

GCM

STUDENT GUIDE

2026/27

**Toronto
Metropolitan
University**

**School of Graphic
Communications Management**
The Creative School





OUR MISSION

Graphic Communications Management (GCM) graduates are effective professionals in the printing industries who have a solid education founded in technical training that enables them to thrive as industry professionals.

As part of this education, we embed the values of equity, diversity, and inclusion (EDI), which are essential to academic excellence and social responsibility.

Working together, we aim to build a stronger, more inclusive community at GCM — where our commitment to equity, excellence, and the pursuit of knowledge, drives positive, lasting transformation within our institution as well as in the broader local and global community.

EDI Statement

The School of Graphic Communications Management supports a non-sexist, non-transphobic, non-homophobic, non-ableist and non-racist environment and is committed to upholding the values of equity, diversity, and inclusion. The School also supports an inclusive learning environment where diverse perspectives are recognized, respected, and seen as a source of strength.

LETTER FROM THE INTERIM CHAIR OF GCM

Dear Students,

On behalf of the School of Graphic Communications Management (GCM), I would like to warmly welcome you to our 2026–2027 academic year. GCM offers the only degree for management in graphic communications in Canada. More than just the excellent academics, we foster an environment in which every student matters. Your aspirations, the lessons you learn, the projects you create, and the many accomplishments you will achieve during your time here are arguably the most important part of your academic journey.

Here at the Heidelberg Centre, our main building on campus, you will find your people. People who care just as much as you do about stationary, beautiful packaging, and magazines. Together you will learn how to design, make and manage all things communications!

We hope you join us with an open mind and heart, ready to start becoming a future leader in our industry!

Warmly,

Dr. Reem El Asaleh

Interim Chair, Graphic Communications Management

GCM CONTACT LIST

General Inquiries

School of Graphic Communications Management
Heidelberg Centre (HEI Building)
125 Bond Street
Toronto, ON M5B 1Y2 Canada
416-979-5050

Faculty, Instructors & Staff

[See here for the complete list of current faculty, instructors, and staff.](#)

GCM Admin:

GCMadmin@torontomu.ca

For general university and office inquiries, including OneCards, lockers, assignment drop-off/pick-up info, [Connect & Collect points](#), and school events.

GCM Academic Advising:

GCMadvising@torontomu.ca

For all academic inquiries, including course selection, enrolment, grades, academic standing, significant dates, student-related initiatives and resources, and learning supports.

GCM Tech Help:

GCMtechhelp@torontomu.ca

For GCM lab tech support, including GCM lab computers, software, printers, lab access or equipment like CTP, cutting tables, and instrumentation tools.

GCM Internship:

GCMinternship@torontomu.ca

For internship inquiries, including internship search resources, eligibility, and suitability of internship positions. Students complete a mandatory internship between 3rd and 4th Year.

TMU ServiceHub (Office of the Registrar)

For inquiries and support with undergraduate admissions, fees, financial assistance, MyServiceHub support, exams, class schedules, official letters, transcripts, and applying to graduate. Contact [ServiceHub](#): 416-979-5036, chat, or in-person (POD-150).

GETTING STARTED AT GCM

General Information

Welcome to Graphic Communications Management!

Please check out the [TMU Current Students](#) website, where you will learn about academics, fees, scholarships, finances, services, and supports.

The [Undergraduate Calendar](#) and [Significant Dates](#) are important webpages that will alert you to deadlines to pay **tuition and fees**. Late payment of fees may result in a hold on your account that will prevent you from enrolling into courses. All inquiries about tuition, fees, and student financial assistance should be directed to the [ServiceHub](#).

Significant Date	Deadline Period
Official Start of Fall 2026 Term	Tuesday, September 8, 2026
Fall Study Week	Tuesday, October 13 – Friday, October 16, 2026
Fall Examination Period	Wednesday, December 9 – Sunday, December 20, 2026
Official End of the Fall 2026 Term	Sunday, December 20, 2026
Mid-Winter Break	Thursday, December 24, 2026 – Wednesday, January 6, 2027
Official Start of the Winter 2027 Term	Friday, January 15, 2027
Winter Study Week	Tuesday, February 16 – Friday, February 19, 2027
March Course Intentions Period	Thursday, March 4 – Wednesday, March 10, 2027
Winter Examination Period	Monday, April 19 – Saturday, May 1, 2027
Official End of the Winter 2027 Term	Saturday, May 1, 2027
May Course Intention Adjustment Period	Wednesday, May 12 – Friday, May 14, 2027

ONLINE IDENTITY

Activate your [online identity](#) by logging into the [my.torontomu.ca portal](#).

Students are required to activate and maintain their online identity. Be sure to monitor and retrieve information issued to you by the University faculty/staff via TMU online systems regularly. Students have the responsibility to recognize that certain communications may be time-critical (see [Senate Policy #157](#)).

Note: You must use your TMU email account to communicate with instructors and staff. Access includes:

- [TMU email and Google Workspace](#)
- MyServiceHub ([see tutorials](#))
- [D2L Brightspace](#)
- [TMU WiFi](#)
- [Online Library resources](#)

ONE CARD

Your TMU OneCard is required at all exams, and it serves as your card for campus services, discounts, and secure building access. Once you have activated your TMU online identity, apply for your [OneCard](#). You can also register for a Digital OneCard. You will still require a physical OneCard. If you need access to a specific GCM classroom, or lab, and your OneCard does not open the door, please email GCMadmin@torontomu.ca.

TWO-FACTOR AUTHENTICATION

Multi-factor authentication (MFA) is a security control that adds an additional layer of security to protect your online account. TMU students must set up two-factor authentication for both [Google](#) and [Microsoft](#).

