

Student Handbook 2021 - 2022

School of Occupational and Public Health



Ryerson
University

Faculty of
Community
Services

Director's Letter

Welcome to the School of Occupational and Public Health (commonly abbreviated to OPH or SOPHe) at Ryerson University. The School is committed to preparing students to have successful professional careers and to be influential industry and community leaders. We have highly qualified and experienced faculty to guide you through your education, and the university offers a range of educational, social and personal support services that are designed to help make your time at Ryerson a memorable and life-changing experience.

For students who are coming to university for the first time, you will find that university offers a lot of freedom, but with this freedom comes responsibility – we provide the framework for learning, however the responsibility to learn is up to you! There are four keys for success at university:

1. An undergraduate degree is a journey that requires consistent work. Even though there are a lot of distractions, particularly in downtown Toronto, and many of you will be juggling substantial work and family commitments, it is important to keep-up with your studies and to manage your time effectively. Even though tests and assignments can be stressful to complete, the stress is compounded when you get behind or start to miss handing in assessment items, especially in the virtual format. To manage the stress of university life, it is important to make your studies a priority and to manage your time wisely.
2. There are a lot of people who are here to help you, but they can't help if you don't let them know you are having a problem. If you are having difficulties with course content or with assignments, please contact your professors/instructors – they are always eager to help students. If you are experiencing personal difficulties that are impacting your study, please contact either the SOPHe office or one of your professors – we will try and assist however we can and will be able to refer you to a relevant support service. Finally, an important aspect is to let someone know as early as possible when issues arise, because the earlier we know, the sooner we can help.
3. Make use of the support services that are available from the university. Ryerson has a wide range of support services for learning (e.g. Learning Success Centre, Writing Centre, Access Centre, the Library, etc.) and for personal support (e.g. Centre for Student Development and Counseling) and they are there to help you.
4. Get involved in the university community. Ryerson offers a wide range of opportunities for students to get involved – such as through sports and athletics, by participating in the Tri-Mentoring Program or by getting involved in the School or university-level Student Unions. These activities provide students with the opportunity to have new experiences, challenge their perspectives and make a difference in our community – all of which are part of an enriching university experience.

Your time at Ryerson will be challenging, but please enjoy it and make it the best time of your life!

Dr. Richard Meldrum
Director

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School Directory

Daphne Cockwell Complex, 288 Church Street, Suite 300, Toronto, Ontario M5B 1Z5

SCHOOL OFFICE HOURS:

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NOTE – STUDENT INQUIRIES

All general student/academic inquiries should initially be directed to Ms. Bileckyj or Ms. Jones in the SOPHe Office. Any detailed academic matters are handled initially by Dr. Liberda, and then in consultation with Dr. Meldrum. Any matters relating to a specific course should be directed to the professor/instructor for the course. The faculty and staff in SOPHe are here to assist, so if you have any questions please ask us!

Program Calendars

The School of Occupational and Public Health (SOPHe) offers a Bachelor of Applied Science degree (BASc) in two distinct study streams--**Occupational Health and Safety (OHS)** and **Public Health and Safety (PHS)**. For each 'steam' there are three options – a four year degree for students coming from high school, a five-year co-operative education option for students who initially commence the four-year degree, and a two-year fast track option for students who already hold an appropriate university degree. Given this array of options, it is important that you make sure you are taking the required courses for your particular academic stream and option. If you have any questions please ask at the SOPHe office.

Courses are also only offered once per year and are scheduled to be completed in the sequence listed in the calendar. This means that you need to ensure that you are enrolled in the correct course in the correct semester for your stream. If you get 'out of sequence' by dropping courses, taking a lighter course load, or if you fail a course, it is highly likely that you will end up later-on with a schedule 'clash' between courses (refer to section on Course Clashes). If this happens, you will not be able to take one of the courses. This may lead to having to take an equivalent course from another institution or you may have to take extra time to complete the program – both are not great outcomes for you!

FOUR-YEAR STUDENTS

All four-year students must complete a common set of first-year courses. Upon completion of the first-year courses, students must then complete the courses associated with their particular stream. Our programs tend to offer little flexibility for students due to the high number of required/core courses. Apart of the required liberal studies electives (i.e. 3 lower level liberal studies and 3 upper-level liberal studies courses), students have limited opportunity to undertake 'professionally related' electives. Full details on the four-year programs is offered at the following link: [Occupational and Public Health - 2021-2022 Calendar - Ryerson University](#)

FIVE-YEAR CO-OP STUDENTS

Please refer to section on 'Co-op'

TWO-YEAR FAST-TRACK STUDENTS (for university graduates)

Students in the two-year fast-track programs are embarking on a highly intensive educational experience and will be taking courses from the four-year programs together with the four-year students. Given the nature of the two-year fast-track programs, they consist entirely of required courses, and as such there is no flexibility for students in regard to elective options, apart from a research project option. Full details on the two-year programs is offered at the following link: [Occupational and Public Health - 2021-2022 Calendar - Ryerson University](#)

General Information

ACADEMIC ADVISEMENT REPORTS

The Academic Advisement Report (AA Report) is a tool for Undergraduate degree students which provides an audit of your progress-to-date for meeting graduation requirements. You can also use the Advisement Report to:

- check the accuracy of your academic record, including approved transfer credits, challenge credits and course substitutions or directives;
- assist you in the Course Intention and course selection process to determine remaining requirements; and
- ensure that your course enrolments fulfill your program requirements.

