations from a course outline or how a course is taught or managed should be raised with the instructor or the Chair as soon as the situation arises.
ACADEMIC APPEALS (Section II) Appeals forms are available on www.ryerson.ca/acadcouncil Deadlines for appeals to a Faculty Appeals Committee are published in the Calendar.		
<u>Course Grade Appeals</u> may be made to the Faculty Appeals Committee or Appeals Officer of the Faculty in which course is taught on one or more of the following grounds: <ul style="list-style-type: none"> • Prejudice • Medical • Compassionate • Course Management • Procedural Error 	IIA IIC IID.1 IID.2	Appeals may be launched when there has not been satisfactory resolution of an academic situation between the student and the instructor, with the assistance of the Chair/Director. There may be no appeal based on issues that have already been resolved, or on issues for which accommodation or alternate arrangement has not been requested in a timely manner. The grounds for appeal are very specifically defined in section IIA. Instructors are required to be present at the Hearing, and to respond to the appeal within five (5) working days.
<u>Standing Appeals</u> may be made to the Faculty Appeals Committee or Appeals Officer of the students' program Faculty only after students have consulted with the Chair/Director and provided documentation for their request. Request and response must be timely enough to meet the appeals deadlines published in the calendar.	IIB IIC IID.1 IID.2	Academic standing is specifically related to grades; therefore students must clearly outline their reasons for requesting a change. Students should seek guidance from the Chair/Director as soon as any unforeseen situations that may affect their standing arise. If there is both a grade appeal and a standing appeal, the grade appeal must be heard first.
<u>Final appeals</u> of the decision of a Faculty Appeals Committee or Appeals Officer may be made to the Appeals Committee of Academic Council on one or more of the following grounds: <ul style="list-style-type: none"> • The Faculty Appeals Committee or Appeals Officer did not proceed within the timelines. • Substantive new evidence is available that was not available at the time of the first hearing. • There was a substantial procedural error which could have affected the outcome. • There was inadequate weight given to the evidence presented. 	IID.3	The Appeals Committee of Academic Council may rule that an appeal does not meet the standard for one of the prescribed grounds and that it will not hear the appeal. Appeals must be filed within ten (10) working days of receipt of the decision of a Faculty Appeals Committee. The Chair of the panel that heard the appeal at the Faculty level is generally the respondent, and has five (5) working days to respond to the appeal. The instructor and/or the Chair may be asked to be present at the Hearing as well.

ACADEMIC CONSIDERATION AND APPEALS
OUTLINED PROCEDURES FOR STUDENTS
Consult the *Policy on Academic Consideration and Appeals* for details.
This outline does not include all that you need to know about the process.

Situation	Policy section	Procedure
ACADEMIC CONSIDERATION (Section I)		
Request for an <u>academic accommodation or alternate arrangement</u> based on: <ul style="list-style-type: none"> • Missed exam/assignment -Religious Observance • Disability • Missed exam/assignment – Medical or compassionate • Inability to complete term work in more than one course 	IA IB	Follow the various guidelines, forms and policies as listed. Requests are made to individual instructors, except in the case where there is a need for alternate arrangements in more than one course due to an unforeseen circumstance. In this case, the Chair/Director should be consulted.
Request for a <u>grade reassessment</u> on an assignment, test or exam based on either Merit of Work or Calculation Error	IC	A request for grade reassessment must be made to the instructor as soon as possible after a piece of work is returned. If there is no resolution, the Chair/Director may be consulted for assistance.
Course Management Concerns	ID	Concerns about deviations from a course outline or how a course is taught or managed should be raised with the instructor or the Chair as soon as the situation arises.
ACADEMIC APPEALS (Section II) Appeals forms are available on www.rverson.ca/acadcouncil Deadlines for appeals to a Faculty Appeals Committee are published in the Calendar. Students are encouraged to seek advice from a RyeSAC or CESAR student advocate, the Counselling Centre or the Ombudsperson		
<u>Course Grade Appeals</u> may be made to the Faculty Appeals Committee of the Faculty in which course is taught on one or more of the following grounds: <ul style="list-style-type: none"> • Prejudice • Medical • Compassionate • Course Management • Procedural Error 	IIA IIC IID.1 IID.2	Appeals may be launched when there has not been satisfactory resolution of an academic situation between the student and the instructor, with the assistance of the Chair/Director. There may be no appeal based on issues which have already been resolved, or on issues for which accommodation has not been requested in a timely manner. The grounds for appeal are very specifically defined in section IIA.
<u>Standing Appeals</u> may be made to the Faculty Appeals Committee of the student’s program Faculty only after students have consulted with the Chair/Director and provided documentation for their request. Requests and responses must be timely enough to meet appeals deadlines published in the calendar.	IIB IIC IID.1 IID.2	Academic standing is specifically related to grades; therefore, students must clearly outline their reasons for requesting a change. Students should seek guidance from the Chair/Director as soon as any unforeseen situations that may affect their standing arise. If there is both a grade appeal and a standing appeal, the grade appeal must be heard first.
<u>Final appeals</u> of the decision of a Faculty Appeals Committee may be made to the Appeals Committee of Academic Council on one or more of the following grounds: <ul style="list-style-type: none"> • The Faculty Appeals Committee did not proceed within the timelines. • Substantive new evidence is available that was not available at the time of the first hearing. • There was a substantial procedural error, which could have affected the outcome. • There was inadequate weight given to the evidence presented. 	IID.3	The Appeals Committee of Academic Council may rule that an appeal does not meet the standard for one of the prescribed grounds and that it will not hear the appeal. Appeals must be filed within ten (10) working days of receipt of the decision of a Faculty Appeals Committee.

RYERSON UNIVERSITY
POLICY OF ACADEMIC COUNCIL

STUDENT CODE OF ACADEMIC CONDUCT (DRAFT 2-04-03)

Policy Number: 60

Approval Date: (March, 2003)

Presented By: Errol Aspevig, Vice President, Academic

Responsible Office: Vice President, Academic

Replaces Policies: Portion of Policy 60 – Revised Code of Student Conduct and Related Procedures

Implementation Date: Fall 2003

Review Date: Fall 2005

See attached.

RYERSON UNIVERSITY STUDENT CODE OF ACADEMIC CONDUCT

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 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.

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.

Instructors⁴ and staff members have a responsibility to take action if they suspect the Code has been violated. The procedures described in this Code have been designed to provide a fair process in such matters. 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.

A. ACADEMIC MISCONDUCT

Academic misconduct includes actions that have a negative effect on the integrity of the learning environment. Offences of this nature are unacceptable. As academic misconduct can take many forms the following examples are provided for descriptive purposes.

A1. Academic Dishonesty: Academic dishonesty is any deliberate attempt to gain advantage by deceiving faculty, placement managers/coordinators, preceptors or other professionals who are mentoring students, other students or the University administration. Academic dishonesty includes but is not limited to the following offences:

- a. **Plagiarism** - claiming the words, ideas, artistry, drawings, images or data of another person as if they were your own. This includes:
 - i. copying another person's work (including information found on the Internet and unpublished materials) without appropriate referencing;
 - ii. presenting someone else's work, opinions or theories as if they are your own;
 - iii. working collaboratively on an assignment, and then submitting it as if it was created solely by you.

- b. **Cheating**
 - i. using materials or aids not expressly allowed by the instructor in an examination or test;
 - ii. copying another person's answer(s) to an examination or test question; copying another person's answers to individually assigned projects;
 - iii. consulting with another person or unauthorized materials outside of an examination room during the examination period (e.g. discussing an exam or consulting materials during an emergency evacuation or when permitted to use a washroom.)
 - iv. submitting an answer to a test or examination question completed, in whole or part, outside the examination room;

⁴ For the purposes of this document, "instructor" shall mean any person who is teaching a course at Ryerson.

- v. resubmitting altered test or examination work after it has already been evaluated;
- vi. presenting falsified or fabricated material, including research results;
- vii. improperly obtaining, through theft, bribery, collusion or otherwise, access to examination paper(s) or set of questions, or other privileged information.

c. Misrepresentation of personal performance

- i. submitting stolen or purchased assignments or research;
- ii. having someone impersonate you; either in person or electronically, in class, in an examination or test, or in connection with any type of course assignment or material or availing oneself of such impersonation. Both the impersonator and the individual impersonated (if aware of the impersonation) are subject to a penalty;
- iii. withholding records, academic transcripts or other academic documents;
- iv. submitting the same course work, research, or assignment for credit on more than one occasion in two or more courses without the prior written permission of the instructors in all the courses involved.

c. Submission of false information

- i. submitting altered, forged or falsified medical or other certificate **or document** for academic consideration, or making false claims for such consideration;
- ii. submitting false statements, documents or claims in the Academic Appeals or Student Discipline processes;
- iii. submitting false academic credentials to the University;
- iv. altering, in any way, documents issued by the University.

In their course outlines, instructors may include additional specific requirements that are in keeping with this policy.

A2. Damaging or Tampering with the Scholarly Environment - obstructing and/or interfering with the academic activities of others. This involves altering the academic work of others in order to gain academic advantage. Examples of this include tampering with experiments and damaging or altering artistic and creative works such as drawings or films.

A3. Contributing to Academic Misconduct - knowingly assisting someone to commit any form of academic misconduct is itself academic misconduct. This may include, but is not limited to:

- i. Offering, giving or selling essays or other assignments with the knowledge that these works will be subsequently submitted for assessment;
- ii. allowing work to be copied during an examination, test or for other assignments.

B. PENALTIES FOR ACADEMIC MISCONDUCT

B1. Possible Penalties: Although students may commit similar infractions, the circumstances surrounding these infractions may vary. The penalty imposed shall take into account the specific circumstances. One or more of the following penalties may be imposed or recommended:

- A requirement to participate in the Academic Integrity Seminar;
- A mark of zero on an assignment or any other form of evaluation;
- A grade of "F" in a course;

Disciplinary Suspension for a period of up to two years (Student may apply to any program after the specified period and after meeting any specified conditions or demonstrating that actions have been taken to change behaviours related to the suspension.) Disciplinary Suspension is not equivalent to Academic Suspension as described in the *Policy on Grading, Promotion and Academic Standing*. Course work taken at Ryerson or elsewhere during the period of Disciplinary Suspension will not be credited towards GPA calculations, academic standing or graduation requirements within the student's program.

Disciplinary Withdrawn standing for a period of up to two years (Student may not apply to the same program but may apply to any other program after the specified period and after meeting specific conditions established by the Discipline Committee, if any, or demonstrating that actions have been taken to change behaviours related to the suspension.);

Expulsion (Student may not apply to any program at Ryerson.)

Rescinding of a degree, diploma or certificate.

Requirement to replace damaged or destroyed materials.

B2. Conditions – The committee may impose such conditions as may be warranted (e.g. counselling). The academic record will be annotated to reflect this requirement.