MICROSOFT OFFICE & ADOBE CREATIVE CLOUD

GCM students have access to [Microsoft Office 365 Education](#) and [Adobe Creative Cloud](#). Microsoft Two-Factor Authentication must be set up in order to start downloading applications.

PERSONAL INFORMATION

Any changes to your personal information should be promptly communicated to the University. Update your address, phone number, email address, and chosen/preferred name via [MyServiceHub](#).

ASSIGNMENTS & DROP BOX

Instructors will review course outlines on the first day, detailing assignments, due dates, readings, and weekly topics.

Assignments may have different submission guidelines depending on the work (essay, digital project, etc.). It is your responsibility to submit them properly by the due date. Late work is time stamped and subject to penalties noted in the course outline.

Most of the assignments may be submitted online through D2L or in class.

For onscreen grading of lab assignments, projects must be completed, saved on removable media (e.g., USB), and available during the lab session. Retain back-up copies of all work, and ensure only the project file for marking is saved on the USB. GCM assignments submitted outside class should go in the assignment drop box outside the GCM main office (HEI-102).

If your instructor requires a folder or envelope, use a transparent one. **Do not** hand assignments to office staff or leave them on the counter. All assignments must be clearly labeled with your name, student number, instructor, class, and section. Once submitted to the drop box, assignments **cannot** be retrieved, so ensure they are complete.

RETURN OF ASSIGNMENTS, TESTS & EXAMS

Graded assignments are available for pick-up in the GCM Front Office (HEI-102). You may pick up **only** your own individual or group assignment. **Do not leave your graded work in the GCM office for an extended period of time.**

Test feedback is provided by instructors; to review test results, book an appointment promptly after grading. Final exams are not returned to students, but are kept by the School. To view your graded final exam, make an appointment with your instructor.

LOCKERS

Grab a locker in Kerr Hall West (KHW) on the lower floor. Lockers are claimed on a first come first serve basis by putting a lock on your chosen locker within the first two weeks of classes. TMU Security removes locks and contents 2–3 weeks after the winter term.

PROJECT ROOMS

Project Rooms (2nd & 3rd floors, Heidelberg Centre) are booked first-come, first-served via the sign-up sheet outside the project rooms.

RESPECTING THE GCM LEARNING ENVIRONMENT

[Senate Policy #61: Student Code of Non-Academic Conduct](#) requires respectful behaviour that supports TMU's learning and work environment. Violations to this policy can affect your academic status. Respect the Heidelberg building.

Do your part by:

- Keeping noise to a minimum.
- Cleaning up after yourself. (If you need assistance with a spill, please contact GCM Front Office staff or one of the technicians to obtain tools to clean up).

GCM STUDENT RESOURCES

For a full list of resources, check out [GCM Student Resources](#).

STUDENT REPRESENTATION

GCM School Council

The School Council is the academic decision-making body that reviews and approves curricular, operational and other changes affecting GCM. Membership includes students, faculty and staff. One student representative from each year will sit on the Council. Student representatives are elected by the students in each cohort year of the GCM program.

GCM Course Union

The Course Union represents GCM students within TMU. The student-led executive and class reps organize social activities, trips, intramural athletic teams and academic events. The course union is also a good liaison between you, the student union, faculty and university administration. Find them on [Instagram](#) or [LinkedIn](#).

First Year/Third Year Buddy System

The GCM Course Union runs a buddy system where incoming first year students are assigned a third year buddy who will mentor you through the first year, helping you navigate the program and printing industry. The buddy list will be distributed in September, so don't hesitate to reach out to yours when you get their name and contact info!

TMU Students' Union

The [TMU Students' Union \(TMSU\)](#) is your hub for activity on campus. The union advocates for student rights, supports student groups & events, and provides discounted services!

Society of The Creative School

[Society of The Creative School](#) is a student-led society that represents all eleven schools in The Creative School focused on building community by hosting conferences and competitions, and offering extracurricular project funding.

GCM Ambassador Program

The Ambassador Program offers students the chance to represent the Graphic Communications Management program at their former high schools. As ambassadors, students not only have the opportunity to earn up to [10 Connect & Collect \(CC\) points](#) annually for their active participation, but also play a crucial role in fostering community within GCM.

Ambassadors are actively involved in supporting various events such as TMU Open House, the Ontario Universities Fair, and more. This program is designed not only to recognize student leadership but also to create opportunities for students to connect with each other, share experiences, and contribute to the vibrant GCM community.

Join us in building lasting connections and making a positive impact on our program and beyond!

Reach out to the GCM Office at GCMadmin@torontomu.ca if you'd like to join.

GCM TEAMS & CLUBS

Consider joining a [GCM Student Team and Club](#)!

EVENTS

Industry Trade Shows

We strongly advise that you attend local printing industry trade shows like [Graphics Canada](#). There you'll see first hand what companies across the country are doing. You can earn CC points by attending industry trade shows. You'll not only be building your career network, but you can also get credit for it!

Colloquium/End of Year Show

Our annual Colloquium is an event for you to get to know GCM alumni, industry reps and school partners. The night includes discussions on industry trends and open networking opportunities. This event is now paired with our Thesis and Business Plan Expo where students showcase their 4th year capstone projects.

Career Fair

Career Fair is an opportunity for 3rd and 4th year students looking for internships and full-time work to interview directly with some of the top companies in the graphic communications and printing industry in Canada.

NOTE: Students can attend the Career Fair once for internships and once for roles post-graduation.

Volunteering at School Events

Many of our events are run and supported by student volunteers. If you're interested in helping put together amazing events like Awards Night or the ones above, keep an eye open for our email call outs!