Further details on obtaining AA reports is available at: [Academic Advisement Reports - Curriculum Advising - Ryerson University](#)

ACADEMIC INTEGRITY & PERSONAL CONDUCT

Every Ryerson student, once admitted, is required to comply with both the **Student Code of Academic Conduct** and the **Student Code of Non-Academic Conduct**, as laid out in Senate policies 60 and 61, respectively. These policies are binding and failure to comply with them can result in a variety of penalties, up to and including expulsion from the School of Occupational and Public Health, and therefore, Ryerson. To view the complete policies, please use the following links: <https://www.ryerson.ca/senate/policies/pol60.pdf> and <https://www.ryerson.ca/senate/policies/pol61.pdf>

ACADEMIC STANDING

In undergraduate degree programs, each student's academic standing will be established from their formal course grades at the end of each term. Students who do not maintain a minimum cumulative GPA of 1.67 (i.e. **Clear** standing) will be automatically assigned either a '**Probationary**' or '**Required to Withdraw**' (RTW) status (Note: further details on probation and RTW are provided on page 10 of this handbook). Students who are RTW, are withdrawn from school for one year. At the end of this year, the student may submit a request for **Reinstatement**. This request will be reviewed in-line with school policy that considers the student's past academic performance, their potential to satisfactorily complete the program and the personal development activities they have undertaken during their period away from school. The status of **Permanent Program Withdrawal** (PPW) is assigned if a reinstated student again meets the criteria for RTW (i.e. a second RTW) due to their academic performance. PPW students are then required to withdraw from school and are not able to be reinstated to their current program. Students may choose to appeal their academic standing (see 'Academic Appeals'). For further information on the policy on grading, promotion and academic standing, (also refer to section on 'Grades'), please use the following link: <https://www.ryerson.ca/senate/policies/pol46.pdf>

ACCOMMODATION OF STUDENTS WITH DISABILITIES / ACCESS CENTRE

It is the shared responsibility of all members of the School of Occupational and Public Health to adhere to all relevant legislation and University policies by providing reasonable accommodations to students with disabilities who have registered with the **Ryerson University Access Centre**. Students are responsible for notifying their professor/instructor of any special accommodation needs, as authorized by the Access Centre. If a student has not registered with the Access Centre but is seeking an accommodation, they are encouraged to contact the Access Centre prior to any accommodation being granted. Students with disabilities are to provide faculty members with a copy of their "Accommodation Form for Professors" that indicates the accommodations for which they have had approved by the Access Centre. It is expected that faculty members will honour this request. A student's disability or their accommodations will not be disclosed and will be held in a respectful and discrete manner. For further information regarding the Access Centre, please see: [Learning Support - Student Life and Learning Support - Ryerson University](#)

ADDING AND/OR DROPPING COURSES

Students may add or drop courses using **Ryerson's Administrative Management Self Service (RAMSS)**, located in the **my.ryerson** portal which is accessible through the homepage of the Ryerson website (www.ryerson.ca). In most cases, you will be able to make additions and deletions to the timetable yourself. **It is the student's responsibility to ensure that you have the required course prerequisites.** If you do not have the necessary prerequisites, you will not be allowed to enroll in a course, unless you receive special permission from the Director of the program. If you are not able to add or drop a course yourself, please contact the SOPHe Office for assistance. As there are deadlines each semester for adding and dropping courses, you should be aware of these and ensure that the courses are added or dropped in time (refer to Significant Dates on page 11 of this handbook).

ASSIGNMENTS

- All university assignments **must** be word-processed.
- All assignments must include the instructor's name and course number.
- It is the student's responsibility to be aware of any penalty clauses (e.g. late submission).
- Assignments, reports and essays are to be submitted in accordance with the specific instructions of your professor/instructor. If assignments are to be submitted in 'hard-copy', they can be submitted using the School of Occupational and Public Health "**Essay Box**", located outside the SOPHE office, DCC 300. The essay box is emptied every day at 3:30 p.m. and assignment are date stamped.
- Students are required to keep copies of their assignments. If a paper does not reach the instructor, it is the responsibility of the student to resubmit a copy of the assignment.

ATTENDANCE

Attendance is expected at all lectures, laboratory sessions, tutorials and especially, field trips. Absence from class is not an excuse for not knowing assignment due dates, unless a medical certificate covers the entire interval of the student's absence.

“BRIGHTSPACE” by D2L

“Brightspace” by D2L as our Learning Management System. This is an online educational platform that allows professors/instructors to communicate directly with students in their course. As such, there is a Brightspace ‘course shell’ for each course a student is registered for, and these are accessed through the “my.ryerson” portal. Even though there are common features across all course shells, professors/instructors are able to customize their course shells. As such, students need to be familiar with the layout and content of each course shell. Most professors/instructors use Brightspace to upload lecture slides, provide a range of teaching-related materials (e.g. documents, website links, videos, etc), provide information on and results for assessment items, and to post regular class announcements/send emails. Additional features include online quizzes, discussion boards, group communication, etc. Further information about Brightspace is available at: <https://www.ryerson.ca/courses/students/mybrightspace/>

CALCULATORS

Due to increasing challenges to academic integrity and fairness, the policy of this School is that where the course instructor requires the use of a calculator in a test or exam, the calculator must be an instructor-approved model.