B3. Consequences

a. Academic Record

- i. Students who have committed academic misconduct for the first time will, at a minimum, have the notation **Disciplinary Notice (DN)** placed on their academic record and official transcript. The notation shall remain until students graduate, or for eight (8) years, whichever comes first. Students who subsequently graduate from another post-secondary institution may petition the Registrar's Office to have the notation removed.
- ii. Students who commit academic misconduct a second time shall, at a minimum, be placed on **Disciplinary Suspension (DS)** for up to two years, at which time they may apply for reinstatement to a program. The designation DS shall be placed on their permanent academic record and official transcript. The notation shall remain until students graduate, or for eight (8) years, whichever comes first. Students who subsequently graduate from another post-secondary institution may petition the Registrar's Office to have the notation removed.
- iii. **Disciplinary Withdrawn** standing (**DW**) shall be permanently noted on students' academic records and official transcripts.
- iv. **Expulsions** shall be permanently noted on students' academic records and official transcripts.

b. Other Consequences

- i. If students receive scholarships, bursaries or OSAP managed by Ryerson, the Ryerson Financial Aid and Awards Office will be notified of instances of academic misconduct.
- ii. Previously assigned grades for the course in question may be revoked.
- iii. Students' graduation may be delayed.
- iv. Previously awarded certificates, diplomas or degrees may be revoked.
- v. The University may be required to inform outside parties whose interests may have been adversely affected by the academic misconduct.
- vi. In the case of forged official documents, the Association of Registrars of Universities and Colleges of Canada (ARUCC) will be notified.
- vii. In some instances, criminal charges may be sought.

C. SUSPICION OF ACADEMIC MISCONDUCT IN A COURSE

C1. Types of Misconduct

a. Individual Misconduct - Students suspected of individual misconduct should be notified, and the procedure described in section C2 should be followed.

b. Group Misconduct

- i. It is recognized that students are sometimes required to complete assignments, projects, papers or tests in a group. If academic misconduct occurs in group work, one or more members of the group may be charged.

- ii. When academic misconduct is suspected, an instructor must determine which of the group members are involved. The instructor will meet with the students either as a group or individually, at the instructor's discretion.
 - iii. Students may also request an individual meeting with the instructor.
 - iv. Only those students in the group who have committed academic misconduct will be penalized. The instructor will determine an appropriate means of evaluating the work of those students not involved in the misconduct on the assignment.
- c. Submission of the same work in two courses**
- i. Work used in one course may not be used in another, in whole or part, unless it is specifically allowed by the course outline, or students have the written permission of the instructors.
 - ii. If it has been determined that the same work is inappropriately used in two courses in the same semester, the two instructors should consult.
 - a. It should be determined which, if either, of the assignments was submitted first. The one submitted second should receive the grade of zero.
 - b. If the two assignments are submitted at the same time, the one which has the highest weight should receive the grade of zero. If both have the same weight, the instructors should determine which one receives the grade of zero.
 - c. If it is considered appropriate the instructors may recommend an "F" in either one or both of the courses.
 - d. Other penalties described in section "C" may be recommended.
- d. Cheating on a test or exam:** Immediate steps to prevent further cheating may need to be taken when an invigilator or instructor suspects cheating on a test or exam. In general, students should be allowed to complete the exam.
- i. If a student is seen to have unauthorized materials, such materials should be quietly removed, the details noted in writing, and the names of nearby students recorded. The matter should be reported to the Chair/Director.
 - ii. If it is suspected that students are copying material from other students, the names of those students should be noted, and the incident reported to the person grading the test or exam, as well as the Chair/Director.
 - iii. Ryerson's Examination Policy requires that all students have a valid student identification card or other photo id on their desk at all times when taking an examination. If it is suspected that someone is impersonating a student, the photo identification of that person should be checked, and the person should be asked to sign the exam paper for further verification. If it is suspected that the identification is not valid, students may be asked to provide alternate photo identification. Security may be called, if circumstances warrant.
 - iv. Allowing work to be copied during an examination or test shall constitute cheating.
 - v. If it is suspected after an exam has been given that cheating has occurred, an instructor must follow the procedures in C2.

C2. Procedures

- a. **Notification:** If an instructor suspects academic misconduct, he or she must confidentially and appropriately notify the student(s) as soon as possible, normally before the work is returned to the class. The instructor and the student(s) (see section C1.b for Group Misconduct) must meet for their initial discussions at a mutually agreeable time within five (5) working days of notification of the student. Students are normally given two (2) days notice before the meeting.
 - i. **Dropping a class:** Students may not drop a course when they have been notified of the suspicion of academic misconduct. If a student attempts to drop the course, the Registrar's office will re-register the student in that course until a decision is reached.
 - ii. **Deferred grade (DEF):** If a final grade for the course must be given while the charge of misconduct is under investigation a grade of DEF (Deferred) will be assigned. The Registrar must be notified if a DEF grade is required.

- iii. **Remaining in a course:** Students have the right to remain in the course while the investigation is underway.
 - iv. **Evidence discovered after a final grade has been assigned:** If there is evidence discovered more than two weeks after a final grade has been assigned for the course, the instructor may present that evidence, in a non-identifying way, to the Faculty Appeals Committee for determination of whether it is reasonable for a charge to be brought. The Committee must provide a written decision to the instructor.
 - v. **Evidence:** The instructor must be prepared to present the evidence of their suspicion at their scheduled meeting with the student(s). Students may bring, or may be asked to bring, rough notes, drafts or other documents.
- b. Consultation:**
- i. Either party may choose to consult with the Chair/Director prior to the meeting (Section D2.d). If the Chair/Director is the instructor involved, he or she should request that the Dean appoint an appropriate replacement to act as Chair/Director for the process.
 - ii. Students are advised to contact a student advocate through the student government, or to receive advice from Student Services or the Ombudsperson.
- c. Reducing Potential for Bias:**
- i. The instructor should not have information regarding any previous offences before a meeting is held or a recommendation is made. If there is such previous knowledge, the instructor should disregard this information.
 - ii. If, after meeting with the student, the instructor decides not to file a charge of misconduct, all records of the meeting should be destroyed by both parties.
- d. Meeting:** The meeting should be conducted as an open dialogue. A mutually agreed-upon third party may be present for the discussion. The Summary of Discussion Form, which will summarize the outcome of the discussion, must be completed by one of the parties at the meeting and signed by all persons present. At the meeting, the instructor may question students about their writing style and knowledge of the content of the work in question. Subsequent meetings may be scheduled to bring forth other information.
- d. Instructor Decision:** Within two (2) days of the meeting an instructor must determine whether or not to charge the student with academic misconduct. (See section F1.i on Balance and Burden of Proof) If there is a charge, the instructor must communicate the infraction, the penalty and the date when the student was first contacted in writing to the Chair/Director, with a copy to the student, the Dean, and the Registrar. A copy of the Summary of Discussion Form must also be included.
- i. Depending upon the severity of the misconduct, the instructor may assign:
 - a. a grade of zero for the work;
 - b. a grade of "F" in the course.
 - ii. The instructor may also assign a requirement to participate in the Academic Integrity Seminar in which participants will examine the social and ethical issues associated with academic misconduct. (The date by which the seminar must be completed must be specified, and must be consistent with University timelines for the offering of the seminar. If the Seminar has not been completed by the specified date, the student shall be placed on Disciplinary Suspension. The Seminar instructor must inform the Registrar when the seminar has been completed.)

- iii. The instructor may also recommend:
 - a. Disciplinary Suspension*
 - b. Disciplinary Withdrawal *
 - c. Expulsion from the University*
*(See section B1 for details.)

- f. **Appeal:** Students may appeal the charge and/or the penalty to the Faculty Appeals Committee.

- g. **Grades for Courses in Which Students Were Re-registered (See C2.a.1)** If a student attempted to drop a course and was re-registered pending the decision of the instructor, the following shall apply:
 - i. If no misconduct is found, the drop will be processed, unless the student requests otherwise.
 - ii. If academic misconduct is found and a grade of "F" is assigned for the course, that grade shall remain on the student's record and the notation DN (see section B3.a.i) will be assigned. If it is a second offence, a DS will be assigned (see section B3.a.ii).
 - iii. If academic misconduct is found and only a grade of "0" is assigned for the work, the drop will be processed, unless the student requests otherwise, and the notation DN (see section B3.a.i) will be assigned. If it is a second offence, the "0" will be changed to an "F" for the course and the student will be placed on Disciplinary Suspension (DS – see section B3.a.ii).

- h. **Determination of Penalty :** Once the penalty has been received, the Chair/Director should consult the student's record to determine if there has been a previous offence.
 - i. **First offence:** The Chair/Director informs the Registrar of the charge and a DN (see section B3.a.i) is placed on the student's record.
 - ii. **Second offence:** The Chair/Director informs the Registrar of the charge and the student is placed on Disciplinary Suspension (DS- see section B3.a.ii). The Chair/Director must recommend a period of suspension, which may be for up to two years. The period of suspension will be determined by the Faculty Appeals Committee, which must review all cases involving suspension.
 - a. If a grade of "0" was assigned for the work, the course grade will be automatically revised to an "F".
 - b. If the DS is assigned in the middle of a semester, students will be permitted to complete their other courses, and the suspension will be come effective at the end of the semester.
 - c. If the infraction warrants it, the Chair/Director may recommend immediate Disciplinary Suspension.

D. SUSPICION OF NON-COURSE RELATED ACADEMIC MISCONDUCT

D1. Types of Misconduct

- a. **Misrepresentation of personal performance:** Some misrepresentations of personal performance (e.g. submission of false transcripts) may occur outside of a particular course.

- b. **Submission of false information:**
 - i. submitting altered, forged or falsified medical or other certificate for academic consideration, or making false claims for such consideration;
 - ii. submitting false statements, documents or claims in the request for academic consideration or in any Appeals process;
 - iii. submitting false academic credentials to the University;
 - iv. altering, in any way, documents issued by the University.

- c. **Damaging or Tampering with the Scholarly Environment:** Obstructing and/or interfering with the academic activities of others. This involves altering the academic work of others in order to gain academic advantage (i.e. tampering with experiments and damaging or altering artistic and

creative works such as drawings or films). Some types of damaging or tampering fall under the Student Code of Non-Academic Conduct.

- d. **Contributing to Academic Misconduct:** Knowingly assisting someone to commit any form of academic misconduct is itself academic misconduct. This may include, but is not limited to:
 - i. offering, giving or selling essays or other assignments with the knowledge that these works will be subsequently submitted for assessment;
 - ii. impersonating someone in a test or exam.

D2. Procedures

- a. **On application to the University:** The submission of any false documents considered in the admissions process will result in the following:
 - i. if determined before the start of classes: the Registrar will revoke the student's offer of admission. If classes have begun the Registrar will revoke eligibility. The student may appeal to the Registrar based upon the charge being unfounded;
 - ii. if determined after the student has completed one or more semesters, the Registrar will establish a committee, consisting of three members of the Registrar's staff to determine the case. The student may appeal the decision to the Academic Council Appeals Committee on the same grounds and timelines as any other appeal to that committee;
 - iii. the Association of Registrars of Universities and Colleges of Canada (ARUCC) is notified if it has been determined that misconduct has occurred.
- b. **Documents issued by Ryerson:** The alteration of documents issued by Ryerson, such as Degrees, Official transcripts, and grades, will result in the following for a:
current student: The Registrar determines the penalty, which may be appealed to the Registrar's Appeal Committee and the Academic Council Appeals Committee (see section D2a);
former student: The Registrar may revoke any degree, diploma or certificate, and notify any company or institution which has requested or is requesting verification of the document will be notified. This penalty may be appealed to the Registrar's Appeal Committee (see section D2a) and the Academic Council Appeals Committee (see section F4).
- c. **Medical or Compassionate documents, Letters of reference for other than admissions purposes, etc.**
 - i. Any allegations about documents not included in D2a and D2b, whether they be from an instructor, a Chair or Director, a Dean, an Appeals Committee or a staff member, should be referred to the appropriate Dean who shall convene a Hearing Panel of the Faculty Appeals Committee and proceed in the manner outlined for suspicion of academic misconduct in a course.
 - ii. Documents provided for academic consideration may be verified. Someone not on any appeals panel associated with the case should do verification.
 - iii. If the document in question is involved in an Appeal Hearing on an academic matter, and that Hearing is already in progress, it should be adjourned until the matter of the falsified document is resolved.