LAB POLICIES

GCM has the following labs available for work and research:

- Packaging Lab (HEI-004)
- Press Lab (HEI-010)
- Binding and Finishing Lab (HEI-005)
- Digital Press Lab (HEI-008)
- Multi Use Lab (HEI-304)
- Input and Output Labs (HEI-301 A/B)
- Premedia Computer Labs (HEI-302 & HEI-306)
- Instrumentation Lab (HEI-206)

The first five of these labs are regulated by instructors for special projects. The premedia computer labs are independent and have their own set of guidelines.

GCM Computer Labs

Our computer labs are located on the 3rd floor, and can be used for independent work when a class isn't taking place. A lab schedule will be posted on the door and our website under "Student Resources" at the beginning of each semester. Lab space is first come, first serve.

Lab Rules

- 1. Entry by OneCard only between the hours of 7:30 AM to 8:30 PM Monday through Friday** for the upstairs labs. If your lab takes place outside these hours, your instructor will open the door for you. There are limited supervised open hours during and outside these times. When open hours occur on weekends, the Lab Monitor will open the lab door for you. There is no access to downstairs labs except during open hours with the supervision of Lab Monitors.
- 2. No food or drink in the labs.** Please leave food and beverages on the shelves next to the door and pick them up when leaving.
- 3. Professionalism in the lab.** Students are expected to work and interact quietly and avoid loud noises that may interfere with the work of others.

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4. **Entertainment software.** Students are not to use lab computers for entertainment software including YouTube, Facebook, Netflix, video games and personal email.
 5. **Monitoring and Privacy.** Computers and their usage may be subject to monitoring. Students are not guaranteed privacy when using these systems.
 6. **Toronto Metropolitan University's harassment policies** require that you do not load any files that could be taken as being offensive to others. This policy also covers desktop pictures. [These issues are explained in the Student Code of Non-Academic Conduct.](#)

Lab Etiquette

- Respect the rights of others in the lab.
- Do not knock, walk in or otherwise disturb a lab that is in session.
- Do not customize the hardware or software in any lab.
- Use only the fonts and software supported by GCM.
- It is illegal to copy, load, and remove any software without permission.
- Do not play games or use personal email on lab computers.
- Use headphones when listening to music.

Quick Start Guide for HEI Computers

In order to use these computers in the Heidelberg Centre, students must use their TMU Online Identity.

New login process using RUAD system

- Use my.torontomu.ca username & password to gain access to GCM computers.
- If your my.torontomu.ca login works, so should your login for GCM computers; if you are having issues with your account please use the following to address issues:
 - Report problems with account activation.
 - Report general problems with your account or the [my.torontomu.ca](#) portal.

ThawSpace

The ThawSpace is a public shared folder that is ONLY accessible once you have logged into a GCM computer. The ThawSpace icon can be found on the Desktop.

- Files will be deleted from the ThawSpace NIGHTLY.
- ThawSpace is designed as a working/active file storage space when using applications.
- Always backup your ThawSpace files to USB or Google Drive before logging out.
- Always delete your ThawSpace files from the ThawSpace before logging out.

Visitors and Guests

Labs are only for students registered in GCM courses. Visitors can come to lab sessions only with prior permission of the lab instructor. Visitors are not permitted during open lab hours.

Enforcement of Lab Rules

Students who break computer lab rules may be subject to disciplinary action including but not limited to policies on academic and non-academic conduct.

Printing

Your ancillary lab fees cover the printing of **GCM lab-related projects and assignments only**. All other printing is disallowed unless prior consent is obtained from the Chair. The use of GCM printing for student group projects must be approved by the faculty advisor for the group.

Colour printers are to be used as proofing devices only. Please do not use the colour printers to output the documentation for other papers or projects.

File Storage and Backup

You have file storage space on Google Drive under your TMU account. Use an external hard drive or USB to ensure you do not lose anything.

Lost and Found

Label personal tools and materials used in labs. If you leave something in the lab, check the lab access schedule and arrive to collect it when the next break occurs. Any items left in the lab are usually turned in to the GCM main office (HEI-102), where they are held securely for a limited period of time. Any items not picked up in a timely manner will be turned over to the lost and found in the Community Safety and Security office at 285 Victoria Street. Lost USB drives may be with your lab instructor.

Reporting Hardware, Software and Equipment Issues

Issues and concerns about any equipment or systems anywhere in the GCM building can be emailed to:

GCMtechhelp@torontomu.ca.

If you accidentally break a piece of equipment while using it, please report it. Accidents happen, and reporting them lets us fix the problem right away.

- [Other computer labs on campus](#)
- [Borrow a laptop from TMU's Media Services](#)
- [Borrow a laptop from The Creative School Equipment Distribution Centre](#)

PRINT, INSTRUMENTATION & BINDERY LABS

Housekeeping

Working with ink can be messy. It is your responsibility to clean workspaces. Use lab coats and cleaning supplies in the room. If you spill ink, please wipe it up immediately. It stains surfaces.

If you require additional instruction on how to maintain a clean and safe working environment, contact the Printing & Packaging Technician, Scott Millward at scott.millward@torontomu.ca or at HEI-02. If you observe unsafe conditions in the printing processes or bindery and finishing lab, immediately report them to the technician or your instructor.

Lab Access

- During your own lab section's scheduled period
- During posted, supervised open hours

EMERGENCIES IN THE LAB

In the event of a fire alarm or other evacuation notice, students are required to leave the building until it is safe to return. If you are working in the lab during Open Lab hours, do not wait for printouts, scans, etc. Remove yourself and your belongings until it is safe to return.