CAMPUS SAFETY AND SECURITY

Ryerson is staffed 24 hours a day by security personnel that are trained to protect the safety of the Ryerson community. You can find the Main Security Operations Centre Desk at 111 Bond Street. For further information on Campus Safety programs, general security information, and fire evacuation procedures, please see: <http://www.ryerson.ca/security/>

CLASS CANCELLATIONS

If, for any reason, a class is cancelled, you will be notified by any of the following means: the instructor will notify the class via Brightspace or will send out a class email; and/or office staff will post a notice on the classroom door informing students of the cancellation.

CO-OP

Students in our four-year programs have the opportunity to undertake a co-operative education option. Through this option, students undertake between 3 and 5 work terms of 16 weeks each, adding one year to their program. These work terms consist of paid employment in an industry position that is relevant to your study. The first work term is usually the summer of the second year of the program, with the remaining work terms being inter-mingled with the on-campus academic terms. According to the following sequence:

	Fall	Winter	Spring / Summer
Year 1	1st Semester	2nd Semester	--
Year 2	3rd Semester	4th Semester	WKT 110 - Work Term I
Year 3	WKT 210 - Work Term II	5th Semester	WKT 310 - Work Term III
Year 4	6th Semester	WKT 410 - Work Term IV	WKT 510 - Work Term V
Year 5	7th Semester	8th Semester	--

WKT courses are graded on a pass/fail basis.

Students wishing to apply to undertake co-op, will do this in the winter of their second year.

To be eligible for co-op, students require a Cumulative GPA of at least 2.67, and they need to submit a cover letter and resume and undergo an interview. Dr. Eric Liberda is the co-op coordinator for SOPHe, so any students interested in co-op should contact Dr. Liberda. There is also central coordination of the co-op programs through the Office of Co-operative Education. Please visit their website for full details on co-op: [Ryerson's Co-op Programs - Career & Co-op Centre - Ryerson University](#)

CONFIDENTIALITY

Ryerson recognizes your right to privacy. Your academic record and personal information are considered confidential and will not be given to anyone, other than authorized personnel, without your written permission. The same confidentiality rule is observed for faculty/ instructors. You will be provided with telephone numbers/e-mail addresses so that you can contact your instructors; however, the office will not give out any information that is not already listed on course outlines.

COUNSELING

Faculty/instructor counseling hours (i.e. office hours) are either posted on faculty office doors or noted on the instructor's course outline or are described in the Brightspace course shell for the course. Please check faculty office doors or Brightspace announcements for any short-term changes to posted counseling hours.

COURSE CREDITS

There are a number of different course credits which may be available to students. These include:

- Transfer credit: transfer credits are granted using the post-secondary courses you completed at accredited institutions before being admitted to Ryerson. Accepted Transfer Credits impact your program curriculum: allowing you to avoid repeating coursework and graduate sooner. Transfer Credits particularly apply to students coming into the two-year fast-track programs, with up to 7 transfer credits allowed for our programs. To apply for Transfer Credits, students need to follow the instructions at the following website: [Transfer Credits - Ryerson University](#) Transfer Credits are processed by the Transfer Credits Unit and they will often seek academic advice from SOPHe. This academic advice is provided by Dr. Meldrum. As such, students who wish to seek advice regarding transfer credits are able to discuss their options with Dr. Meldrum. Once transfer credits are granted, it is the student's responsibility to 'drop' the courses for which they received the credit (as this is not done automatically). In rare cases where more than 7 transfer credits are granted, the student can only count 7 credits towards their program and so it is up to the student to decide which of the 7 courses they will count for credit.
- Letter of Permission (LOP): if there is a need for students to enroll in a course offered by another university, a Letter of Permission (LOP) is required before the student can enroll in the external course. This approach ensures that credit for the external course is provided to the Ryerson program. This option is often used in circumstances where students find they have a 'course conflict' (see section below). Further details on the LOP process is at: [Letter of Permission - Curriculum Advising - Ryerson University](#)
- Ryerson-to-Ryerson Credits: if you are transferring to one of the SOPHe programs from another program at Ryerson, you may be able to gain credit from the previous program towards your SOPHe program. Details on this process are available at: [How to Apply - Transfer Credits - Ryerson University](#)

COURSE CONFLICTS

A 'course conflict' can occur when there are two courses a student wishes to take are timetabled/scheduled at the same time. The university policy is to not allow students to enroll in courses when there are 'course conflicts'. The main reason why a 'course conflict' occurs is due to students either 'dropping' a course or 'failing' a course, resulting in the student being 'out-of-sequence'. The university will ensure that the timetabling of all required courses in the normal program sequence are free of 'conflicts', however, this cannot be assured for students who are 'out of sequence'. As such, students should be aware of the implications for their future course timetabling before dropping or failing a course.