D3. Determination of Penalty –The Hearing Panel of the Faculty Appeals Committee shall determine an appropriate penalty for the misconduct.

E. OTHER SUSPICIONS OF ACADEMIC MISCONDUCT

Members of the Ryerson Community such as students, invigilators, faculty other than those teaching a specific course or staff, may suspect that students have committed Academic Misconduct. They should report their concern to the most appropriate Chair, or, if in doubt, they may consult with the Secretary of Academic Council as to the appropriate course of action.

C. APPEALS PROCESS

F1. General Regulations

- a. Students may appeal charges of Academic Misconduct or the penalties to the Faculty Appeals Committee (See section F3.a). Charges and penalties related to a specific course should be appealed to the Committee of the Faculty in which the course was taught, with a copy to the Dean of the student's program Faculty. Other charges must be appealed to the Appeals Committee of the Faculty in which the student is enrolled.
- b. Appeals must be filed in writing and must normally be submitted in person. Fax submissions will only be accepted where prior arrangements have been made, and original documents must follow by mail. All documents to be presented as evidence must be attached to the appeal. The Hearing Panel must rule on whether it will accept any new documents not filed with the appeal.
- c. If there is a concurrent appeal of a charge of academic misconduct, related to a grade or academic standing appeal, the misconduct appeal will be heard first, and the decision forwarded to the Chair of that Hearing Panel.
- d. Students must receive appeals information related to their Hearing from the Dean or the Secretary of Academic Council either in person by prior arrangement or by courier. It will be assumed that the information has been received on the date it was picked up or couriered.

F2. Appeals Committees

- a. A single Faculty Appeals Committee shall be established by each Faculty to hear both Academic Appeals and Student Code of Conduct Appeals. A single Academic Council Appeals Committee shall hear both Academic Appeals and Student Code of Conduct Appeals.
 - i. Each of the Faculties shall establish a Faculty Appeals Committee, comprised of faculty representatives of the departments, schools and programs in that Faculty, from which Hearing Panels will be composed. The Dean may choose to chair this committee.
 - ii. In cases involving Continuing Education courses that are not housed in a specific Faculty, the Dean of Continuing Education shall convene a Continuing Education Appeals Panel, comprised of three faculty representing the programs in Continuing Education.
 - iii. Academic Council shall establish an Academic Council Appeals Committee, comprised of faculty and students representative of all of the Faculties and Continuing Education, from which Hearing Panels shall be composed to hear appeals of the decisions of the Faculty Appeals Committees.
 - iv. No member may serve concurrently on a Faculty Appeals Committee and the Academic Council Appeals Committee.
- b. All members of Appeals Committees shall be required to attend training session(s) conducted by the office of the Secretary of Academic Council.
- c. **Hearing Panels:**
 - i. Faculty level: consist of three faculty members from different schools/departments if possible. It shall be decided in advance which member will lead the hearing and write the decision.
 - ii. Academic Council level: consist of at least four members, at least one of whom must be a student. A quorum shall consist of four members, including the panel chair and at least one student. The Chair may vote in the case of a tie.
- d. When students indicate in writing that they do not wish to have a hearing, the Panel will assess the case based on the written evidence submitted by both parties. It is recommended that an oral Hearing be held whenever possible.

- e. The hearing shall follow the standard hearing procedure as outlined in the Guide to Academic Appeals available from the Secretary of Academic Council.
- f. All Hearings shall be conducted in accordance with the *Statutory Powers Procedure Act (SPPA)*. A copy of the SPPA is available for review in the office of the Secretary of Academic Council.
- g. The Chair of an Appeals Panel must forward a copy of all appeals decisions to the Registrar, the Dean, and to the Secretary of Academic Council.
- h. Conflict of Interest: A member of a Hearing Panel, a student or an instructor (appellant and respondent) must disclose any conflict of interest, if known, no less than five (5) days before the hearing. Unless the conflict of interest is resolved, the Panel member shall be replaced. If either party raises a conflict of interest regarding any Panel member(s) once the Hearing has begun, the Hearing Panel will judge the validity of the conflict and will decide on whether the Panel member may sit on the appeal. The Panel member(s) that is challenged may offer a statement but may not take part in the Panel's decision on the conflict. If the Panel member is excused and there is no quorum, the Hearing shall be adjourned and a new hearing scheduled with a new Panel member.
- i. Burden and Standard of Proof: In a Misconduct appeal the onus is on the University to show that misconduct has occurred and that the penalty assessed or recommended is reasonable and in keeping with the nature of the misconduct. The standard of proof in all decisions shall be "a balance of probabilities." This means that, in order for students to be denied their appeals, the University must show the Panel that it is more likely than not that the original decision was correct.

F3. Misconduct Appeals to the Faculty Appeals Committee

- a. A Hearing Panel of the Faculty Appeals Committee shall be convened if:
 - i. the student disputes the charge of academic misconduct and/or disagrees with the penalty. In this case, the student must address, in writing to the Dean within five (5) working days from receipt of the instructor's decision, specific points about why the decision was not fair or appropriate. Students may remain in class and may register for classes in the following semester while their case is under appeal;
 - ii. the student is placed on Disciplinary Suspension because of a second offence. In this case, the student must submit any of the following in writing to the Dean within five (5) working days:
 - a. a waiver of the right to a hearing (the charge and the penalty are accepted);
 - b. specific points as to why the penalty is too severe (the charge is accepted but not the penalty);
 - c. specific points as to why the charge is disputed (the charge, and therefore the penalty, are not accepted);
 - iii. the recommendation of the instructor is for suspension or withdrawal from the program, or expulsion from the University;
 - iv. a matter is referred to it on a charge of academic misconduct outside of a course.
- b. The student shall submit, in writing to the Dean's office, all documentation pertinent to the case, including letters of explanation, all evidence and the names of any witnesses or agents (Representation by legal counsel is not permitted at this level, however students are encouraged to seek assistance from an advocate from RyeSAC, CESAR, or the Counselling Centre. Students may also utilize the services of the Ombudsperson.
- c. The Dean's office must:
 - i. forward a copy of the appeal to the instructor (or other person making an allegation) for a response;

- ii. schedule a hearing as soon as possible based upon the availability of the student, his or her agent and the instructor or Chair/Director. Students must receive at least ten (10) days notice of the date, time and place of the hearing. An appeal may be scheduled with less than ten (10) days notice with the written agreement of both the student and instructor;
 - iii. establish a Hearing Panel consisting of three (3) members of the Faculty Appeals Committee, from different departments/schools, if possible, who have no conflict of interest with the student. (See section F2.h for regulations on Conflict of Interest) Members of the Panel should not be members of the instructor's department/school;
 - iv. obtain an updated copy of the student's official academic record where applicable;
 - v. distribute copies of the student's appeal, the instructor's response, and the academic record, if applicable, to: the members of the Hearing Panel; the instructor and/or Chair/Director; the student; and the student's agent, if any (see section F1.d for regulations on Student receipt of appeals information).
- e. If the Faculty Appeals Committee fails to respond to a student's appeal within the stipulated time period, and there has been no prior agreement between the student and the Dean to extend the time period, the student is permitted to proceed directly to the Academic Council Appeals Committee. If students do not proceed within the timeline stipulated, the appeal will be considered terminated. Suspended/withdrawn students will be removed from their courses once the time for the appeal has expired without an appeal being launched.
- f. The Hearing shall follow the standard hearing procedure as outlined in the Guide to Academic Appeals available from the Secretary of Academic Council.
- g. **Hearing Regulations:**
- i. The instructor and/or the Chair/Director (depending on the circumstances) or designate must be present at the Appeal Hearing. If there is more than one instructor for a course, a lead instructor (normally the instructor who has submitted the grade) should be appointed for the hearing, although all or some may attend;
 - ii. If either party fails to attend the Hearing, the Faculty Appeals Committee may proceed in his or her absence;
 - iii. Students may bring a support person or agent to the appeal;
 - iv. Both parties may bring witnesses, who shall be present at the hearing only while giving testimony.
 - v. The Panel may adjourn the Hearing when it is required for a fair process;
 - vi. An oral Hearing may be open to the public except when the Panel is of the opinion that matters involving public security may be disclosed or the person disclosing intimate financial or personal matters may be negatively affected by doing so if the public is present;
 - vii. The Secretary of Academic Council (representing the process) and a representative of the Registrar's office (representing students' academic records when part of the evidence) may be present at the Hearing.
- h. Decision: (See section C1 for specifics on penalties and section F2.i for Burden and Standard of Proof)
- a. Decisions are generally made by majority vote of the Panel *in camera*. The Panel Chair may vote in case of a tie.
 - b. The Hearing Panel may not award a numerical grade, or require any action contrary to university policy or a collective agreement.
 - c. The Hearing Panel may:
 - a. uphold or dismiss the charge;
 - b. uphold the penalty, reduce the penalty of "F" in a course to a "0" for the work, or remove the requirement for the Academic Integrity seminar.
 - c. uphold or overturn the Disciplinary Suspension for a second offence;

- d. suspend the student from their program for a first offence.
- e. uphold the instructor's recommendation for withdrawal from the program or expulsion from the University and refer the case to the Academic Council Appeals Committee.
- h. The letter to the student outlining the decision of the Hearing Panel must be sent by courier or personally received by the student (with prior arrangement) within five (5) working days of the Hearing, and must clearly state the basis on which the decision was reached. The Dean's office will send a copy of the decision to the instructor, the Chair/Director, the Dean, the Registrar and the Secretary of Academic Council.
- i. Based upon matters arising at the Hearing, the Hearing Panel may make recommendations to the Appeals Committee of Academic Council on procedural or policy matters.