When to Contact GCM Tech Help

GCMTechHelp is your go-to resource for all technical support needs related to your academic work and campus IT services. Reach out to us at GCMtechhelp@torontomu.ca for:

- **Login Issues**
- **Software Support**
- **Printer Issues**
- **Account Lockouts/Lab Access Issues**
- **Lab Equipment Problems**
- **GCM Ricoh Digital Press Problems**
- **GCM Instrumentation Lab Issues**

For general course content or specific assignment help, reach out to your instructors first.

ACADEMIC INFORMATION

Full-time vs. Part-time Studies

TMU defines "full-time" study as four (4) billing units per term (typically 4 courses). This is also the course enrolment required for The Creative School [Dean's List](#), [TMU's renewable entrance scholarship](#) and [select awards/scholarships/bursaries](#) (if applicable). On the other hand, [OSAP](#) defines "full-time" study as three (3) billing units per term (typically 3 courses). For the minimum requirement for international students with study permits, consult with [International Student Support](#) for further guidance. For inquiries, contact the [ServiceHub](#).

Course Management

[Senate Policy #166: Course Management](#) outlines the information that must be provided to students enrolled in each course, including course objectives, evaluation scheme, attendance requirements, schedule of topics, reading lists, teaching methods and assignments. Students are expected to be familiar with the requirements itemized in each course outline. We recommend that you download and keep a copy of your course outlines.

Academic Consideration Requests (ACRs)

If you've missed an exam, assignment, or any other graded work due to illness or extenuating personal (compassionate) circumstances, you should notify your instructor and request academic consideration. Academic Consideration Requests should be submitted within three (3) days of the missed deadline via the online [Academic Consideration Request portal](#).

Students can submit an ACR without supporting documentation in limited circumstances one time per semester. Verified documentation must be submitted thereafter, and always submitted for missed final exams. (E.g. [TMU Student Health Certificate](#)).

Instructors are not obligated to grant academic consideration. If they grant the request, it is your responsibility to contact them to make alternate arrangements to complete the required course work.

For more info, visit [Academic Consideration Requests - Senate Website](#) and [Senate Policy #167](#).

Academic Consideration Request – Religious, Indigenous, and Spiritual Observances

If a student is requesting accommodation due to a [religious, Indigenous and/or spiritual observance](#), they must submit their complete [request form](#) via the online [Academic Consideration Request \(ACR\) system](#) within the first two (2) weeks of the class or, for a final examination, within two (2) weeks of when the examination schedule is posted.

If the required absence occurs within the first two (2) weeks of classes, or the dates are not known well in advance as they are linked to other conditions, these requests should be submitted with as much lead time as possible in advance of the required absence.

More information can be found in [Senate Policy #150: Accommodation of Student Religious, Indigenous, and Spiritual Observance](#). Requests for accommodation can be made informally or formally to the course instructor. Informal requests will be made verbally through private discussion or through an email between the student and instructor. For formal requests, students must submit a clear explanation of the observance and requested accommodation along with a copy of the [Accommodation of Student Religious, Indigenous and Spiritual Observance form](#). Instructors will confirm accommodations (if possible), in writing, within five (5) days of receiving the request.

Academic Accommodation Support (AAS)

Part of Student Wellbeing, [Academic Accommodation Support](#) (AAS) supports students with temporary or permanent disabilities, including, but not limited to, physical mobility, sensory impairments, ADHD, and mental health. AAS works with students to create and implement individualized academic accommodation plans so students can more fully participate in their studies.

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

In some cases, arrangements related to your accommodation needs may be made on your behalf by your Academic Accommodation Support Facilitator. You are not required to provide personal health information or seek accommodation directly from your instructors or Academic Assistants as it pertains to academic accommodation for disabilities.

The AAS office is located on the 4th Floor of the Student Learning Centre. Call 416-979-5290 or email AASadmin@torontomu.ca. See [Senate Policy #159](#) for more information.

Academic Integrity

[Academic integrity](#) is achieved through honesty, trust, fairness, respect, and courage. TMU upholds the highest standards of academic integrity and violations are taken very seriously. It is your responsibility to familiarize yourself with and adhere to [Senate Policy #60](#) that defines academic misconduct as "Any behaviour that undermines the University's ability to evaluate students' academic achievements, or any behaviour that a student knew, or reasonably ought to have known, could gain them or others unearned academic advantage or benefit." Penalties range from grade reductions, disciplinary notice or suspension, failure in the course, to permanent removal from TMU. With the increased use of artificial intelligence (AI) tools, please seek guidance from your instructors to avoid policy violations. If you are suspected of academic misconduct, contact your [TMSU \(Students' Union\) Academic Advocate](#).

Academic Integrity and Group Work

Group work is an essential part of your educational experience, because many jobs involve collaboration in teams with diverse personalities. Instructors may require you to identify your individual contribution to these submissions or rank your group members. It's your responsibility to work out issues within your group. If it becomes too challenging, contact your instructor **promptly** for assistance.

By putting your name on a group project, you're accepting responsibility for the entire work. This means you know the content is original and meets academic integrity standards.

Course Enrolment

You MUST familiarize yourself with the GCM curriculum and degree requirements. It is **your** responsibility to select courses from the [GCM Undergraduate Calendar](#). Track your individual progress toward completing degree requirements through the [Advisement Report](#) in MyServiceHub.

TMU will enrol incoming First Year students into their required courses for 1st semester (Fall term) and 2nd semester (Winter term). After First Year, students are responsible for enrolling themselves into their required courses. Students of all years are always responsible for enrolling themselves into their elective courses. Enrolment student tutorials can be found via [MyServiceHub Support](#).