COURSE INTENTIONS

For students in their first year, you are pre-enrolled into first year courses. However, for subsequent years, you will have to enroll yourself – this consists of a 'course intentions' registration (i.e. which courses you wish to be enrolled in for the coming year) as well as a final course registration (where you can add/drop courses, see section on Course Registration). In the Winter term, the School will email you with information about course intentions. The course intentions period is in March of one academic year for the next academic year. When choosing your courses, please be sure you have the required prerequisites, as stated in the Ryerson academic calendar.

COURSE MANAGEMENT POLICY

At the commencement of every course, each student shall be provided with a course outline, which will include the following information:

- the instructor's name, office location, office hours and telephone number
- a course description
- a list of course assignments, tests and approximate deadlines
- a marking or evaluation scheme
- a statement of the teaching mode(s)
- a provision that any alterations to the list of course evaluations or approximate deadlines in the marking or evaluation scheme, shall be discussed in class prior to being implemented. These may be provided electronically through Brightspace, or may be provided in 'hard copy' at the first class session – the choice of how the course outline is to be provided to students is up to each professor/instructor. To view the complete Course Management Policy, please use the following link:
<http://www.ryerson.ca/senate/policies/pol145.pdf>

COURSE REGISTRATION

Course registration is held in the weeks prior to the commencement of classes. All those wishing to make changes to their timetables may do so on RAMSS. If you are unable to make the changes yourself, please contact the SOPHe office, POD 249. Please refer to 'Significant Dates' on page 11 of this handbook for when the registration period is open.

COURSE SUBSTITUTIONS

If a student needs to substitute a course within their program for another course offered by Ryerson, a Course Substitution needs to be completed. For example, a common Course Substitution relates to enrolling in a different chemistry course than the one listed in our program. Course substitution requests need to be approved by both the Teaching Department (i.e. the School/Department offering the course the student wishes to take) and the Program Department (i.e. SOPHe). Further details on this process are available at: <https://www.ryerson.ca/curriculum-advising/curriculum-exceptions/course-substitution/>

DEAN'S LIST

The Dean's List recognizes outstanding academic achievement by any student with a full course load that achieves a Cumulative Grade Point Average (CGPA) of over 3.67. For further information on the Faculty of Community Services (FCS) Dean's List criteria, please use the following link: <http://www.ryerson.ca/fcs/student-success/deans-list/>

DISCRIMINATION AND HARASSMENT SERVICES

Ryerson's Office of Discrimination and Harassment Prevention Services works with students, and faculty alike, to promote a healthy academic environment free of discrimination and harassment. For further information, please use the following link: <http://www.ryerson.ca/equity/>

ELECTIVE COURSES

The two programs offered by SOPHe have limited elective options due to the professional accreditation requirements that the programs are required to meet. However, there are following elective options available for students:

- **Liberal studies:** all four-year students are required to complete 3 lower-level liberal studies courses and 3 upper-level liberal studies courses. The programs have been designed with liberal-studies 'slots' throughout, however, students are able to enroll in liberal studies courses at anytime within the program, as long as there are no 'course conflicts'. Students are responsible for choosing and enrolling in the liberal studies courses, with the SOPHe Office not able to provide advice on which courses to enroll in – this is a free choice for the student. A listing of liberal studies courses is available in the current undergraduate calendar: [Liberal Studies at Ryerson - 2021-2022 Calendar - Ryerson University](#)
- **FOR STUDENTS ADMITTED FALL 2018 AND PRIOR**
Professionally-related electives: the SOPHe programs have limited opportunity for students to undertake 'professionally-related electives'. For students in the four-year programs, they may take two 'professionally-related electives' in place of undertaking the research courses (ENH066A/B) or ENH866. Other courses are also able to be undertaken on permission of the school (please contact the SOPHe office for further information on this). Details on the available professionally-related electives can be found at: [Occupational and Public Health Professionally-Related Table I - 2021-2022 Calendar - Ryerson University](#)
- **FOR STUDENTS ADMITTED FALL 2019 AND AFTER**
Open Electives: all four-year students are required to take four open electives before completing their studies. [Open Elective Table - 2021-2022 Calendar - Ryerson University](#)

- **FOR STUDENTS ADMITTED FALL 2018 AND PRIOR**

Research electives: the school offers two research elective courses, ENH066A/B and ENH866. The ENH066A/B course is a two-semester course that is in the final year of the program. For this course, students need to arrange both a topic and faculty supervisor before being able to enroll in the course. The ENH866 course follows-on from ENH766. For this course, students will generally undertake the research which was the focus of the proposal developed in ENH766. Students will also need to have a faculty supervisor prior to enrolling in the course. For both ENH066A/B and ENH866, students are not able to enroll themselves, with the SOPHe office enrolling students upon confirmation by the student's supervisor.