F4. Misconduct Appeals to the Academic Council Appeals Committee

- a. A Hearing Panel of the Academic Council Appeals Committee shall be convened if
 - i. the Faculty Appeals Committee recommends withdrawal from the program or expulsion from the University;
 - ii. the student appeals the decision made by the Faculty Appeals Committee, based on one of the following reasons.
 - a. There is new evidence that was not available at the time of the first hearing which has a reasonable possibility of affecting the decision (must be provided within 60 days of decision);
 - b. There was a substantial procedural error which could have affected the outcome (must be appealed within 10 days of decision);
 - c. Inadequate weight was given to the evidence provided (must be appealed within 10 days of decision).
- b. Both the appellant and the respondent may be represented by an agent or legal counsel at this level.
- c. Students must submit an appeal to the Secretary of Academic Council within ten (10) working days of receipt of the Faculty Appeals Committee response. Forms and instructions for the filing of Appeals can be found at the Registration and Records or Academic Council websites, or are available from the office of the Secretary of Academic Council.
- d. The Secretary of Academic Council shall
 - i. review the appeal to determine if it meets the criteria for appropriate grounds for an appeal. If it is felt that the grounds are insufficient, the Secretary of Academic Council may inform the Panel and the student that the Panel will review the grounds, and make a determination as to whether or not they will hear the case. The meeting to review the grounds will be held prior to the scheduled appeal hearing. This may occur on the same day as the Hearing. The decision not to proceed must be unanimous. The student will be informed after that time whether the appeal will be heard. A written rationale for the decision not to proceed must be provided to the student within five (5) working days;
 - ii. immediately forward the appeal to the Chair of the Hearing Panel of the Faculty Appeals Committee. That Chair shall be the respondent, and shall reply to the appeal within five (5) working days of receipt of the appeal. The Registrar must also receive a copy of the appeal;
 - iii. establish a Hearing Panel of the Academic Council Appeals Committee and appoint a Hearing Panel Chair (see section F2.h for regulations on Conflict of Interest);
 - iv. determine, in consultation with the Chair of the Hearing Panel if, given the grounds of the appeal, it is necessary to call the instructor and/or the Chair/Director to be present;

- v. schedule a hearing based upon the availability of the student and the instructor or Chair/Director. Students must receive at least ten (10) days notice of the date, time and place of the hearing. An appeal may be scheduled with less than ten (10) days notice with the written agreement of both the student and instructor;
 - vi. forward all of the submissions for the appeal, including a copy of the student's academic record where relevant, must to: all members of the Hearing Panel of the Academic Appeals Committee; the respondent; involved faculty members and/or Chairs/Directors; the Registrar; the student (See section F1.d for regulations on Student receipt of appeals information.); and the student's advocate, if any.
- e. Decisions (see section F2.i for **Burden and Standard of Proof**):
- i. The Hearing Panel may not award a numerical grade, or require any action contrary to another university policy or collective agreement;
 - ii. The Hearing Panel may
 - a. deny the appeal;
 - b. grant the appeal;
 - c. grant the appeal in part subject to conditions, or attach any conditions to any decision. If the student does not accept the conditions attached, the appeal will be considered as denied.
 - iii. The letter to the student, outlining the decision of the Hearing Panel clearly stating the basis on which the decision was reached, must be sent to the Secretary of Academic Council, who will send a copy to the student by courier (or given personally to the student by prior arrangement) within five (5) working days. The Secretary of Academic Council must send a copy of the decision to the Chair of the Faculty Appeals Panel, the Registrar, and the Dean;
 - iii. Decisions of the Appeals Committee of Academic Council are final and binding.

**STUDENT CODE OF ACADEMIC CONDUCT
OUTLINED PROCEDURES FOR FACULTY**

**Consult the Policy for details.
This outline does not include all that you need to know.**

If you suspect a student of:	Policy Section(s)	Procedure
Cheating on an exam or test. (Also see the Examination Policy)	C1.d	<p>Immediate steps to prevent further cheating may need to be taken when an invigilator or instructor suspects cheating on a test or exam. In general, students should be allowed to complete the exam.</p> <p>i. If a student is seen to have unauthorized materials, such materials should be quietly removed, the details noted in writing, and the names of nearby students recorded. The matter should be reported to the Chair/Director.</p> <p>vi. If it is suspected that students are copying material from other students, the names of those students should be noted, and the incident reported to the person grading the test or exam, as well as the Chair/Director.</p> <p>vii. Ryerson’s Examination Policy requires that all students have a valid student identification card or other photo id on their desk at all times when taking an examination. If it is suspected that someone is impersonating a student, the photo identification of that person should be checked, and the person should be asked to sign the exam paper for further verification. If it is suspected that the identification is not valid, students may be asked to provide alternate photo identification. Security may be called, if circumstances warrant.</p> <p>viii. Allowing work to be copied during an examination or test shall constitute cheating.</p> <p>ix. Consulting with someone else or using unauthorized materials outside the exam room, such as during an emergency evacuation or when using a washroom, shall constitute cheating.</p> <p>See notification below for next step.</p>
<ul style="list-style-type: none"> • Plagiarizing; • submitting a false document or medical certificate for academic accommodation in a course; • misrepresenting personal performance; • or any other individual misconduct related to your course. 	C2.a	<p>Notification: Instructors must confidentially and appropriately notify the student(s) as soon as possible, to discuss any suspicion of misconduct. If plagiarism or cheating is suspected, notification should normally be before the work is returned to the class. The instructor and the student(s) (see section C1.b for Group Misconduct) must meet for their initial discussions at a mutually agreeable time within five (5) working days of notification of the student. Students are normally given two (2) days notice before the meeting. See section C2 for details.</p>
Group Misconduct	C1.b	It must be determined which members of the group have committed misconduct. See section for details.
Submitting the same work in two or more courses	C1.c	There are specific guidelines for when the submission of work in two courses is considered misconduct and procedures for dealing with this type of misconduct when it is found.

Next steps for all suspicions of misconduct within a course

Action	Policy Section(s)	Procedure
Meeting with student	C2.d	The meeting should be held, within 5 working days of notifying the student, as an open dialogue, with a mutually agreed-upon third party present where requested. The meeting should be documented on a Summary of Discussion Form for later information. See section for important details.
	C2.c	Reduction of Potential for Bias: See this section for details on knowledge and use of previous offences.
	C2.a.i C2.g	Dropping a class: Students may not drop any class in which they have been suspected of academic misconduct. See section for details.
	C2.a.iii	Remaining in class: Students have the right to remain in class while investigation is underway.
	C2.a.ii	Deferred grade (DEF): If a final grade must be given while a charge is under investigation, a grade of DEF may be assigned.
Consultation	C2.b	Both the student and the instructor may consult with the Chair.
Decision	B2	Description of Penalties.
	C2.e	<p>Within two (2) days of the meeting an instructor must determine whether or not to charge the student with academic misconduct. (See section F1.i on Balance and Burden of Proof) If there is a charge, the instructor must communicate the infraction, the penalty and the date when the student was first contacted in writing to the Chair/Director, with a copy to the student, the Dean, and the Registrar. A copy of the Summary of Discussion Form must also be included.</p> <p>i. Depending upon the severity of the misconduct, the instructor may assign: a grade of "0" for the work; a grade of "F" in the course.</p> <p>ii. The instructor may also assign a requirement to participate in the Academic Integrity Seminar. (See section C2e.ii)</p> <p>iii. The instructor may also recommend:</p> <p><i>d. Disciplinary Suspension</i> <i>e. Disciplinary Withdrawal</i> <i>f. Expulsion from the University</i></p>
Other Penalties/Consequences	B3	Students may receive either a DN (Disciplinary Notice), a DS (Disciplinary Suspension) on their academic record depending on whether this is a first or second offence.
	B3.b	Other consequences may be incurred.

<p>Appeal to Faculty Appeals Committee (See section F1 and F2 for general information)</p>	<p>F3.a.i F3.a.ii F3.a.iii F3.c.i F3.f.i F3.g</p>	<p>Students may appeal if they either dispute the charge and/or disagree with the penalty. They must address specific issues in writing to the Dean within five (5) working days Unless a student waives this right, a hearing is automatic if a student has had a previous offence and is placed on Disciplinary Suspension (DS) The instructor recommends Disciplinary Withdrawal (DW) or Expulsion from the University. Instructor must provide a response to the student appeal. Instructor must be present at the appeal Hearing Possible decisions of the Faculty Appeals Committee</p>
<p>Appeal to Appeals Committee of Academic Council</p>	<p>F4</p>	<p>Appeals to the Appeals Committee of Academic Council must be based on one or more of the following grounds:</p> <ul style="list-style-type: none"> a. There is new evidence that was not available at the time of the first hearing which has a reasonable possibility of affecting the decision. (Must be provided within 60 days of decision) b. There was a substantial procedural error, which could have affected the outcome. (Must be appealed within 10 days of decision) c. Inadequate weight was given to the evidence provided. (Must be appealed within 10 days of decision)

**STUDENT CODE OF ACADEMIC CONDUCT
OUTLINED PROCEDURES FOR STUDENTS**

**Consult the Policy for details.
This outline does not include all that you need to know.**

If you are suspected of:	Policy Section(s)	Procedure
Cheating on an exam or test. (Also see the Examination Policy)	C1.d	<p>Immediate steps to prevent further cheating may need to be taken when an invigilator or instructor suspects cheating on a test or exam. In general, students should be allowed to complete the exam.</p> <ul style="list-style-type: none"> i. If a student is seen to have unauthorized materials, such materials should be quietly removed, the details noted in writing, and the names of nearby students recorded. The matter should be reported to the Chair/Director. ii. If it is suspected that students are copying material from other students, the names of those students should be noted, and the incident reported to the person grading the test or exam, as well as the Chair/Director. iii. Ryerson’s Examination Policy requires that all students have a valid student identification card or other photo id on their desk at all times when taking an examination. If it is suspected that someone is impersonating a student, the photo identification of that person should be checked, and the person should be asked to sign the exam paper for further verification. If it is suspected that the identification is not valid, students may be asked to provide alternate photo identification. Security may be called, if circumstances warrant. iv. Allowing work to be copied during an examination or test shall constitute cheating. v. Consulting with someone else or using unauthorized materials outside the exam room, such as during an emergency evacuation or when using a washroom, shall constitute cheating. <p>See notification below for next step.</p>
<ul style="list-style-type: none"> • Plagiarizing; • submitting a false document or medical certificate for academic accommodation in a course; • misrepresenting personal performance; • or any other individual misconduct related to your course. 	C2.a	<p>Notification: Instructors must confidentially and appropriately notify student(s), as soon as possible, to discuss any suspicion of misconduct. If plagiarism or cheating is suspected, notification should normally be before the work is returned to the class. The instructor and the student(s) (see section C1.b for Group Misconduct) must meet for their initial discussions at a mutually agreeable time within five (5) working days of notification of the student. Students are normally given two (2) days notice before the meeting. See section C2 for details.</p>
Group Misconduct	C1.b	It must be determined which members of the group have committed misconduct. See section for details.
Submitting the same work in two or more courses	C1.c	There are specific guidelines for when the submission of work in two courses is considered misconduct and procedures for dealing with this type of misconduct when it is found.