After you enrol in courses, [review your class schedule](#) on MyServiceHub to confirm your class time, location, and section. Time conflicts are not allowed between classes. If you see an error message indicating a conflict, the reason is that there are GCM courses that are scheduled in multiple locations (classrooms and labs). Your instructor will inform you of where to show up on the first day of the class.

If you want to swap into a different section of the class (different time), and the section is full, we recommend that you wait to see if a spot will open up, find a classmate to swap with you, or contact your instructor to see if they can accommodate an extra student in the section.

Enrolment dates are listed on the [TMU Course Enrolment](#) webpage, and confirmed on your Student Center in MyServiceHub in early August for the 1st semester (Fall term) and late November for the 2nd semester (Winter term).

A prohibited icon on MyServiceHub means that you have a hold on your account. Visit [Account Holds](#) for more information.

IMPORTANT: A hold restricts access to specific services like enrolling/intending in courses and viewing your grades.

If you need to drop a course, please adhere to the [academic drop deadlines](#) for that semester. However, it is important to note that financial drop deadlines and academic drop deadlines differ, and you should refer to [Significant Dates](#) in the most recent Undergraduate Calendar.

Information regarding courses, significant dates, degree requirements, and FAQs are communicated through email and on the School's official website. Visit the [GCM Degree Planning and Academic Advising](#) webpage and [GCM Academics D2L shell](#). Contact GCMadvising@torontomu.ca for guidance on your academic plan.

Course Intentions

Course intentions is the process where students indicate the courses they wish to take in the upcoming academic year.

The course intentions period occurs in March for the upcoming Fall and Winter terms. Course intention changes can be made during the course intention adjustment periods in the Spring (May) and Fall (August to September).

Participation in course intentions is mandatory for all undergraduate students in full-time programs. Benefits include: opportunity to be enrolled into your preferred courses, access to priority enrolment dates, faster receipt of student financial assistance (OSAP), maintaining scholarships, and confirming your enrolment.

Participation in course intentions is **mandatory** for all undergraduate students in full-time programs. The benefits of completing course intentions are:

- Opportunity to be enrolled into your preferred courses
- Access to priority enrolment dates
- Receive student financial assistance (OSAP) faster
- Maintain scholarships
- Confirm your enrolment

While TMU makes every effort to enrol students into courses based on course intentions, intentions **are not** guarantees for course enrolment. There are [several reasons](#) why a course intention selection cannot be accommodated. If you receive your class schedule and a course intention selection was not successful, you will have another opportunity to enrol into the course during your enrolment period.

Exams

Details of midterms and final exams are contained in individual course outlines. The final exam schedule is posted approximately one (1) month before the start of the final exam period.

GCM exams may be delivered in-person, virtually, or over an extended period of time (e.g. open book). Please contact your instructor if you have a time conflict with a scheduled exam. Learn more about [Senate Policy #135: Final Examinations](#) and visit the [Exams](#) website.

Note: Do not make personal travel plans before the exam schedule is available, as your instructors **are not** obligated to provide you with make-up exams under this circumstance.

Grades

Grading expectations will be communicated in your course outlines. While most instructors will use numeric percentages (e.g. 80%) to grade an assignment, your final course grade is recorded as a letter grade (see [Grades Scale](#)).

Once official final grades are released after the end of the term, they will be added together to calculate your overall cumulative grade point average (CGPA). **Note: Failing the same required course three (3) times will result in being permanently withdrawn from the program.**

Academic Standing

It is the student's responsibility to maintain a Clear academic standing in order to continue in the GCM program from term to term without limitations. Your academic standing is determined at the end of each academic term based on your final course grades.

If your academic standing is Probationary, you **MUST** request an appointment with GCM Advising to clarify the basis on which your standing can become Clear, and sign a probationary contract with restricted conditions.

CLEAR – A cumulative grade point average (CGPA) of at least 1.67. Students may continue their program studies with no restrictions except for the obligation to satisfy prerequisite requirements.

PROBATIONARY – A CGPA of 1.00 to 1.66. Students require a developmental probationary contract outlining a specific plan for studies and academic supports, signed by the student. Students with a Probationary standing may continue in a subsequent semester as long as they achieve a term GPA (TGPA) of 1.67 or higher and meet the terms of their contract.

REQUIRED TO WITHDRAW (RTW) – Students will be Required To Withdraw for: (i) a CGPA of less than 1.00 (except students in their first semester); (ii) a term GPA below 1.67 while on Probation; (iii) violation of an approved standing variation; or (iv) violation of a probationary contract.

Note: No student in their first semester at TMU will be required to withdraw at the end of the term in December.

Grade & Standing Appeals

Students have the right to initiate an informal or formal appeal of a grade in a specific course or their overall academic standing. Only appeals of GCM courses and appeals of academic standing are submitted to GCM. The decision-maker for Level 1 appeals is the Chair; the decision-maker for Level 2 appeals is the Associate Dean, Undergraduate Education & Student Affairs, The Creative School. Refer to the [Senate Appeals website](#) and review [Senate Policy #168: Grade and Standing Appeals](#). Before submitting an appeal, seek guidance from the GCM Academic Advising team and TMSU Academic Advocate.

Short-Term and Permanent Withdrawals

You may request a Short-Term Withdrawal for up to three (3) consecutive terms (12 months), or a Permanent Withdrawal if voluntarily leaving your program. Permanent withdrawal requests are final once processed; re-admission is not guaranteed.