EMAIL ACCOUNTS

You are required to maintain a Ryerson e-mail account as this is your official means of communication with Ryerson. If you do not have an account, please go to: https://www.ryerson.ca/ccs/services/email_and_learning/ to register. Please note: If you choose to forward your Ryerson e-mail to another account, you risk losing information. To view the complete Ryerson University Email Policy, please see: <http://www.ryerson.ca/senate/policies/pol157.pdf>

ESSAY BOX

An essay box is available for all SOPHe students to submit assignments, notes and other materials. The School of Occupational and Public Health Essay Box is located outside the SOPHe office, DCC 300. The box is emptied every day at 3:30 p.m. and all papers are date stamped.

EXAMINATIONS

Mid-semester exams are generally held during class time in the usual lecture room for the course. Final exams are organized as a university-wide activity and are scheduled over a two week period that immediately follows the last week of semester. Final exam schedules are available approximately one month prior to the examination period under the 'Current Students' link on the Ryerson website. For further information, please refer to the Ryerson Examination Policy: <http://www.ryerson.ca/senate/policies/pol135.pdf> Please note that travel arrangements are not considered an exam conflict. If you have a time conflict with your exam schedule, please report it to the SOPHe office. It is only considered a conflict if you have three or more exams scheduled for one day (not including Continuing Education courses).

EXCHANGE PROGRAMS

The university offers students the opportunity to undertake a study exchange/study abroad at a university in another country. Students interested in this option should visit the Ryerson International website for further details, and should also contact the SOPHe Director or Associate Director to discuss course selection options.

<https://www.ryerson.ca/global-learning/>

FEES

Details on the tuition fees and payment processes are available at the following website: [Tuition and Fees - Admissions - Ryerson University](#) As the SOPHe is not involved in fee issues, we are not able to provide advice. As such, students are asked to follow-up with Student Services if they have any questions regarding fees.

FINANCIAL ASSISTANCE

Details on financial aid, including OSAP is available from the following website: [OSAP - Student Financial Assistance - Ryerson University](#) As the SOPHe is not involved with financial assistance, we are not able to provide advice. As such, students are asked to follow-up with Student Services if they have any questions regarding financial assistance.

FRESH START

For students who are 'Required to Withdraw' (refer to sections on Academic Standing, and Required to Withdraw), if this is their first-time on RTW status, they have the opportunity to be reinstated under the Fresh Start program. In this program, students are required to withdraw from school for one semester, but may be reinstated with a restricted course-load after this time. Each School has their own criteria for eligibility to participate in Fresh Start. The current criteria for SOPHe students is: no minimum GPA for entry, but a minimum of C- in each course while in Fresh Start. As part of Fresh Start, students are also required to complete (and pass) the Fresh Start Strategies course that covers study skills, time management and other key issues that enable students to be successful at university. Students on Fresh Start are required to complete a 'Freshstart Probationary Contract' for each semester they are enrolled (refer to section on 'Probation'). This contract is completed with the SOPHe Office. Further details on Fresh Start are available at: [Fresh Start Program - Current Students - Ryerson University](#)

GRADES

A student's overall academic performance in each course is recorded as a letter grade. Each letter grade is based on the total marks awarded and on the final total percentage. The highest grade is an A+ which is awarded for students gaining a final total percentage of between 90 and 100. A 'fail' grade is awarded for students who gain a final total percentage of between 0 and 49. 'Satisfactory' performance is in the grade range of C- to C+ (i.e. 60 to 69%). There are also other grade designations which can be awarded, with the most frequently used being the INC, i.e. 'incomplete' grade. An INC grade is awarded if some work remains to be completed and when completion of the outstanding work (e.g. a make-up exam) may result in a passing grade. Each letter grade also has a specific allocation of 'grade points'. For example, an A+ equals 4.33 grade points and an F equals 0 grade points. For students to graduate, they need to have a 'cumulative grade point average' (CGPA) of 1.67 for the entire program. A 'grade point average' (GPA) is calculated for each term of study and the CGPA is calculated based on all of the courses completed. For students to have 'clear' academic standing at the end of a term, both their term GPA and their CGPA need to be 1.67 or higher. If not, they will either have a 'probationary' academic standing or will be 'required to withdraw (refer to section on Academic Standing). Further details on grading is available from University Policy #46:

<http://www.ryerson.ca/content/dam/senate/policies/pol46.pdf>

GRADE REASSESSMENT

Students who believe that an assignment, test or exam has not been properly graded can apply to have the assessment item re-marked. In the first instance, the student should contact the relevant instructor/professor to resolve the issue within 10 working days of when the graded work is returned to the class. If the issue is not able to be resolved with the instructor, the student may lodge a formal request for regrading with the SOPHe Director. Students must provide a clear argument as to why the original grade received was inappropriate. If a case for reassessment is deemed to exist, the SOPHe Director will coordinate a grade reassessment by an independent source in accordance with the procedures outlined of the University Policy #134. For further details please view:

<http://www.ryerson.ca/senate/policies/pol134.pdf>

GRADUATION

Graduation/Convocation ceremonies are held in the Fall and Spring semesters. When students are in their last semester of study, they are required to 'apply to graduate' in order to ensure that they are approved to graduate (i.e. to ensure that all of their program requirements have been completed). For further information on the graduation process, please refer to: <https://www.ryerson.ca/graduate/student-guide/academic-matters/graduation/>

GROUP WORK

Group work for which a student does not receive individual assessment should not constitute more than 30% of the grade in a course. Fair and appropriate procedures must be developed for students who encounter difficulty with their working group.