Next steps for all suspicions of misconduct within a course

Action	Policy Section(s)	Procedure
Meeting with instructor	C2.d	The meeting should be held, within 5 working days of notifying the student that there is a suspicion, as an open dialogue, with a mutually agreed-upon third party present where requested. The meeting should be documented on a Summary of Discussion Form for later information. See section for important details.
	C2.c	Reduction of Potential for Bias: See this section for details on knowledge and use of previous offences.
	C2.a.i C2.g	Dropping a class: Students may not drop any class in which they have been suspected of academic misconduct. If they do so, they will be reregistered. See section for details.
	C2.a.iii	Remaining in class: Students have the right to remain in class while investigation is underway.
	C2.a.ii	Deferred grade (DEF): If a final grade must be given while a charge is under investigation, a grade of DEF may be assigned.
Consultation	C2.b	Both the student and the instructor may consult with the Chair.
Decision	B2	Description of Penalties.
	C2.e	<p>Within two (2) days of the meeting an instructor must determine whether or not to charge the student with academic misconduct. (See section F1.i on Balance and Burden of Proof) If there is a charge, the instructor must communicate the infraction, the penalty and the date when the student was first contacted in writing to the Chair/Director, with a copy to the student, the Dean, and the Registrar. A copy of the Summary of Discussion Form must also be included.</p> <p>i. Depending upon the severity of the misconduct, the instructor may assign:</p> <ul style="list-style-type: none"> a grade of "0" for the work; a grade of "F" in the course. <p>ii. The instructor may also assign a requirement to participate in the Academic Integrity Seminar. (See section C2e.ii)</p> <p>iii. The instructor may also recommend:</p> <ul style="list-style-type: none"> a. Disiplinary Suspension b. Disciplinary Withdrawal c. Expulsion from the University
Other Penalties/Consequences	B3	-Students may receive either a DN (Disciplinary Notice), a DS (Disciplinary Suspension) on their academic record depending on whether this is a first or second offence.
	B3.b	-Other consequences may be incurred.

<p>Appeal to Faculty Appeals Committee (See section F1 and F2 for general information)</p>	<p>F3.a.i F3.a.ii F3.a.iii F3.c.i F3.f.i F3.g F1</p>	<p>-Students may appeal if they either dispute the charge and/or disagree with the penalty. They must address specific issues in writing to the Dean within five (5) working days -Unless a student waives this right, a hearing is automatic if a student has had a previous offence and is placed on Disciplinary Suspension (DS) -A hearing is held if the instructor recommends Disciplinary Withdrawal (DW) or Expulsion from the University. -Instructor must provide a response to the student appeal. -Instructor must be present at the appeal Hearing -Possible decisions of the Faculty Appeals Committee -Students are encouraged to seek advice from a RyeSAC or CESAR student advocate, the Counselling Centre or the Ombudsperson.</p>
<p>Appeal to Appeals Committee of Academic Council</p>	<p>F4</p>	<p>Appeals to the Appeals Committee of Academic Council must be based on one or more of the following grounds: a. There is new evidence that was not available at the time of the first hearing which has a reasonable possibility of affecting the decision. (Must be provided within 60 days of decision) b. There was a substantial procedural error, which could have affected the outcome. (Must be appealed within 10 days of decision) c. Inadequate weight was given to the evidence provided. (Must be appealed within 10 days of decision)</p>

MINUTES OF ACADEMIC COUNCIL MEETING
Tuesday, January 14, 2003

Members Present:

C. Lajeunesse
K. Alnwick
L. Grayson
M. Creery
J. Dianda
B. Jackson
A. Cross
D. Snyder
J. Monro
K. Raahemifar
A. Lohi
M. Barber
M. Dewson
R. Kup
L. Merali
M. Potter

E. Aspevig
J. Cook
G. Inwood
R. Rodrigues
M. Yeates
D. Heyd
V. Berkeley
M. Koc
M. Mazerolle
G. Turcotte
M. Booth
G. Roberts-Fiati
J. Sandys
M. McCrae
R. Walshaw
M. Ward

S. Williams
C. Matthews
B. Yoon
T. Nguyen
D. Martin
K. Marciniac
M. Dowler
C. Cassidy
J. Welsh
S. Cody
F. Salustri
K. Tucker Scott
A. Furman
S. Marshall
A. Tam

Members Absent:

E. Trott
S. Kumar
P. George
D. Elder

Regrets:

R. Ravindran
M. Verticchio
C. DeSouza
S. Sutherland
A. Pevec
T. Knowlton

S. Boctor (Z. Fawaz in attendance)
D. McKessock
L. Lum
D. Smith
G. Meti
I. Levine

1. President's Report

The President welcomed the new RFA President, David Checkland.

The provincial government has set a new round of SuperBuild funding. A proposal will be submitted for a new Business building. The Business faculty and Paul Stenton were thanked for their work on the proposal.

The new SuperBuild program will create a minimum of 13,000 new student spaces in the Ontario system. University of Toronto could receive the bulk of those spaces. Tomorrow is the deadline for submission of applications for Fall 2003 admission.

Progress Indicators and Related Statistics 2001/02 - Paul Stenton presented an updated report on the progress indicators, developed using a wide array of data sources, as information to Academic Council. These have been used extensively as part of program reviews and planning. Two indicators have been added: educational background and externally funded and externally adjudicated SRC. Further work is continuing on the indicators for: SRC; demographic characteristics of faculty; class size; indicators for graduate studies; and the development of new data collection processes.

Trends: Academic quality of entering students continues to increase; graduates continue to have high employment rates; there is an improvement in retention. There is also a trend toward increasing class size, and a need to improve library expenditures

The University Planning Office welcomes feedback on its report.

There were no questions or discussion.

2. Report of the Secretary of Academic Council

The critical dates for Academic Council elections were announced.

The e-mail system has been upgraded so that all students will have e-mail accounts for the time they are at Ryerson. This is the means by which most universities communicate with students. The Secretary presented a policy developed by a work group consisting of representatives from CCS, Student Services and the Registrar's Office, with input from the Deans and Vice Presidents, requiring that all students maintain a Ryerson e-mail account. The policy limits the sending of bulk e-mails to those authorized by the Vice President's or the Director of Student Services.

Motion: That Academic Council approve the Policy on Student E-Mail Accounts
Moved by M. Yeates, seconded by L. Merali.

Discussion:

The e-mail accounts will be used for information related to university business only.

This policy is about institutional communication. It could not be used, for example, to advertise a sale at the bookstore.

The system could be used for students in particular Faculties, departments, etc. Distribution of e-mail lists for individual courses would have to be discussed. Some felt that wording should be included to allow for e-mail for an entire school or department without approval at the vice-presidential level.

The motion was tabled to clarify the issue of authorization.

3. Good of the University

Discussion continued on the suggestion that there be broad communication about events and activities at Ryerson (e.g. a bookstore sale or concert). The Registrar responded that there is already a concern about the high volume of e-mail, and that the Ryerson website might be developed to include such information.

There was a further suggestion that there could be a weekly bulletin sent out to those who wished to subscribe to it.

4. Minutes of the December 3, 2002 Meeting

Motion to approve by D. Martin, seconded by S. Williams

The minutes were amended to show that A. Tam, M. Potter and R. Kup were in attendance.

Approved as amended.

5. Business Arising out of the Minutes

The Secretary reported that the Course Change Form had been updated to include a column headed "Program(s)/School(s)/ Department(s) affected and informed of change".

6. Correspondence

The Secretary reported that Richard Fleming, Alumni Representative, and Byron Abalos, Student Representative from Communication and Design, had both resigned from Academic Council for personal reasons.

7. Reports of Actions and Recommendations of Departmental and Divisional Councils

The Vice President, Academic presented, for the information of Academic Council, course deletions and additions in Architectural Science and a change in course hours for Early Childhood Education which corrected an error in the Calendar.

He also reported a change of name for the Department of Geography's "Program in Applied Geography" to "Program in Geographic Analysis", and the unit offering the program will be the "Department of Geography" instead of the "School of Applied Geography". It was explained that changing from a "School" to a "Department" is in keeping with custom at other universities.

8. Reports of Committees

8.1 Composition & By-Laws Committee – The Secretary presented the proposed revised Terms of Reference and Composition of the Animal Care Committee.

Motion: That Academic Council amend its By-Laws, revising section 3.6.4, the Composition and Terms of Reference of the Animal Care Committee.

J. Sandys moved and J. Turcotte seconded.

Motion approved.

8.2 Nominating Committee - Ava Cross presented the report and moved.

Motion: That Academic Council approve the report of the Nominating Committee.

Seconded by D. Martin.

Motion approved.

9. New Business: Errol Aspevig reported that the Draft Academic Plan is on the VP, Academic's website, and that consultations will be arranged shortly.

10. Adjournment

The meeting was adjourned at 6:40 p.m.

Respectfully submitted,

(signature on file)

Diane R. Schulman, Ph.D.
Secretary of Academic Council

RYERSON UNIVERSITY
POLICY OF ACADEMIC COUNCIL

**ESTABLISHMENT OF STUDENT E-MAIL ACCOUNTS FOR OFFICIAL
UNIVERSITY COMMUNICATION**

Policy Number:	157
Approval Date:	February 2003
Responsible Offices:	Vice President, Academic; Vice President, Administration & Student Affairs; Registrar; Director of Student Services
Review Date:	September, 2006
Implementation date:	Academic Year beginning September 2003

All students in full and part-time graduate and undergraduate degree programs (as well as Diploma in Arts students) are required to activate and maintain a Ryerson University central Matrix e-mail account which shall be an official means by which they will receive University communications.

Only the Vice President, Academic, the Vice President, Administration & Student Affairs, the Registrar, and the Director of Student Services may authorize use of the Matrix system for the simultaneous sending of e-mails to all students.

Procedures for student activation and use, as well as the Ryerson Student Computing Guidelines, shall be available on the Ryerson University website.

QUICK REFERENCE TABLE for CURRICULUM LISTSERVS

REQUESTER / OWNER:	TO:	TYPE OF LISTSERV:	USER UNSUBSCRIBE:
STUDENT NEWS Owners: Registrar Director of Student Services Chief Librarian	ALL STUDENTS SUB-SET OF STUDENTS	● One-Way	● NO
STUDENT SCHOOL LISTSERV Owner: Dean Chair	STUDENTS by SCHOOL	● One-Way	● NO
STUDENT COURSE / SECTION LISTSERV Owner: Professor	STUDENTS by COURSE/SECTION	● One-Way	● NO
		● Discussion Group	● OPTIONAL

QUICK REFERENCE TABLE for UNIVERSITY LISTSERVS

REQUESTER / OWNER:	TO:	TYPE OF LISTSERV:	USER UNSUBSCRIBE:
INFOLINE Owners: Director of Communications Director of the President's Office	ALL PROFESSORS ALL STAFF ALL STUDENTS	● One-Way	● NO
CAMPUS NEWS Owner: Director of Communications	ALL PROFESSORS ALL STAFF ALL STUDENTS SUB-SET OF ABOVE	● One-Way	● NO
SCHOOL / DEPARTMENT NEWS Owners: Dean Director Chair	ALL PROFESSORS ALL STAFF SUB-SET OF ABOVE	● One-Way	● NO
UNIT LISTSERV Owners: Dean Director Chair Manager	SCHOOL's PROFESSORS or DEPARTMENT's EMPLOYEES	● One-Way	● NO
		>Discussion Group	● NO
COMMITTEE, SPECIFIC GROUP, OR OFFICE LISTSERV (including: Resnet, Teachnet, Academic Update, etc)) Owner: Group Designate	A COMMITTEE or SPECIFIC GROUP OR OFFICE GROUP	● One-Way	● NO
		● Discussion Group	● NO
UNION or ASSOCIATION LISTSERV Owners: President of Union Head of Association	EMPLOYEE GROUPS STUDENT GROUPS	● One-Way	● NO
		● Discussion Group	● OPTIONAL

LISTSERVs AT RYERSON

TYPES OF LISTSERVs:

One-Way Distribution Lists

One-way distribution lists, such as announcement lists or newsletters, are the type of lists where subscribers only receive information and do not interact with the other list members.