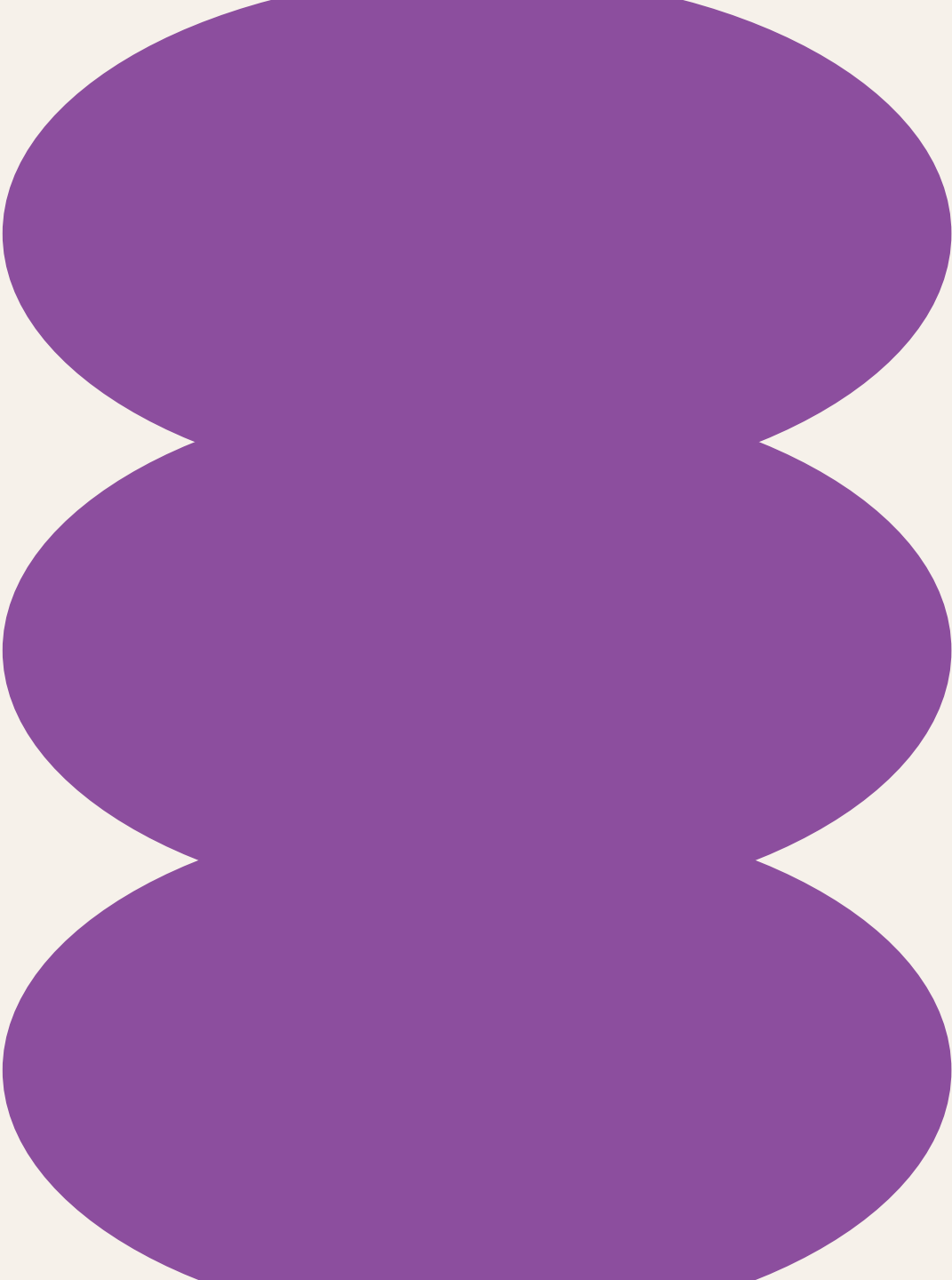
Transfer Credits

Students who have completed courses at another postsecondary institution may apply for transfer credits through the University's online system. We recommend transfer students email

GCMadvising@torontomu.ca so we can review remaining credits, which may be found under the "Non-Applicable" section of your Advisement Report.

Timespan and Graduation

Students in the GCM program have eight (8) years to complete their undergraduate degree. If you plan to take courses out of sequence, ensure you have completed all required courses, as core courses can be prerequisites for upper-year courses. Students with three (3) consecutive terms with no course enrolments will be assigned Inactive Enrolment Status; six (6) consecutive terms with no completed courses will result in Discontinuation from the program.



CONCENTRATIONS

A Concentration is an optional structured plan of study or sub-specialization within a program (6 core electives) that provides an opportunity for advanced or in-depth study in a particular area of interest. Students must declare their concentration prior to applying to graduate. Courses used to fulfil the requirements of a Concentration cannot also be used to fulfil the requirements of a Minor.

Concentrations are optional. GCM offers concentrations that allow students to build confidence and a level of expertise beyond the core curriculum that sets them apart when entering the workforce.

GCM students are advised to start taking Core Elective courses towards their concentration starting in 5th Semester (3rd Year). Concentrations are subject to change by the time you are required to declare in 3rd Year.

Questions? Contact GCMadvising@torontomu.ca.

GCM has four Concentrations to choose from:

Digital Graphic Output

Focusing on the digital premedia files and data that are essential to many forms of graphic output, including signage, ebooks and designs of all types.

Perfect fit if you: are passionate about designing and preparing files for different media.

Areas of focus: signage; ebooks; typography; workflows; variable data printing; material science; non-traditional printing.

Leadership

Learn to guide and manage teams, oversee projects, make strategic decisions, and foster a creative and collaborative environment and deliver high-quality solutions.

Perfect fit if you: like to focus on the strategic vision and plan out logistics to achieve a project.

Areas of focus: business; entrepreneurship; management; accounting and finance; sustainability; client/customer management.

Packaging

Design and create the graphics, structural, and sustainability aspects of product packaging to engage consumers, convey the product's essence and value, protect the contents, and meet logistical requirements.