LAST WEEK OF CLASSES

The last week of classes before the exam period will be free of any tests or exams, unless the test is part of a sequence of routine labs. Please note that for Continuing Education (CE) courses, the last week of the class schedule is typically reserved for a final exam.

LEARNING SUCCESS CENTRE

The Learning Success Centre offers a range of in-class and online courses and workshops on developing good study skills. They also offer one-on-one consultations and free drop-in tutoring. For more information: [Student Success Centre - Ryerson University](#)

LOCKERS

A limited number of lockers are assigned to the SOPHe each year. In early September, a list of available lockers is released and students wishing to have a locker need to visit the SOPHe office to be allocated a locker. Students must provide their own lock and are personally responsible for the contents of their lockers.

MAKE-UP EXAMS/ASSESSMENT

Should a student miss a mid-term test or other assessment item during the semester, normally a make-up will be scheduled as soon as possible, provided appropriate documentation (e.g. medical certificate) has been provided. The determination of whether a make-up exam/assignment will be provided is at the discretion of the instructor/professor. Make-up exams/assessment will cover the same material as the original assessment, but are not required to be in the same format (e.g. if the original assessment was a multiple-choice exam, the make-up exam could be short-answer or essay questions). For assessment completed throughout the term, depending on the circumstances and the nature of the work missed, the instructor and student may also agree to redistribute the weight of the missed work to the final exam or other assessment, as long as the redistribution does not cause any one piece of assessment to be worth more than 70% of the final grade. If the student misses a final exam, a make-up exam is able to be scheduled if appropriate documentation (e.g. medical certificate) is provided. If a student misses a scheduled make-up mid-term test or assignment or final exam without a verifiable reason (e.g. medical certificate), a grade of "0" may be assigned. Further details on make-up exams is available from Policy 145: <http://www.ryerson.ca/senate/policies/pol145.pdf>.

If a student is allocated a make-up exam after the end of the semester, the student will be

given an INC (i.e. incomplete) grade for the course. As INC grades automatically become F (i.e. failure) grades after 3 months, students need to have undertaken their make-up exam within 3 months of the end of semester. If an INC grade reverts to an F grade, the student will no longer be able to complete a make-up exam and so their final grade for the course will be an F.

MEDICAL AND DEATH CERTIFICATES

Students who miss an examination, test, or assignment for either medical or compassionate reasons, must provide:

- a. A death certificate, when the compassionate reason is the death of an immediate family member; or,
- b. the Ryerson Medical certificate, which must clearly specify:
 - i. the date and time the student was examined by the physician;
 - ii. the opinion of the physician regarding the physical ability of the student to take part in the specific examination, test, or assignment being missed;
 - iii. and the period of time the student was or is expected to be unable to work because of the illness.

Students must use the official Student Health Certificate, which is available on the Ryerson website, at: <https://www.ryerson.ca/content/dam/senate/forms/Health.pdf>. Faculty/instructors will consider medical certificates in determining whether an alternate exam, test, or assignment will be given. Academic Consideration Requests are to be submitted online to the SOPHe office through the Online Academic Consideration Requests: <https://www.ryerson.ca/senate/resources/>. This includes health certificates for courses taken in other departments or in Continuing Education (CE). Health certificates are to be submitted **within 3 working days** of the due date of the missed test, exam or assignment. Please ensure that you submit both the form titled "Academic Consideration Document Submission Required Information" along with the Ryerson "Student Health Certificate" (both are available at the website link above).

PREREQUISITES

A 'prerequisite' is a course that needs to be passed before a student is able to enroll in a future course. In our programs, there are a number of courses which have prerequisites. As indicated in the section on 'Adding and/or Dropping Courses', you will not be able to enroll in a course unless you meet its prerequisite requirements. This means that if you drop or fail a course which is a prerequisite for another course, you will not be able to enroll in this other course until you complete the prerequisite. This will have implications for future course sequencing (please refer to the sections on 'Course Clashes' and 'Timetables').

PROBATION

As indicated in the section on Academic Standing, students may be assigned Probationary standing if their cumulative GPA is between 1.0 and 1.67. These students are required to complete a **Probationary Contract** that outlines a specific plan for study (e.g. maximum number of courses and minimum academic performance) and academic support. Probationary students are required to meet with the SOPHe Administrative Assistant to complete a Probationary Contract within 5 working days of the first day of semester. This contract must be signed by the student and a copy retained by them. Any amendments to the contract need to be discussed and formalized with the Administrative Assistant. One condition of being on probation for SOPHe students is that they are required to complete a 'study skills' workshop run by either SOPHe or the university. Students remain on 'probation' for each semester their cumulative GPA is between 1.0 and 1.67 (and while their previous term GPA is above 1.67). As such, a probation contract is required to be completed for each semester a student is on probation.