This type of list is most commonly used for delivering news and announcements, and can be used for urgent messages that need to be distributed to a particular group of people.

Discussion Groups

Discussion groups allow for interaction between group members, with or without moderation. These open forums facilitate on-going discussions among members. They are most commonly used for internal communication for a group. For instance, use a secure discussion group for interaction, within a class, between students and the professor.

Unlike a one-way list, a discussion list not only allows, but also encourages, interaction between members who are part of the group. Everyone can write to the list, and in doing so, all members will receive a copy of the message. In this way, discussions can take place and views can be exchanged among a large number of individuals. For example, a professor may want to create a question-and-answer forum between him/her and the students enrolled in the class. By choosing a discussion list, every class member would be able to post messages to the list for everyone else to read and reply. Discussion lists can also be used when a department wants input on a certain project from its employees.

RESPONSIBILITIES:

CCS:

1. Initial creation of the LISTSERV and administration of accounts for MODERATORS and POSTERS.
2. Using the AMS (Account Management Systems), CCS will ensure that the LISTSERVs for "Employee Groups", "All Employees", and "All Students" are refreshed.

Note: Updates to the "Student User Ids" are done hourly from RISIS.

Updates to the "employee User Id" and the "Group Indicator Field" are done manually when information is received from the Human Resources Department. In the future, the HRIS system will automatically update the AMS system to the LISTSERVs.

3. Close down a DISCUSSION GROUP LISTSERV when requested by the OWNER.
4. Set limits on size of E-mail messages and attachments. This is to prevent large messages and attachments from overburdening the list and LISTSERV server.
5. Provide support to OWNER, MODERATORS and POSTERS.

LISTSERV "OWNER":

1. Completion of the electronic LISTSERV request form.
2. The OWNER is responsible for ensuring that the messages and attachments posted to the LISTSERV are relevant and appropriate as outlined in the LISTSERV GUIDELINES.
3. For ONE-WAY LISTSERVs identify one or more POSTERS and ensure that they fulfill their responsibilities.
4. For DISCUSSION GROUP LISTSERVs identify one or more POSTERS and one or more MODERATORS, and ensure that they fulfill their responsibilities.
5. For DISCUSSION GROUP LISTSERVs, the OWNER must outline "rules for usage" and ensure that the LISTSERV membership is aware of them.
6. Notify CCS if/when a DISCUSSION GROUP LISTSERV needs to be shutdown.

LISTSERV GUIDELINES

While it is important and valuable to have a professor, staff, and student e-mail list that enables quick contact with the community, overuse of the list causes frustration with the volume of unwanted mail and elicits complaints from community members. In order to encourage readership (and reduce automatic 'delete key reaction') the number of messages should be kept to a minimum.

1. Content for messages must adhere to the specific criteria listed with the outline that follows for each listserv category.
2. Messages must only be sent to the recipient category that is appropriate for the announcement.
3. Messages are only to be sent out once. No repeats.
4. Content must be relevant to news, operational issues, and events that are directly related to Ryerson University.
5. A school or department or an official Ryerson student group must sponsor promoted events. Promotion of other events is not allowed even if a Ryerson community member is involved.
6. No personal announcements of any nature.
7. No advertising for outside companies.
8. Messages must comply with all other Ryerson University policies.

CURRICULUM LISTSERV GROUPS / OWNERS

STUDENT NEWS

Owner: Registrar, Director of Student Services, Chief Librarian

Used for messages that are of importance or interest to students that relate to operational issues such as, exam information, change in services, or significant dates.

Ryerson's Policy Number: 157 - POLICY ON STUDENT E-MAIL ACCOUNTS, specifies that e-mail shall be an official means by which students will receive University communications.

1. STUDENT INFOLINE is a ONE-WAY LISTSERV to ALL STUDENTS or a SUB-SET OF STUDENTS.
2. The Registrar, the Director of Student Services and the Chief Librarian are classified as the OWNERS.
3. The **default is that an individual CANNOT unsubscribe himself or herself** from the LISTSERV.
4. CCS sets-up the memberships for the LISTSERVs and updates them hourly. Membership is determined by course registration on RISIS.
5. Any school or department that has a message for dissemination electronically to ALL STUDENTS should send the message and attachments via E-mail to:

GroupWise: Keith Alnwick Marion Creery Catherine Matthews
MATRIX mail: kalnwick@ryerson.ca mcreery@ryerson.ca cmatthews@ryerson.ca

STUDENT SCHOOL LISTSERV

Owner: Dean or Chair

Used by a faculty or school to communicate with their students.

1. STUDENT SCHOOL LISTSERV is a ONE-WAY LISTSERV to students in a specific school or faculty.
2. The Dean or Chair is classified as the OWNER.

3. The **default is that a student CANNOT unsubscribe himself or herself** from the LISTSERV.
4. CCS will set-up the memberships for the LISTSERVs and updates them hourly. Membership is determined by course registration on RISIS.

STUDENT COURSE/SECTION LISTSERV

Owner: Professor

Used by professors to communicate with their students.

1. STUDENT COURSE/SECTION LISTSERV is a ONE-WAY LISTSERV and/or a DISCUSSION GROUP LISTSERV to students in specific course/sections.
2. The professor is classified as the OWNER and usually also the POSTER and MODERATOR.
3. The **default is that a student CANNOT unsubscribe himself or herself** from the LISTSERV.
4. CCS will set-up the memberships for the LISTSERVs and updates them hourly. Membership is determined by course registration on RISIS.

UNIVERSITY LISTSERV GROUPS / OWNERS

INFOLINE

Owner: The Director of the President's Office and the Director of Communications

Used for messages from the president and vice presidents on topics that affect, or are of interest to, a large proportion of the Ryerson community:

- Ryerson budget updates; provincial government budget impacts
 - Union negotiation updates
 - Senior level appointments
 - Major donations
1. INFOLINE is a ONE-WAY LISTSERV to ALL EMPLOYEES, ALL STUDENTS or a SUB-SET OF EACH GROUP.
 2. The Director of the President's Office and the Director of Communications are classified as the OWNERS.
 3. The **default is that an individual CANNOT unsubscribe himself or herself** from the LISTSERV.
 4. For STUDENT LISTSERVs, CCS sets-up the memberships for the LISTSERVs and updates them hourly. Membership is determined by course registration on RISIS.
 5. For PROFESSORS and STAFF LISTSERVs, CCS sets-up the memberships for the LISTSERVs and updates them with the information received from Human Resources.

CAMPUS NEWS

Owner: Director of Communications

Used for messages relating to operational activities:

- Fire drills; power outages
- Street closings
- Construction updates

Messages about campus events involving a large number of people:

- Campus Carnival
- United Way activities
- Events sponsored by individual units or groups that are of interest to the entire campus (eg: guest speakers, special lectures)

1. **CAMPUS NEWS is a ONE-WAY LISTSERV to ALL EMPLOYEES and ALL STUDENTS.**
2. The Director of Communications is the OWNER.
3. The **default is that an individual CANNOT unsubscribe himself or herself** from the LISTSERV.

4. For STUDENT, CCS sets-up the memberships for the LISTSERV and updates the information hourly. Membership is determined by course registration on RISIS.
5. For EMPLOYEES, CCS sets-up the memberships for the LISTSERV and updates it with information received from the Human Resources Department.
6. Any school or department that has a COMMUNITY MESSAGE should send the message and attachments via E-mail to the Director of Communications. GroupWise – Ian Marlatt MATRIX mail – imarlatt@ryerson.ca

SCHOOL/DEPARTMENT NEWS

Owner: School or Department – Dean, Director, Chair

Used for messages that are of importance only to staff/professors and/or students within that particular school or department.

SCHOOL/DEPARTMENT NEWS is a ONE-WAY LISTSERV to ALL PROFESSORS AND STAFF WITHIN THE SCHOOL OR DEPARTMENT or SUB-SETS OF EACH GROUP.

1. The Dean, Chair or Director is classified as an OWNER.
2. The **default is that an individual CANNOT unsubscribe himself or herself** from a LISTSERV.
3. For STUDENT, CCS sets-up the memberships for the LISTSERVs and updates the information hourly. Membership is determined by course registration on RISIS.
4. For EMPLOYEES, CCS sets-up the memberships for the LISTSERVs and updates it with information received from the Human Resources Department.

UNIT LISTSERV

Owner: Dean/Director/Chair/Manager (Unit Head)

Used by schools and departments to communicate with their professors and/or staff.

1. **UNIT LISTSERV is a ONE-WAY LISTSERV or DISCUSSION GROUP LISTSERV to employees associated with a specific school or department.**
2. The Unit Head is classified as the OWNER.
3. The **default is that an individual CANNOT unsubscribe himself or herself** from the LISTSERV or DISCUSSION GROUP.
4. CCS sets-up the memberships for the LISTSERVs and updates it with information received from the Human Resources Department.

COMMITTEE, SPECIFIC GROUP, OR OFFICE LISTSERV

Owner: Group Designate

Used for group communications and discussions by Task Forces, Committees, Working Groups, or particular Office lists, etc.

1. **A COMMITTEE or A SPECIFIC GROUP LISTSERV is a ONE-WAY LISTSERV or DISCUSSION GROUP LISTSERV to defined groups. (includes lists such as Resnet, Teachnet, Academic Update, etc)**
2. The Group Designate is classified as the OWNER.
3. The **default is that an individual CANNOT unsubscribe himself or herself** from the LISTSERV or DISCUSSION GROUP.
4. CCS sets-up the initial memberships for the LISTSERVs with the User Ids provided by the OWNER. Additions or deletions are then the responsibility of the OWNER.

UNION or ASSOCIATION LISTSERV

Owner: President of a Union or Head of Association

Used for communications and discussions with student or employee unions and associations.

1. UNION or ASSOCIATION LISTSERVs are ONE-WAY LISTSERVs or DISCUSSION GROUP LISTSERVs to specific unions or associations.

2. The President of a Union or Association is classified as the OWNER.
3. The **default is that an individual CANNOT unsubscribe himself or herself** from the LISTSERV.
4. For STUDENT LISTSERVs, CCS sets-up the memberships for the LISTSERVs and updates them hourly. Membership is determined by course registration on RISIS.
5. For PROFESSORS and STAFF LISTSERVs, CCS sets-up the memberships for the LISTSERVs and updates them with the information received from Human Resources.
6. If for a DISCUSSION GROUP LISTSERV, a Union or Association wants to allow its members to **unsubscribe himself or herself**, the OWNER will be responsible for additions or deletions.

January 2003

RYERSON UNIVERSITY

SCHOOL OF APPLIED GEOGRAPHY
FACULTY OF ARTS

January 13th 2003

Diane Schulman
Secretary to Academic Council

Diane.

FOR FEBRUARY 4TH 2003 ACADEMIC COUNCIL MEETING:

Please accept this e-mail as a notification to Academic Council that the Department of Geography intends to merge professionally-related course Table I (page 157) and professionally-related course Table III (page 158) in the calendar, since all the courses in these tables are interchangeable. We are doing this on the recommendation of Barbara Soutar, to prevent confusion among the students.

Thank you



Philip Coppack

Initiating School/Department: **Business & Technical Communication**

Date of Submission: January 20, 2003

Is this the Teaching School/Department, Program School/Department, or both? Teaching department

Please add extra rows as needed if multiple courses are involved.