Perfect fit if you: appreciate the 3D structure of printed form and enjoy working with brands.

Areas of focus: flexo printing; package prototyping; accessibility; sustainability; 3D printing; distribution; plastic in packaging; material science; colour theory.

Publishing

Design and layout of publications, such as books and ebooks, magazines, and brochures. Focus on presenting content in an aesthetically pleasing and readable manner.

Perfect fit if you: enjoy seeing your work come to life in a printed form.

Areas of focus: magazine production; book publishing; ebook production; letterpress; Photoshop; accessibility; sustainability; typography; binding.

To view course requirements for each concentration, visit the [TMU undergraduate calendar](#).

Minors

Minors are optional. TMU defines a Minor as an opportunity for a student to explore a secondary area of undergraduate study either for personal interest beyond a student's degree program, or as an area of specific expertise related to the student's degree program that will serve the student's career choice.

To complete a Minor, students must complete a sequence of six (6) courses in one of the subject areas identified in the [Undergraduate Calendar – Minors](#).

It is your responsibility to enrol into the correct courses for your Minor and to [declare your Minor](#) when you apply to graduate in MyServiceHub. Once declared, track your progress towards your Minor requirements in your [Advisement Report](#). Plan early and seek guidance from GCMadvising@torontomu.ca.

International Learning Opportunities

Through GCM and The Creative School, [you have the opportunity to study abroad at one of our partner schools](#) in Australia, Belgium, England, Denmark, Germany, South Korea, and Sweden! Selected students may go abroad in their 6th semester (Winter term of Third Year).

If you're considering an international exchange, you should seek guidance from the [GCM Academic Coordinator](#) early and apply by January of your Second Year.

Awards and Scholarships

[GCM offers several awards, scholarships, and bursaries](#) to which you should consider applying if eligible; many of which are offered to 2nd, 3rd and 4th year students. Deadlines and application information are announced in the Fall semester.

TMU also offers university-wide scholarship and award opportunities. It is recommended that students create a profile in [AwardSpring](#), which is a database with more than 1,400 awards, scholarships and bursaries. To be matched with awards, you will need to start by submitting a general application. If you require an accommodation during this process, please email the Student Awards and Scholarships office at awards@torontomu.ca.

THIRD YEAR INTERNSHIP

Between 3rd and 4th year, GCM students complete a 300 hour internship. **Internships must be paid. Students are responsible for finding their own placement.** However, we do help through GCM's Career Fair in the Spring and a D2L shell with resources, workshops and an electronic job board with postings from around the industry. You must complete all prerequisite courses (GCM 220, GCM 370, GCM 375) and have your internship submitted to our internship tracking system (FIT) for approval by our Internship Coordinator **before** you start working. After completing your paid internship hours, you will be eligible to enroll into the WKT 608 internship course offered in both Fall and Winter terms. *NOTE: You may use up to 60 Connect & Collect (CC) points = 60 hours of industry volunteer hours, to count towards your total internship hours.*

Internship and International Exchange

If you're studying abroad, we encourage you to ask your host university about internship options in that country. Working abroad is a great experience that can open up many doors for you. You'll need to make sure you can legally work there, which you can figure out with The Creative School's International Programs Coordinator (exchange@torontomu.ca).

Due to differences in the semester start and end dates for our exchange partner schools, it may not be possible for you to return to Canada in time to participate in our normal internship period. Therefore, students who participate in exchange are exempt from completing the 300 paid internship hours. If you choose to complete an internship on your own, you would not have access to support from the [GCM Internship Coordinator](#).

Internships Outside of Canada

Even if you're not going on exchange, you can still intern abroad. From past experiences, we recommend seeking internships in regions where you have relatives or family friends.

If you want to intern outside of Canada, consult the [GCM Internship Coordinator](#) as early as September of 3rd year, so you have time to figure out passport, visa and work permit requirements.

For more information about GCM's Internship program, please refer to the [Official GCM Internship Handbook](#).

GCM Connect & Collect (CC)

The GCM Connect & Collect program incentivizes you to build **connections** with industry and **immediately collect credit** towards your internship hours.

Opportunities where you interact directly with industry will qualify for CC points. There is no minimum or maximum amount of points that you can earn. Your CC points can be redeemed for a maximum of 60 internship hours, with each point having a value of one hour.

Submit information about the events you attend, log into the portal on the **GCM Connect & Collect website**, enter basic information about the event, and include a selfie. If the information provided is accurate, complete and valid, your submission will be approved and you'll see your points value increase on their GCMCC app dashboard upon next login.

Questions? Contact GCMadmin@torontomu.ca.

STRATEGIES FOR SUCCESS CHECKLIST



Attend Class Consistently: Attending class is essential. Some instructors grade on attendance and participation.



Get to Know Your Instructors: Reach out for help. Instructors hold office hours where you can meet them for support.



Confirm Your Program Requirements: When registering for courses make sure they meet your program degree requirements. Use your [academic advisement report](#) on MyServiceHub to check your requirements.



Use Learning Support Services: Visit the GCM [Current Students](#) webpage for a list of resources. Other resources are available from the [Student Resources](#) directory.



Plan a Manageable Course Load: Most 1st year students take five (5) courses in the Fall semester and six (6) in the Winter semester. Seek guidance from [GCM Academic Advising](#) if you wish for a smaller course load.



Find Time to Relax: Make sure you incorporate relaxation time into your schedule.



Set Realistic Goals: Focus on developing new learning strategies, aim to thoroughly learn the material.



Learn to Study Effectively: Study alone or together? At home or at school? Find what works for you and stick to it!