REACH-BACK COURSES

As part of their offer of admission into one of the SOPHe programs, some students (particularly for the two-year fast track options) may be required to undertake additional courses to ensure that the admission requirements of the program are fully complete. As such, students should be familiar with the details contained in their letter of offer/admission to ensure that they are aware of any 'reach back' course requirements. For the SOPHe programs, these 'reach back' courses are generally required to be completed by the start of the student's second year. If these 'reach back' courses are not completed before the start of the second year, students may not be able to enroll in particular courses (for which the 'reach back' courses are prerequisites), or may not be allowed to continue in the program.

RELIGIOUS OBSERVANCE

If there is a test, exam or assignment due date that conflicts with a religious obligation, you must notify your instructor **within the first 2 weeks of class (or within 5 days of the posting of the final exam schedule)**. To download a copy of the form, please see: <http://www.ryerson.ca/senate/forms/reobservforminstr.pdf> The policy regarding religious observance can be found at: <http://www.ryerson.ca/senate/policies/pol150.pdf>

REQUIRED TO WITHDRAW

As indicated in the section on 'Academic Standing', students may be assigned "Required to Withdraw" (RTW) status for a variety of reasons, including:

- They have a Cumulative GPA of less than 1.0,
- They have a term GPA of less than 1.67 while on probation, or
- For violation of a Probationary Contract.

Students on RTW status are required to withdraw from school for 12 months. However, the university does recognize the difficulties that many first year students have in transitioning to university. As such, for first-time RTW students, the university offers the **Fresh Start** program (refer to the section on Fresh Start).

SIGNIFICANT DATES

For a detailed listing of all important dates for the 2020-2021 academic year, please refer to the following link: [Significant Dates - 2021-2022 Calendar - Ryerson University](#)

STUDENT GUIDE

The "Ryerson Student Guide" is a general-information handbook available to all Ryerson students to assist them academic and non-academic questions alike. Answers to questions regarding fee payments, university policies, academic standing, grade appeals, and student conduct can all be found in the guide, as well as general information about course selection, significant academic dates and exam policies. Paper copies of the Student Guide are available from the SOPHe office. You can find the guide online at:

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

STUDENT IDENTIFICATION AND LIBRARY CARDS

New students will be issued a Student Photo ID/Library Card during registration week. You are responsible for all transactions assigned to your card. Student cards should be carried with you at all times and lending your Student ID card is strictly prohibited. If you lose your card, you will be charged for its replacement. For further details, please see: <https://www.ryerson.ca/university-business-services/onecard/>

STUDENTS' PERSONAL INFORMATION

It is the student's responsibility to ensure that Ryerson has your correct mailing address, permanent address and phone number(s). All changes may be done online on RAMSS.

STUDENT SERVICES

There are a wide variety of student-oriented services available to help Ryerson students that offer both academic and non-academic support for University-related issues, including career counseling, health services, housing, counseling services, learning support, athletics, learning disabilities, and mentoring programs. For a full listing of the services, please see: <http://www.ryerson.ca/student-services/>

TIMETABLES

Timetables are available online at the *my.ryerson* portal. Your timetable is based on the course choices you make online in March (i.e. course intentions), and should be conflict free, if you are following the program calendar. If your timetable is incomplete, you can make your own adjustments to it on RAMSS. If you are unable to make the changes yourself, please contact the SOPHe office. Students should be aware that if they get 'out-of-sequence' (i.e. they drop a course or fail a course), this may result in a 'course conflict' with the scheduling/timetabling of future courses.

WRITING CENTRE

If you require assistance with university writing and writing standards, please visit the Writing Centre, located in the library, LIB 272B. [Writing and Language Support - Student Life and Learning Support - Ryerson University](#)

Academic Appeals

All students have the right to appeal their final grades and/or academic standing. You also have the right to see all work completed for a course, including the final exam, and have the right to continue with your course work while an appeal is in process.

TYPES OF APPEALS

There are two types of appeals which may be filed—a '**grade appeal**' and an '**academic standing**' appeal. The 'grade appeal' must be filed with the school/department that taught the course you are appealing; the academic 'standing appeal' must be filed with your own school/department (i.e. with SOPHe). Both types of appeals will be reviewed by a school/departmental Appeals Committee. Since the appeal of a grade may have an effect upon your standing, you must attach a copy of the grade appeal to the academic standing appeal, if they are not being made to the same school/department.

The entire Academic Appeals Policy and all appeal forms can be found in the Undergraduate Calendar, the Student Guide <http://www.ryerson.ca/studentguide/> and on the Ryerson website <https://www.ryerson.ca/registrar/students/academics/appeals/>

GROUNDINGS OF APPEAL

The grounds for appeals are listed on the appeal forms. It should be noted that the responsibility for demonstrating the grounds for the appeal lies with the student. Students should ensure that the relevant documentation (e.g. medical certificates, travel documents, death certificates, letters from counselors, etc.) is supplied to support their case. For further information, please consult the Undergraduate Policy on Academic Consideration and Appeals at: <http://www.ryerson.ca/senate/policies/pol134.pdf>

LEVELS OF APPEAL

There are three levels of academic appeal: (1) Department/School, (2) Dean and (3) Senate appeals. You are required to submit the pertinent information at each appeal level, and within the mandated time frame. Further information and appeal instructions can be found at: <https://www.ryerson.ca/studentguide/appeals/>

Please note: The decision of the Senate Appeals Committee is final and binding.