(Signature on file) _____

February 3, 2003

Vice President, Academic

Date

<i>Course Code/ Number</i>	<i>Course Title</i>	<i>Nature of Change (Use letters to indicate where provided)</i>				<i>Program(s) Affected</i>	<i>Purpose of Change</i>	<i>Minors Affected</i>	<i>Implementation Date</i>
		<i>Hours and Mode</i>	<i>New Course (Y/N)</i>	<i>Re-position(R) Addition (A) Deletion(D)</i>	<i>Required(R) Elective (E) Professional-Elective (PE) Professionally-Related Elective (PRE)</i>				
CMN 432	Technical Communication	1 hr. lec., 2 hr. lab.	No	Delete, from RDTV 2 (P.R. Group B) only	P.R.E.	RDTV 2	Delete CMN432 from RDTV 2, "Professionally-Related	N/A	Fall 2003

Report of the Admissions Committee
#W2003-1
February 4, 2003

The admissions committee met to discuss current admission policies in light of changes in the Ontario high school curriculum and to review and conglomerate the existing, and sometimes outdated existing Ryerson policies. Attached is a proposed overall admissions policy entitled ***Admissions to Undergraduate Programs***. It is reflective of current need and practice. It is numbered Policy 01, replacing the current policy number 01. The policies which are incorporated or removed are:

Policy 01: Mature Student Admission Requirements

Policy 03: Notification to Secondary Schools of Changes in Admission Requirements

Policy 10: Admission Provision for Students over Sixty Years of Age

Policy 16: Policy on Ryerson Students Seeking Re-Admission after Long Absences

Policy 41: Ryerson Policy on the Minimum Requirements for Admission under Secondary School Intermediate and Senior (OSIS)

The Policy has been reviewed by the Associate Registrar for Admissions.

MOTION: That Academic Council approve the Policy on ***Admissions to Undergraduate Programs*** as presented in this report.

Respectfully submitted,

(Signature on file)

Keith Alnwick, Chair, for the Committee:

Errol Aspevig

Philip Shea

Diane Schulman

Arthur Ross

Daryl Smith

Don Dickinson

George Atto

Ali Lohi

Amy Casey

Preet Singh

Tasha Williams

Issa Guindo

Richard Fleming

RYERSON UNIVERSITY
POLICY OF ACADEMIC COUNCIL

ADMISSION TO UNDERGRADUATE PROGRAMS

- Policy Number: 01
- Approval Date: February 2003
- Presented By: Admissions Committee
- Reviewed By: Admissions Committee
- Responsible Office: VP, Academic and Registrar
- Replaces Policies: 01 – Mature Student Admission Requirements
03 – Notification to Secondary Schools of Changes in Admission Requirements
10 - Admission Provision for Students over Sixty Years of Age
16 – Policy on Ryerson Students Seeking Re-Admission after Long Absences
41 – Ryerson Policy on the Minimum Requirements for Admission under Ontario Secondary School Intermediate and Senior (OSIS)

1.0 Preamble

It is Ryerson's objective to admit the best-qualified applicants to its programs using processes that are fair to all applicants.

2.0 Admission of Applicants from Ontario Secondary School

Ryerson requires that applicants for admission to Ryerson undergraduate programs present the Ontario Secondary School Diploma (OSSD) with a minimum of six (6) OAC or Grade 12 U or M courses. Students from the current or previous Ontario secondary school curricula will be treated equally for admissions purposes. The length of time taken by an applicant to complete the OSSD will not be a determining factor in admission decisions. New and old curricula courses can be combined as long as individual courses are not repeated/double counted.

While a minimum average of 70% (on 6 OAC or Grade 12 U or M courses) from secondary school establishes a student's eligibility to apply for Ryerson admission, individual Ryerson programs may establish higher required averages for admissions.

Individual Ryerson programs may stipulate specific academic pre-requisites for admission, including specific courses and minimum grades. Programs may also stipulate non-academic requirements for admission (e.g. Portfolio, admissions essay, interview, audition, etc.).

Any changes to Ryerson program admission requirements will be approved by Ryerson's Academic Council. New requirements (i.e. those more proscriptive or stringent) must be communicated to Ontario secondary schools at least 18 months in advance of implementation.

3.0 Admission of Applicants from Outside Ontario

Students presenting credentials or other prerequisites from other jurisdictions which are equivalent to those required from Ontario applicants will be considered on an individual and equal basis.

4.0 Admission of Mature Applicants

Applicants who do not possess the minimum admission requirements are eligible to be considered for admission if they:

1. are twenty-one (21) years of age as of December of the year of application;
2. have been away from formal full time education for at least two years;
3. are Canadian citizens, landed immigrants, or are sponsored by a Canadian government agency;
4. are able to present tangible evidence of their ability to succeed in the Ryerson program and;
5. have completed any pre-requisites or the equivalent for individual program admission.

5.0 Admission of Students with Prior Post-Secondary Studies

Students who have completed studies at an accredited post-secondary institution may apply for admission to Ryerson programs and , if they are offered admission to a Ryerson program , will have their prior study considered for relevant transfer credit/advanced standing. Documentation may be required providing detailed course descriptions/outlines for courses taken elsewhere. All procedures pertinent to the request for transfer credit/advanced standing, as outlined in the Ryerson calendar, must be followed.

6.0 Re-Admission of Previous Ryerson Students Following a Prolonged Absence

Students previously enrolled in a Ryerson program and who have been absent for an extended period (over one year), or students seeking re-admission to a program following a period of suspension, may apply for re-admission/reinstatement. There is no guarantee of re-admission. If the student's original time limit for program completion has passed, the student may only be re-admitted to the current version of the program. This will require a full review of eligible credits and may considerably extend the time needed to complete the program. In cases where the student's original time limit for program completion has not elapsed, the student will be considered for re-admission to their original program where applicable. If admitted, students will be provided with a clear statement of remaining work required in order to graduate. Students who are re-admitted after a period of suspension will be placed on probation and will receive a probationary contract.

Report of the Nominating Committee

#W2003-2

February 4, 2003

The following name is submitted for the approval of Academic Council for committee membership for 2002-2003.

Academic Standards Committee

Zouheir Fawaz to replace Fei Yuan as Engineering and Applied Science representative.

Respectfully submitted,

(Signature on file)

Ava Cross
Chair, Nominating Committee

Alex Pevec
Donna Smith
Gloria Roberts-Fiati
Kaamran Raahemifar
Stalin Boctor
Carla Cassidy
Ken Marciniac
Christine Desouza
Melanie Ward

REPORT OF THE ACADEMIC STANDARDS COMMITTEE

Report #W2003 -1; February 4, 2003

In this report we bring to Council our recommendations on one item:

X *School of Information Technology Management* - program restructuring and curriculum revisions

Further documentation on the items addressed in this and all other ASC reports is available for review from the Secretary of Academic Council.

Proposed Restructuring of the Program in *Information Technology Management (ITM)*

When the program in Information Technology Management was implemented in 1999, three streams (areas of specialization) were envisaged: systems development, telecommunications, and digital media. For reasons of resource availability and ATOP priorities, only two of the streams (systems development and telecommunications) were actually offered. Since that time, program enrolment has grown dramatically and the professional field has changed in a multitude of ways.

The essence of this proposal is to increase the number of streams to five:

- X telecommunications and networking
- X applications development
- X enterprise systems and organizations
- X digital media solutions (a current formulation of the third stream approved for implementation in 1999)
- X knowledge and database management.

The restructuring is intended to serve several objectives, including:

- X to provide more differentiated areas of specialization
- X to accommodate a larger number of students (target intake accounting for the double cohort is 520 students, approximately 80 above current levels)
- X to allow more flexibility to build depth in areas of high employer and student demand.

Curriculum

The proposal entails the development of several new courses in ITM, a number of changes in course sequence and positioning, and the incorporation of additional professional and professionally-related electives.

The structure of individual streams emulates those within the current program structure. They are based on an extensive professional core (common to all streams) augmented by professional electives, required and elective “stream” courses, and professionally-related and liberal studies courses.

Program content remains unchanged in year 1. Changes in year 2 are modest. (Significantly, though, students will be able to decide on their area of specialization late in year 2 as opposed to the current arrangement in which the choice has to be made after year 1.) Years 3 and 4 each entail 2-3 required professional courses, 2-3 professional elective courses, 2-3 professionally related courses, and 1-2 liberal studies. A total of 42 courses is required to graduate.

Professionally-related courses have been selected to facilitate access to Minors, with students having “built-in” access to Minors in accounting, eBusiness, marketing, human resources, law, international business, finance, entrepreneurship and innovation, business communication, public administration, and economics.

Over the past two months, the Schools of Information Technology Management and Business Management have pursued extensive discussion around areas of common curricular interest and teaching expertise, related particularly to the *enterprise systems and organizations* stream. There have been two outcomes to these discussions, one being curricular enhancements as reflected in this proposal, the other being foundation work towards future collaboration in certain areas of curriculum development.

For curriculum details, please see the appendix to this report.

Program balance is demonstrated in the following table:

	Professional	Professionally Related	Liberal Studies	Total
Current Curriculum				
Year 1	3	6	2	11
Year 2	6	4	1	11
Year 3	4	4	2	10
Year 4	6	3	1	10
Total	19	17	6	42
Proposed Curriculum				
Year 1	3	6	2	11
Year 2	5	5	1	11
Year 3	5	3	2	10
Year 4	6	3	1	10
Total	19	17	6	42

ASC Evaluation:

The committee has concluded that the expansion of streams would be justified academically with or without consideration of the double cohort. Taken as a whole, the proposal enhances the program’s breadth, depth, and coherence. One element of the proposal cannot be supported at this time, that being a proposed certification process involving an elective course ITMxxx: Certification. This could involve the delivery of credited course content by industry partners, a step that the ASC believes to be contrary to existing policy. As well, further work is required to verify the academic soundness of this strategy. The School and ASC have undertaken to explore this matter further.

Recommendation:

Having satisfied itself of the academic merit of this proposal, the Academic Standards Committee recommends:

That Academic Council approve the program restructuring and related changes proposed for Information Technology Management, save for the proposed certification process associated with ITMxxx: Certification.