CAMPUS SUPPORT

Health and Dental Coverage

All full-time students pay into Health and Dental coverage through the TMU Students' Union (TMSU). The plan also provides travel insurance. If you already have private insurance coverage, you can opt out of the plan. Learn more on the TMSU [Health and Dental Plan](#) website. Contact 416-979-5000 ext. 552358 or health@yourtmsu.ca.

Consent Comes First (CCF)

[Consent Comes First](#) provides free, confidential, trauma-informed, healing-centred support to students affected by sexual violence and other forms of gender-based violence. Contact 416-979-5000 ext. 553596, osvse@torontomu.ca, or visit in-person at Kerr Hall West (room KHW-279).

Financial Aid

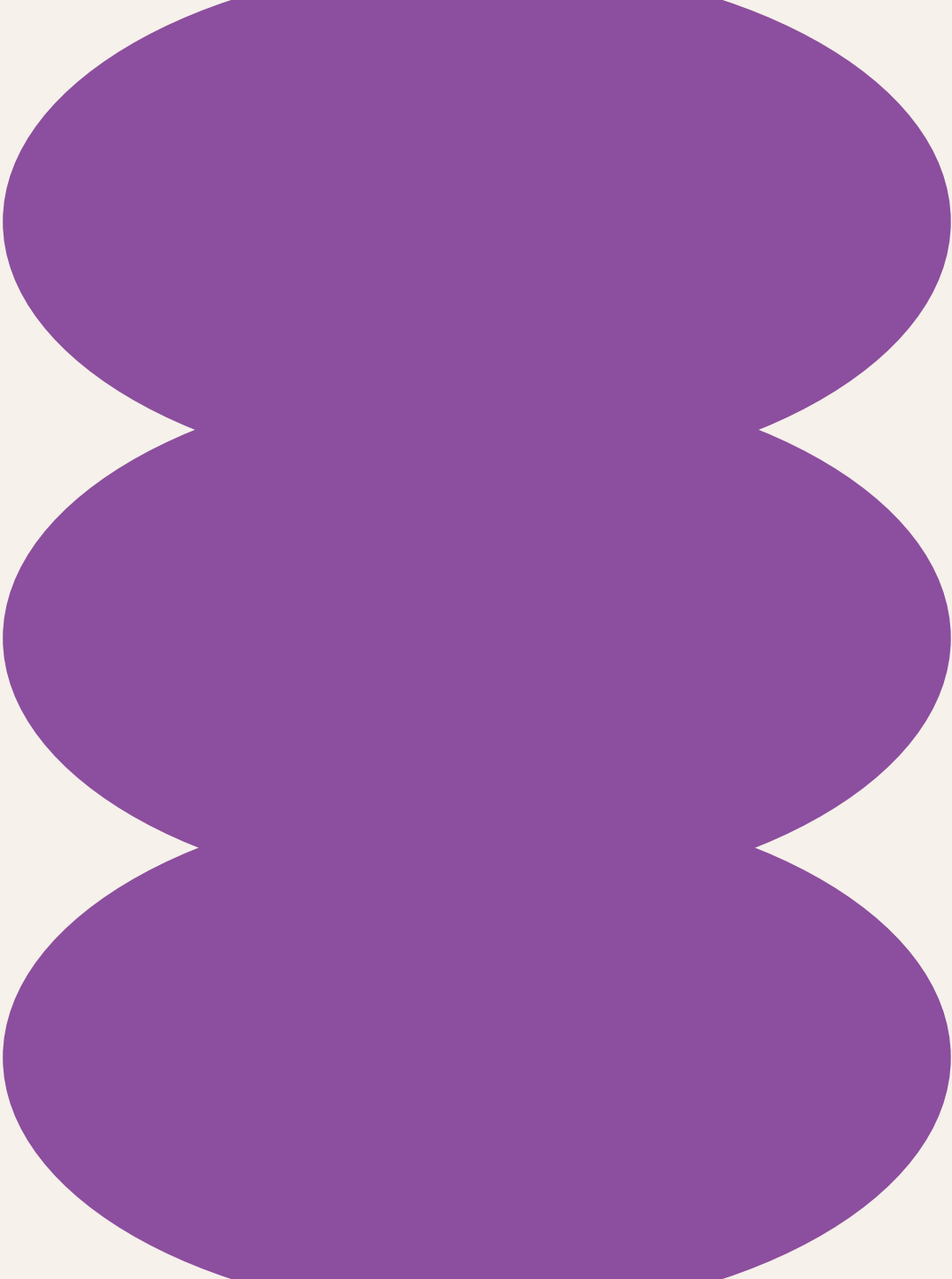
[Student Financial Assistance](#) can answer questions about government student aid (OSAP), scholarships and bursaries, CareerBoost student employment, and budgeting tips and student discounts. Advisors are available via the [ServiceHub](#).

Good Food Centre

[The Good Food Centre](#) serves TMU students facing any level of food insecurity (the inability to obtain food that meets your dietary needs). You must register as a member first. Contact 416-979-5000 ext. 552363, gfc.coordinator@yourtmsu.ca, or visit in-person at the Student Campus Centre (SCC B-03A Basement).

International Student Support (ISS)

[International Student Support](#) fosters a sense of belonging and community for all students who are new to Canada. International Student Advisors offer group immigration advising, drop-in hours and one-on-one personal development appointments. Contact 416-979-5000 ext. 556655, issask@torontomu.ca, or visit in-person at the Podium Building (room POD-50A).



SOCIAL MEDIA & NEWSLETTER

Follow GCM on social media!

- Instagram: [@gcmtmu](#)
 - LinkedIn: [linkedin.com/company/gcmtmu](https://www.linkedin.com/company/gcmtmu)
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