DEADLINES

The deadline for appealing a grade or academic standing after the term has ended is clearly published in the Significant Dates section of Ryerson's Current Students website. To be sure that your appeal is filed within the appropriate deadline, please consult the calendar at: [Significant Dates - 2021-2022 Calendar - Ryerson University](#)

STUDENT GUIDE TO AVOIDING ACADEMIC APPEALS

For further information on dealing with academic and personal difficulties during the school year, please see the Student Guide to Avoiding Academic Appeals at: [Microsoft Word - Student Guide to Avoiding Academic Appeal.doc \(ryerson.ca\)](#) or the Ryerson Student Union details on 'Academic Advocacy': [Appeals - Student Guide - Ryerson University](#)

Academic Misconduct

DEFINITIONS OF ACADEMIC MISCONDUCT

Generally, academic misconduct consists of academic dishonesty or fraud: those acts which have the effect of unfairly promoting or enhancing one's academic standing or assisting someone in the pursuit of such an end result. The assigning and evaluating of academic exercises in the form of essays, projects, laboratory reports, case studies, presentations, tests and examinations is central to the educational process, both as guidance to the student, and as a means of maintaining appropriate standards of accreditation. It is assumed that all academic exercises submitted for evaluation and course credit will be the project of the student's individual effort, except in the case of team projects arranged and approved of, as such, by the instructor. Acts of academic dishonesty are serious matters because they compromise the integrity and credibility of the educational process. The faculty is, therefore, required to initiate action to discipline students who commit acts of academic dishonesty.

The Conduct Code prohibits:

1. Plagiarism. In any academic exercise, plagiarism occurs when one offers as one's own work the words, data, ideas, arguments, calculations, designs, or productions of another without appropriate attribution. This applies to all forms of student work, including, but not limited to, written work, design projects, computer software, engineering projects, photographs, films, tapes, and videos (for clarification, see specific guidelines issued by departments and schools). Students are expected to familiarize themselves with available guidelines, and when in doubt, should consult their instructor.
2. Handing something in as your own individual work when it was, in fact, done by a group, unless the assignment was supposed to be done by a group.
3. Cheating on exams, such as copying from someone else, using unauthorized aids, etc.
4. Letting somebody else copy from your work in an exam.
5. Handing in the same assignment for more than one course without getting permission from the professors involved.
6. Forging, altering or falsifying academic records.
7. Doing an assignment, paper, lab report or essay for another student.
8. Selling or publishing exams, essays or other assignments for fraudulent purposes.
9. Taking or writing an exam for another student.

PENALTIES FOR ACADEMIC MISCONDUCT

A violation of the Student Conduct Code will normally result in a penalty, although there may be cases in which an appropriate response is a warning. The penalty depends on how serious the charge is, and whether you have a record of academic misconduct. Penalties which may be imposed for academic misconduct include: assignment of other work; assignment of a low grade; failure of an assignment; failure of a course; withdrawal of a grade, certificate, diploma, or a degree; suspension from a program or from the University; or expulsion from the University. For further information, please review the following links: <http://www.ryerson.ca/senate/policies/pol60.pdf>, or <http://www.ryerson.ca/academicintegrity>

SOPHe Academic Awards

The SOPHe Award Ceremony is held during the Fall term (date to be announced). Details about the SOPHe-specific awards are as follows, with information about university-wide awards available at: <https://www.ryerson.ca/registrar/students/scholarships/>

AWARD OF MERIT

Highest cumulative grade point average (CGPA) by a first-year full-time student
Highest CGPA by a first-year Public Health fast-track student
Highest CGPA by a first-year Occupational Health fast-track student
Highest CGPA by a second-year Public Health student
Highest CGPA by a second-year Occupational Health student
Highest CGPA by a third-year Public Health student
Highest CGPA by a third-year Occupational Health student

JAMES POWELL AWARD

Highest CGPA by a graduating four-year Public Health student

WYCKOMAR WATER QUALITY AWARD

Highest overall grade in ENH424 Water Quality

TRAIN CAN AWARD

Highest overall grade in ENH 433 Food Hygiene II

ORKIN CANADA ENTOMOLOGY AWARD

Highest overall grade in ENH610 Parasitology

3M AWARD

Highest overall grade in ENH 733 Food Hygiene: Food Pathogens

ONTARIO FOOD PROTECTION ASSOCIATION AWARD

For the most valuable contribution to food hygiene through a fourth-year thesis

ENVIRONMENTAL HEALTH FOUNDATION OF CANADA

Outstanding fourth-year thesis in Environmental Health

COMSTOCK AWARD

Scholarship for outstanding academic achievement by a student in OHS

JACK PARK AWARD

Scholarship for outstanding academic achievement by a second-year student in the four-year Public Health option

JAMES MCLELLAN OCCUPATIONAL HEALTH AND SAFETY AWARD

Awarded to a student that demonstrates passion for community-based initiatives in OHS.

KEVIN MACKLE AWARD

Scholarship for outstanding academic achievement by a first-year SOPHe student

NANCY C. SPROTT AWARD

Scholarship for a demonstrated commitment in the field of Occupational and Public health through volunteer activities in the community