Respectfully submitted by

(signature on file)

Errol Aspevig,
for the committee

- K. Alnwick (Registrar)
- A. Brozovic (student, Retail Management)
- C. De Souza (student, Food and Nutrition)
- I. Engel (Psychology)
- Z. Fawaz (Aerospace)
- K. Gates (Nursing)
- A. Gillis (Mathematics, Physics, and Computer Science)
- D. Glynn (Continuing Education)
- R. Goldsmith (Geography)
- R. Keeble (Urban and Regional Planning)
- J. Logan (Information Technology Management)
- A. Mitchell (Interior Design)
- D. Snyder (Image Arts)
- D. Sydor (Business Management)

Appendix: Proposed New ITM Curriculum Structure

The following course requirements for Year 1 are common to all students

Professional Courses	Professionally Related Courses	Liberal Studies
YEAR 1: (Semesters 1 & 2) ITM 100 Business and Information Systems ITM 101 ITM 200 Introduction to Application Development	Per: ACC 100 Introductory Financial Accounting CMN 124 Written Communications MGT 100 Foundation of Management MHR 405 Organizational Behaviour and Interpersonal Skills MKT 100 Marketing I QMS 204 Statistics for Management	TWO ONE-TERM courses from Liberal Studies Table A (Please consult degree calendar)

Professional Courses	Professionally Related Courses	Liberal Studies
YEAR 2: (Semesters 3 & 4) ITM 305 Systems Analysis and Design ITM 310 Introduction to Network Technology ITM 320 Database Applications ITM 400 Telecommunications Technologies & Applications ITM 405 Internet Applications Development	ACC 406 Introductory Management Accounting FIN 300 Managerial Finance I LAW 122 Business Law ECN 104 Introductory Microeconomics ONE ONE TERM course from Table III Professionally Related Electives	ONE ONE-TERM course from Liberal Studies Table A (Please consult degree calendar)

Course requirements for Years 3-4 depend on which option you specialize in:

YEAR 3 (semesters 5 & 6) All Options	Applications Development Required	Telecommunications and Networks Required	Enterprise Systems and Organization Required	Digital Media Solutions Required	Knowledge and Database Management Required
<p>PROFESSIONAL ITM 500 Database Analysis and Design ITM 505 Managing Information. Systems & Telecommunications ITM 410 Process Design (moved from Year 4)</p> <p>PROFESSIONALLY RELATED ECN 204 Introductory Macroeconomics ONE ONE-TERM course from Table III, Professionally Related Electives</p> <p>LIBERAL STUDIES TWO ONE-TERM courses from Liberal Studies Table B (Please consult degree calendar)</p>	<p>ITM 406 Object Oriented Applications Development ITM 605 Client Server Applications ITM 430 Object Oriented Analysis</p>	<p>ITM 600 Data Communications Network Design ITM XXX Advanced Data Communications ITM 710 Emerging Telecommunications Networks</p>	<p>ITM 330 ERP MHR650 Management of Change ITM XXX The IT-Enabled Supply Chain</p>	<p>ITM 445 Multimedia in Business ITM 530 Interaction for Multimedia ITM 525 Advanced Internet Development</p>	<p>ITM XXX Knowledge management ITM 610 Database Administration ITM XXX Information Architecture Theory</p>
YEAR 4: (Semesters 7 & 8) TABLE IIA PROFESSIONAL COURSES FOR OPTION					
<p>PROFESSIONAL ITM 700 IT and Strategic Management ITM 800 Applied Feasibility Analysis</p> <p>AT LEAST TWO ONE-TERM courses from Table IIA, Professional Electives for Option UP TO TWO ONE TERM COURSES FROM TABLE IIB ITM Professional Electives</p> <p>PROFESSIONALLY RELATED THREE ONE-TERM courses from Table III, Professionally Related Electives</p> <p>LIBERAL STUDIES ONE ONE-TERM course from Liberal Studies Table B (Please consult degree calendar)</p>	<p>Select at least 2 of the following: ITM 300 Intermediate Applications Development ITM 330 Enterprise Solutions ITM 420 Information Systems Security and Control ITM 510 Advanced Applications Development ITM 525 Advanced Internet Applications Development CPS 393 - Introduction to C and Unix CPS 590 - Introduction to Operating Systems CPS 611 - Object-oriented Programming & Design</p>	<p>Select at least 2 of the following: ITM 315 Introduction to Network Management ITM 420 Information Systems Security & Control ITM 515 Canadian ICT Market ITM 520 Voice Systems & Emerging Technology ITM XXX Advanced Switching and Routing ITM 704 Wireless Mobile Communication ITM 705 Telecommunications Applications ITM XXX Multimedia Communications Systems</p>	<p>Select at least 2 of the following: ITM 420 Information Systems Security and Control ITM 750 Project Management ITM XXX Consulting Skills for IT Professionals ITM 425 Software Evaluation Methods ITM XXX Managing Customer Relationships with IT MHR XXX HR Issues for IT Managers ITM XXX Data Warehouse and Mining Methods ITM XXX Information Architecture Theory MGT701 Purchasing and Supply Management</p>	<p>Select at least 2 of the following: ITM XXX e-learning Technologies and Implementation ITM XXX Content Management ITM 510 Advanced Applications Development ITM 720 Advanced Multimedia Projects ITM XXX Design Principles for IT Managers ITM XXX Consulting Skills for IT Professionals CPS 393 - Introduction to C and Unix CPS 613 - Human-Computer Interaction and GUI Development CPS 621 - Introduction to Multi-media Systems SUBJECT TO APPROVAL CROSS LIST IMAGE ARTS COURSES</p>	<p>REQUIRED ITM XXX Data Warehouse and Mining Methods</p> <p>Select at least 1 of the following: ITM 701 Advanced Topics in Database ITM XXX Privacy Issues ITM 420 Information Systems Security and Control ITM XXX Knowledge Management Technologies ITM XXX Content Management MHR650 Management of Change ITM XXX Managing Customer Relationships with IT CPS721 - Artificial Intelligence</p>

	<p>TABLE IIB ITM ELECTIVES Select up to TWO of the following</p>
	<p> ITM 315 Introduction to Network Management ITM 430 Object Oriented Analysis and Design ITM 510 Advanced Application Development ITM 425 Software Evaluations Methods ITM 445 Multimedia in Business ITM 600 Data Communications ITM 610 Database Administration ITM 525 Advanced Internet Applications Development ITM 420 Information Systems Security and Control ITM XXX Consulting Skills for IT Professionals ITM 750 Project Management of IT & T ITM XXX Research Methods for ITM ITM XXX Ethics & Professional Practice in IT ITM XXX The IT-Enabled Supply Chain ITM 350 Concepts of e-Business ITM 360 Establishing an e-Business Operation ITM XXX Knowledge Management ITM XXX Privacy Issues ITM 702 Summer Term Practicum (full-time students only, excluding Co-op students) ITM 703 Current Issues in Information Systems Management ITM 715 Strategic Issues in Telecommunications & IT ITM 805 Special Topics in Information Technology & Telecommunications ITM XXX Technology Certification </p>
	<p>* A PROFESSIONAL ELECTIVE TAKEN FROM TABLE IIA MAY NOT BE TAKEN FROM TABLE IIB</p>

TABLE III – PROFESSIONALLY RELATED ELECTIVES

<p>Not all courses are available each semester. Registration in courses is subject to prerequisite(s), precursor(s), and corequisite(s). All courses are three hours per week.</p> <p>ACC 305 Computerized Accounting ACC 414 Intermediate Accounting I ACC 507 Accounting for Managers ACC 514 Intermediate Accounting II ACC 522 Taxation ACC 605 Public Sector Accounting ACC 607 Accounting for Small Business ACC 621 Internal Auditing ACC 801 Intermediate Cost & Management Accounting CMN 313 Report Writing CMN 314 Oral Communication CMN 315 Business Correspondence CMN 413 Corporate Communication CMN 414 Interpersonal Communication in Management CMN 443 International Business Communication ECN 301 Intermediate Macroeconomics I ECN 501 Industrial Organization ECN 502 Economics of Natural Resources ECN 504 Intermediate Microeconomics I ECN 506 Money and Banking ECN 510 Environmental Economics ECN 605 Labour Economics ECN 606 International Monetary Issues ECN 703 Public Finance I ECN 707 International Economics ECN 801 Principles of Engineering Economics ECN 803 Public Finance II ECN 808 Economics of Technological Change ENG 520 The Language of Persuasion ENT 526 Introduction to Entrepreneurial Behaviour ENT 527 Studies in Entrepreneurship ENT 725 Management of Innovation ENT 726 Creating a Business Plan *FIN 041 Canadian Business Finance FIN 401 Managerial Finance FIN 501 Investment Analysis I FIN 502 Personal Financial Planning FIN 510 Entrepreneurial Finance FIN 601 Investment Analysis II FIN 701 Financial Intermediation</p>	<p>FRE 502 Business French I FRE 602 Business French II</p> <p>GEO 301 Marketing Geography GEO 719 GIS in Business: Strategic Management Decisions HST 500 Understanding International Relations HST 600 Innovators, Capitalists and Managers</p> <p>HTI 746 Destination Management Systems</p> <p>LAW 525 The Law of the Marketplace LAW 529 Labour Law LAW 603 Advanced Business Law LAW 723 Issues in Information Technology Law LAW 724 Legal Aspects of International Business</p> <p>MGT 401 Operations Management MGT 402 Introduction to Managerial Economics MGT 550 Business-to-Business eCommerce MGT 701 Purchasing and Supply Management I MGT 723 International Trade MGT 724 The Management of International Enterprise MGT750 Consulting to Management MGT 801 Purchasing and Supply Management II MGT 802 Ethical Leadership MGT 803 Principles of Transportation MGT 829 Advanced Managerial Economics</p> <p>MHR 505 Organizational Behaviour II MHR 522 Industrial Relations MHR 523 Human Resources Management MHR 600 Equal Opportunity Management MHR 623 Recruitment and Selection MHR 634 Fundamentals of Learning MHR 635 Training Needs Assessment and Evaluation MHR 636 Instructional Design MHR 637 Instructional Delivery MHR 638 Consulting Skills MHR 639 Training and Technology MHR 700 Cross-Cultural Dimensions/Organizational Behaviour MHR 721 Negotiation and Conflict Resolution MHR 733 Training and Development MHR 741 Managing Interpersonal Dynamics MHR 749 Compensation Management MHR 841 Organization Design MHR 849 Human Resources Planning MHR 850 Organization Development</p>	<p>MKT 200 Marketing II MKT 403 Marketing Communications I MKT 423 Marketing Research MKT 502 Consumer Behaviour MKT 503 Marketing Communications II MKT 504 Effective Persuasion MKT 522 International Marketing MKT 530 Internet Marketing MKT 621 Business-to-Business Marketing MKT 723 Services Marketing and Management MKT 724 Sales Management MKT 730 The Management of New Products MKT 731 Market Planning and Strategy MKT 732 Problem-Solving: Nonprofit Marketing</p> <p>OHS 208 Occupational Health & Safety Law OHS 718 Systems Management I</p> <p>PHL 307 Business Ethics</p> <p>POL 122 Local Government and Politics in Canada POL 302 Power and Influence in Canadian Politics POL 402 Political Conflicts in Canada POL 508 Business-Government Relations in Canada POL 509 Public Enterprise in Canada</p> <p>PPA 322 Understanding Canadian Public Administration PPA 422 People, Policy & Money: Public Administration PPA 533 Labour, the State & Politics of Work PPA 623 Public Policy PPA 624 Theories of Bureaucracy and Organization PPA 633 Public Sector Restructuring PPA 634 Public Sector Budgeting PPA 644 Public Sector Financial Management</p> <p>QMS 202 Business Statistics II QMS 402 Quality Management QMS 442 Multiple Regression for Business QMS 521 Business Optimization QMS 522 Linear Algebra QMS 621 Introduction to Quality Control QMS 641 Business Research QMS 702 Calculus for Business QMS 703 Business Forecasting Techniques QMS 751 Decision Models for Managers</p> <p>RMG 910 Virtual Retailing</p> <p>RTL 504 Retail Merchandising RTL 702 Retail Administration</p>
<p>* A two-term course</p>		